

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

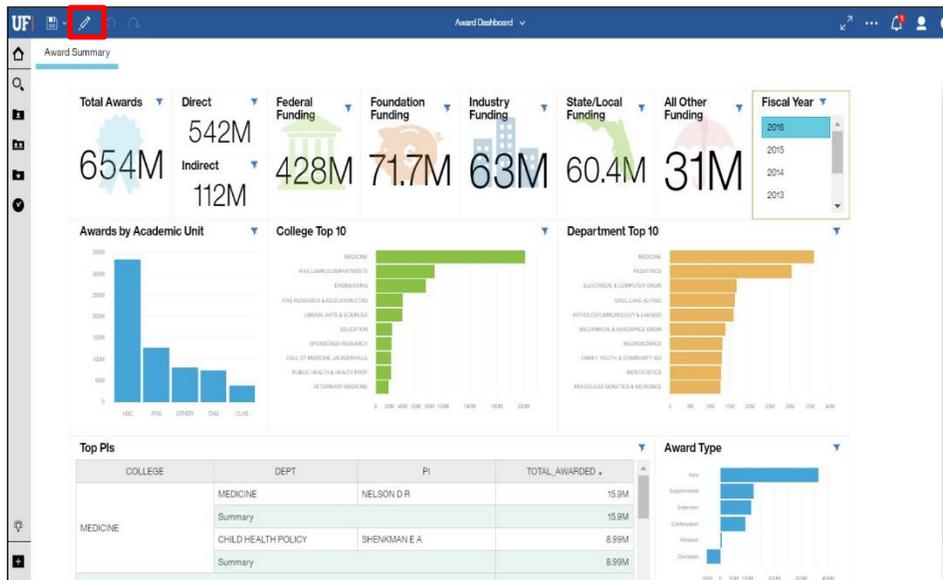
1. To open a report, click on the **My Content folder** or the **Team Content folder**.
 - a. The My Content folder is used for your personal reports.
 - b. The Team Content folder is used for reports shared by you and other members of your team.



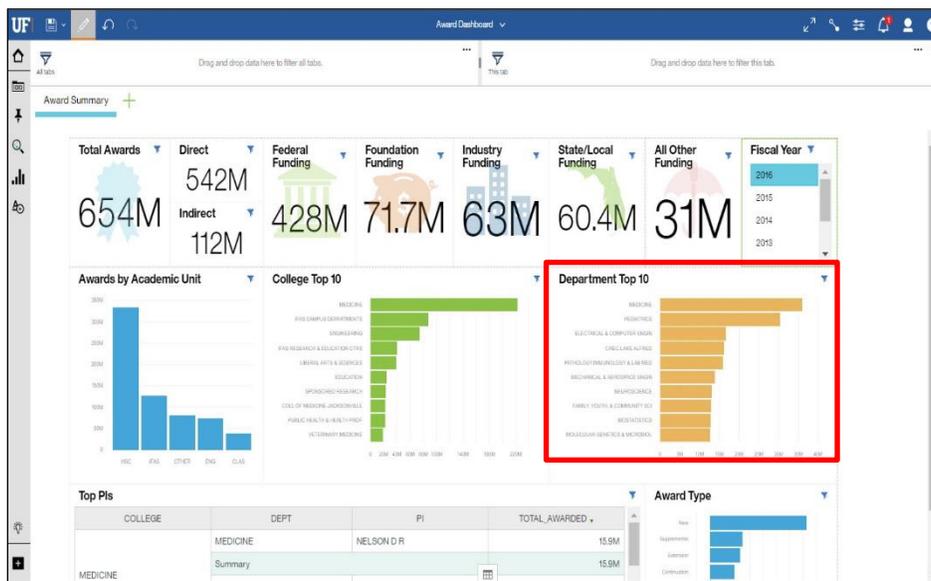
2. Click on your desired **Dashboard**.



