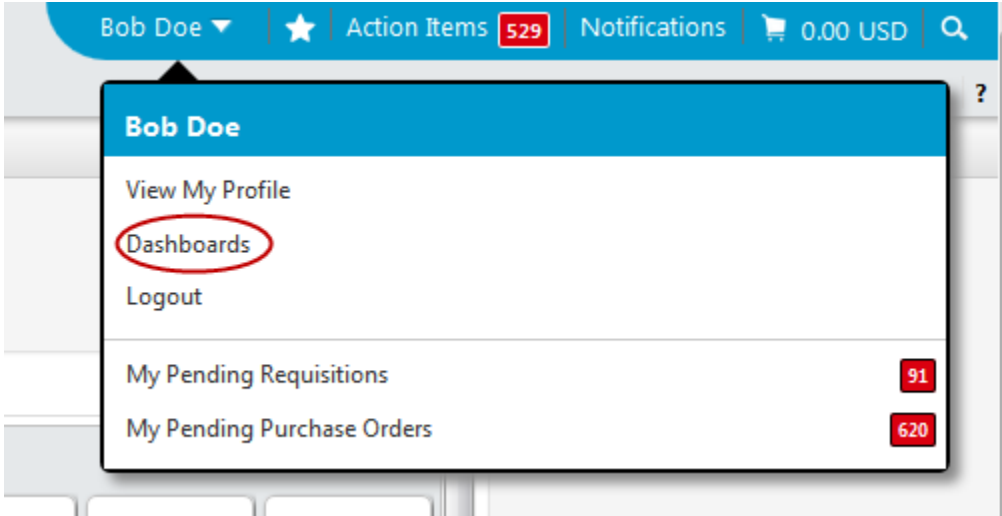


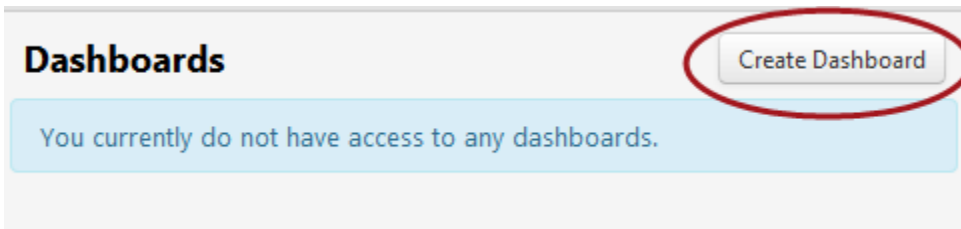
## CruzBuy (15.1) Quick Guide: Dashboards and Widgets

With the 15.1 upgrade, CruzBuy users will be able to create configurable dashboards. Users can add everyday functions (called “widgets”) to their dashboard to improve efficiency and ease of navigation.

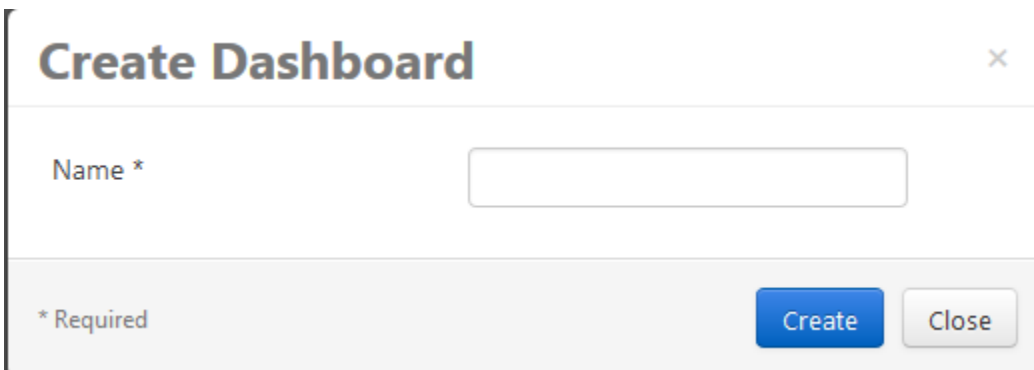
To create a Dashboard, go to **Top Action Banner** and click on **Dashboards**.



