OPEN & EDIT A DASHBOARD THEN SET AS HOME PAGE

The following guide will walk you through the process of opening and editing a dashboard, then setting it as your home page in Enterprise Analytics.

NAVIGATION
Login into myUFL and navigate to:

Nav Bar > Main Menu > Enterprise Analytics > Access Enterprise Analytics

1. To open a report, click on the My Content folder or the Team Content folder.
   a. The My Content folder is used for your personal reports.
   b. The Team Content folder is used for reports shared by you and other members of your team.

2. Click on your desired Dashboard.
3. Click the **Edit** button.

4. Click the **section** of the Dashboard you would like to edit.

5. Click the **Properties** button.
6. The properties window displays many ways you can modify the dashboard. For this example, click the **Show value labels** option.

![Properties window showing options to modify dashboard](image)

7. Notice that the graph now has value labels. For this example, click the **Show value labels** option again to remove them.

![Dashboard with value labels](image)
8. Click the **Properties** button again to close the properties tab.

![Properties button](image)

9. Click the **Edit** button.

![Edit button](image)

10. Click the **Options** button.

![Options button](image)

11. Click **Set as home**.
12. The next time you log into Enterprise Analytics, this dashboard will appear. Next, we will walk through how to change your settings so that the default background appears instead. Click the Preferences button.

13. Click the My Preferences option.

14. Click the Home Page Reset to default option.
15. Click the **Save** button.

16. The next time you log into Enterprise Analytics, the default background will now appear.