3. Click the **Edit** button.



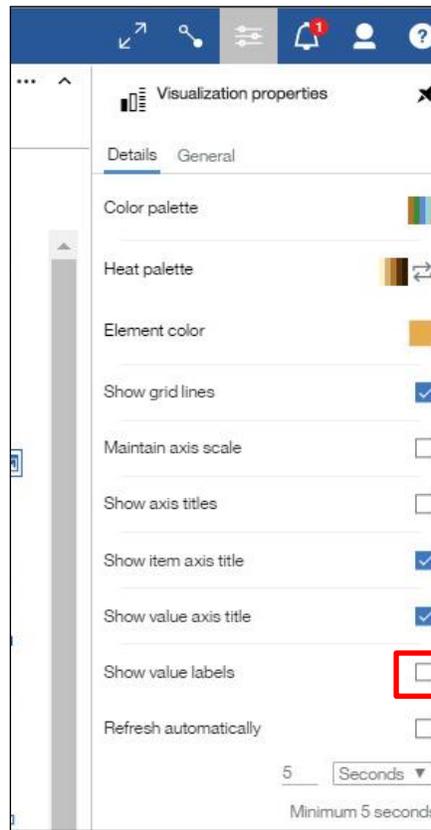
4. Click the **section** of the Dashboard you would like to edit.



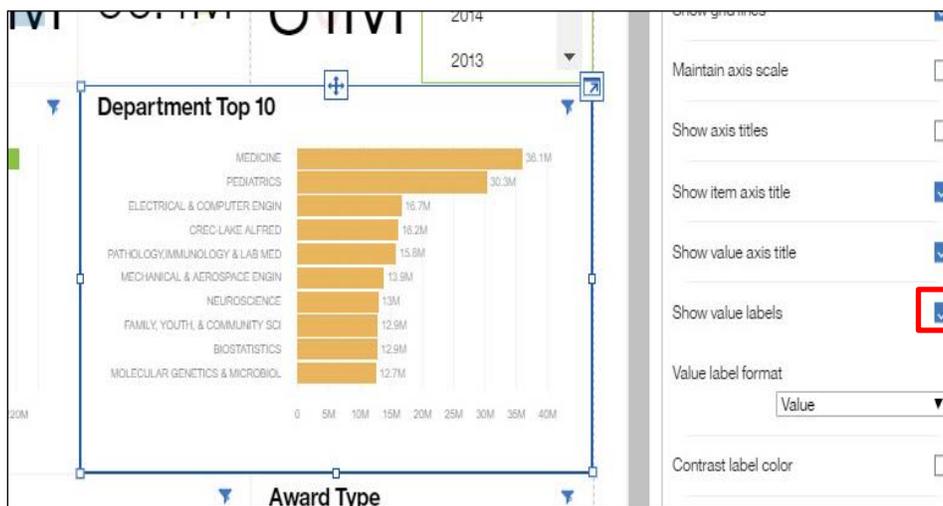
5. Click the **Properties** button.



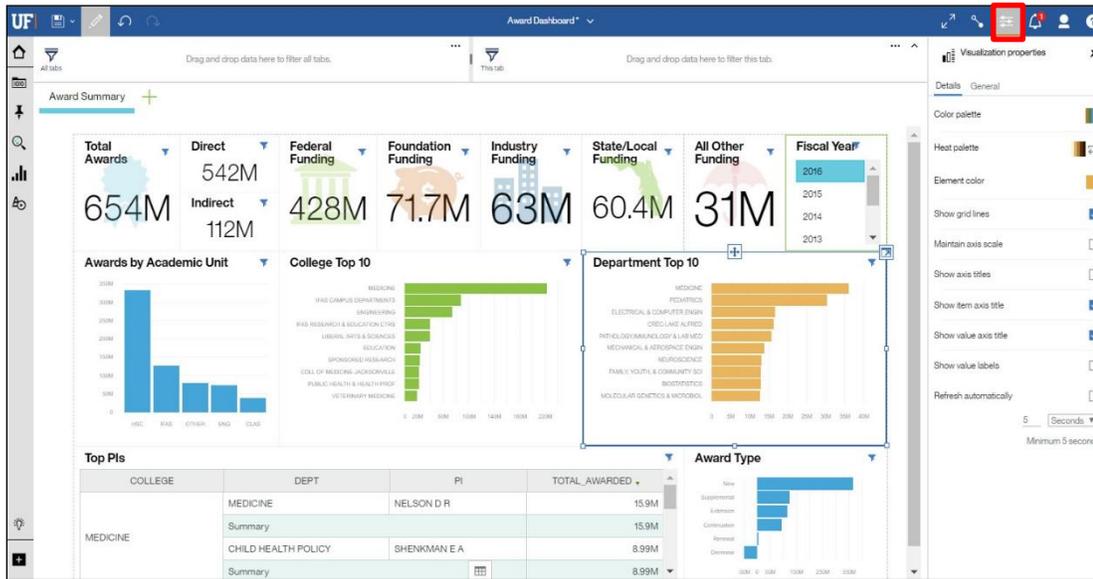
- The properties window displays many ways you can modify the dashboard. For this example, click the **Show value labels** option.