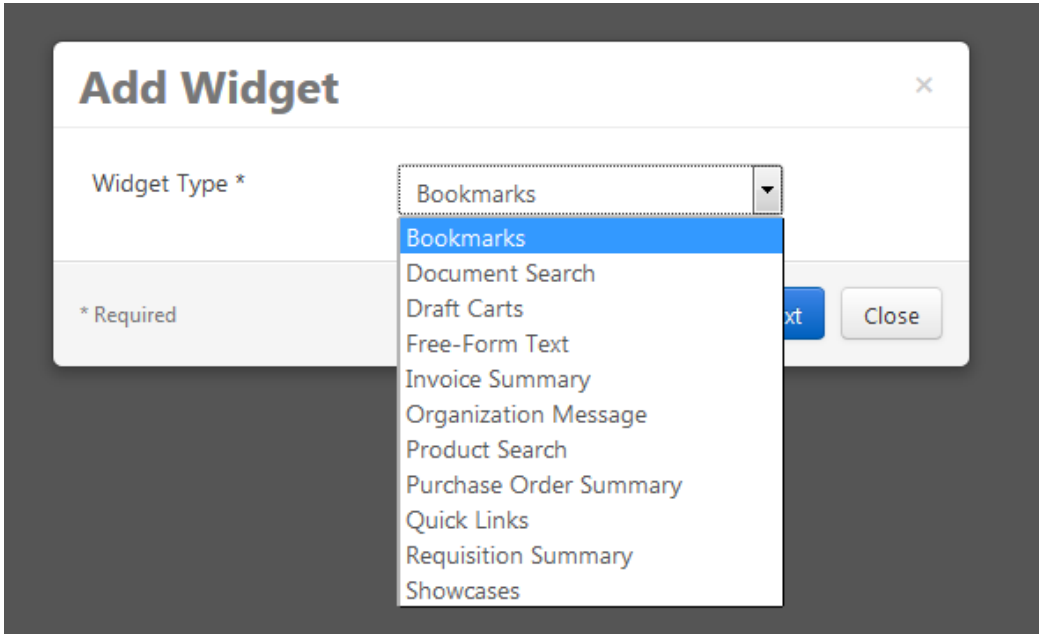
To create a new Dashboard, click on the Create Dashboard button on the right-hand side of the screen.



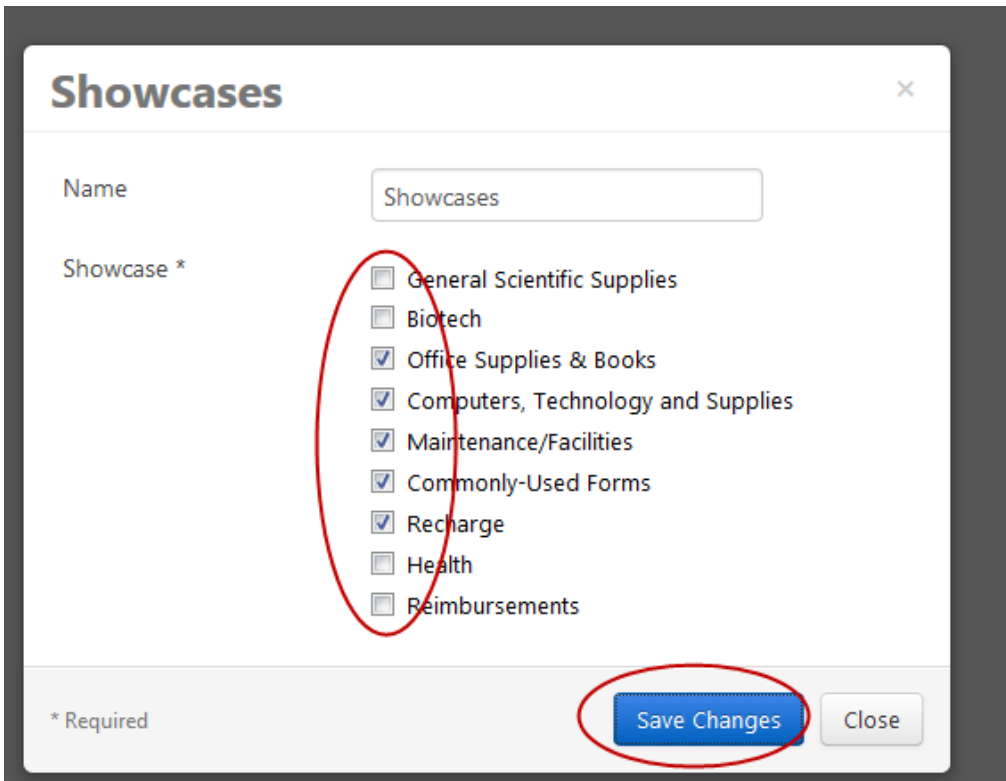
Name the Dashboard and click on the Create button.