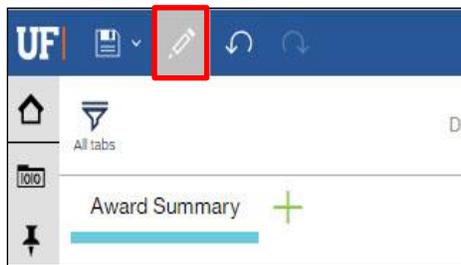
- Notice that the graph now has value labels. For this example, click the **Show value labels** option again to remove them.



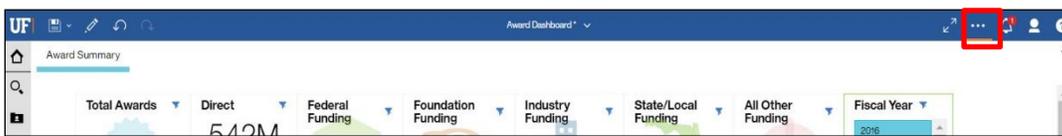
8. Click the **Properties** button again to close the properties tab.



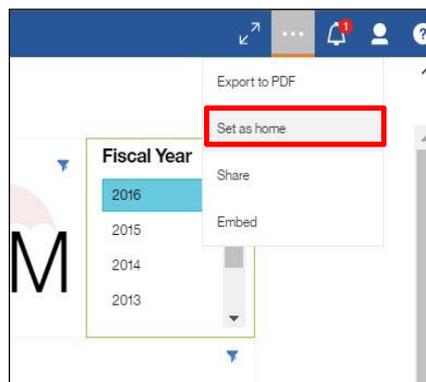
9. Click the **Edit** button.



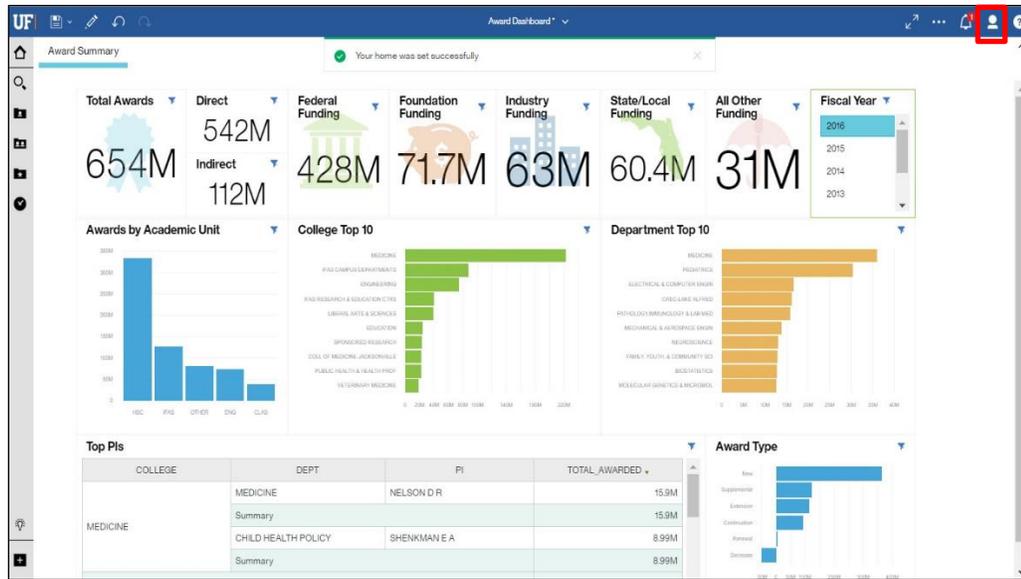
10. Click the **Options** button.



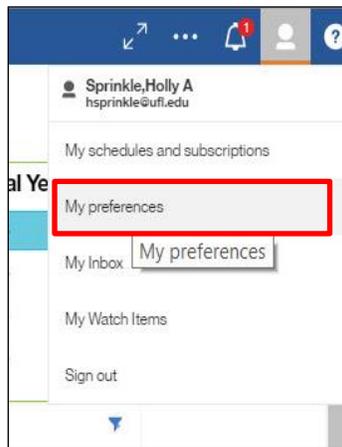
11. Click **Set as home**.



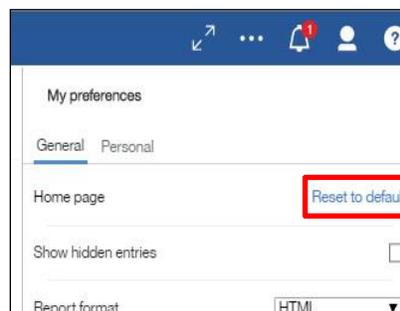
12. The next time you log into Enterprise Analytics, this dashboard will appear. Next, we will walk through how to change your settings so that the default background appears instead. Click the **Preferences** button.



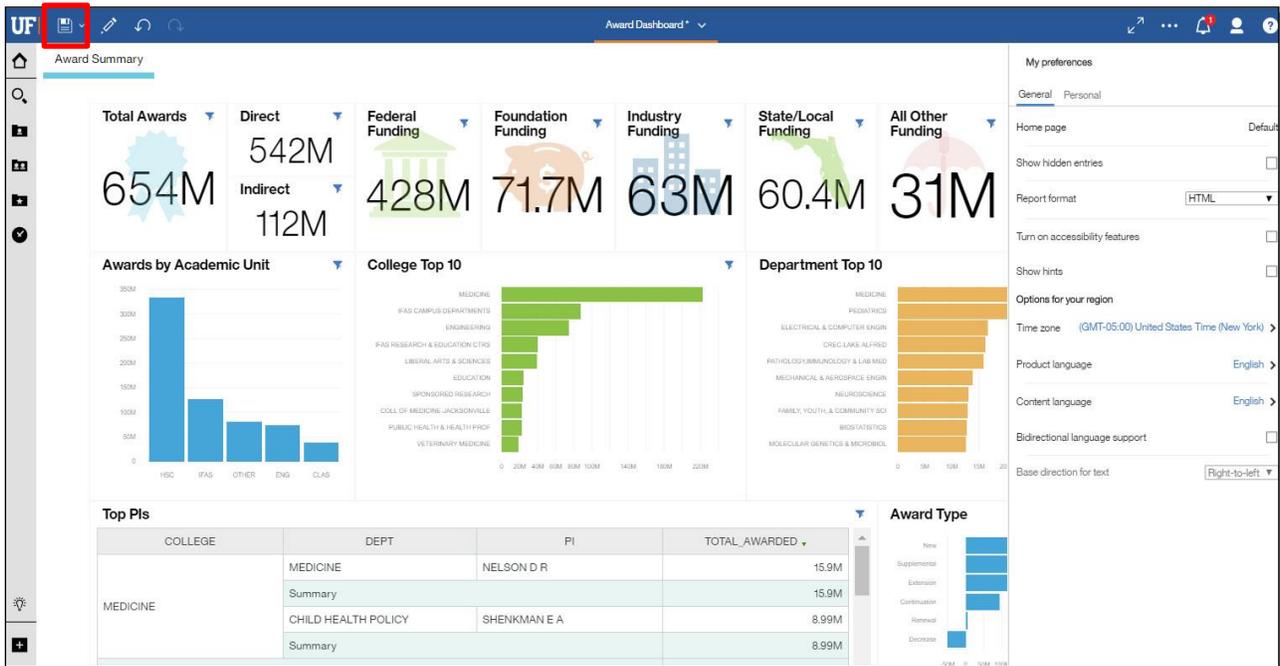
13. Click the **My Preferences** option.



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.