A screenshot of the 'Create Dashboard' dialog box. The title 'Create Dashboard' is at the top left, and there is a close button (X) at the top right. Below the title, there is a text input field labeled 'Name \*'. At the bottom left, there is a note '\* Required'. At the bottom right, there are two buttons: 'Create' (in blue) and 'Close' (in grey).

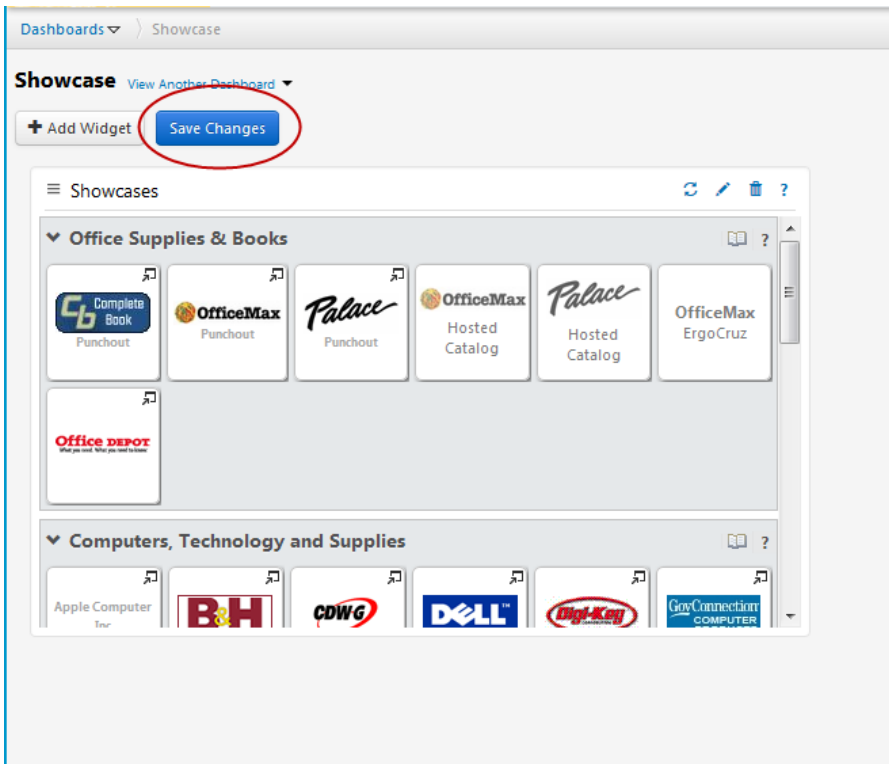
Widgets can now be added to the Dashboard. Click Add Widget on the upper left-hand side of the screen. Select a Widget from the drop-down menu and click Next.



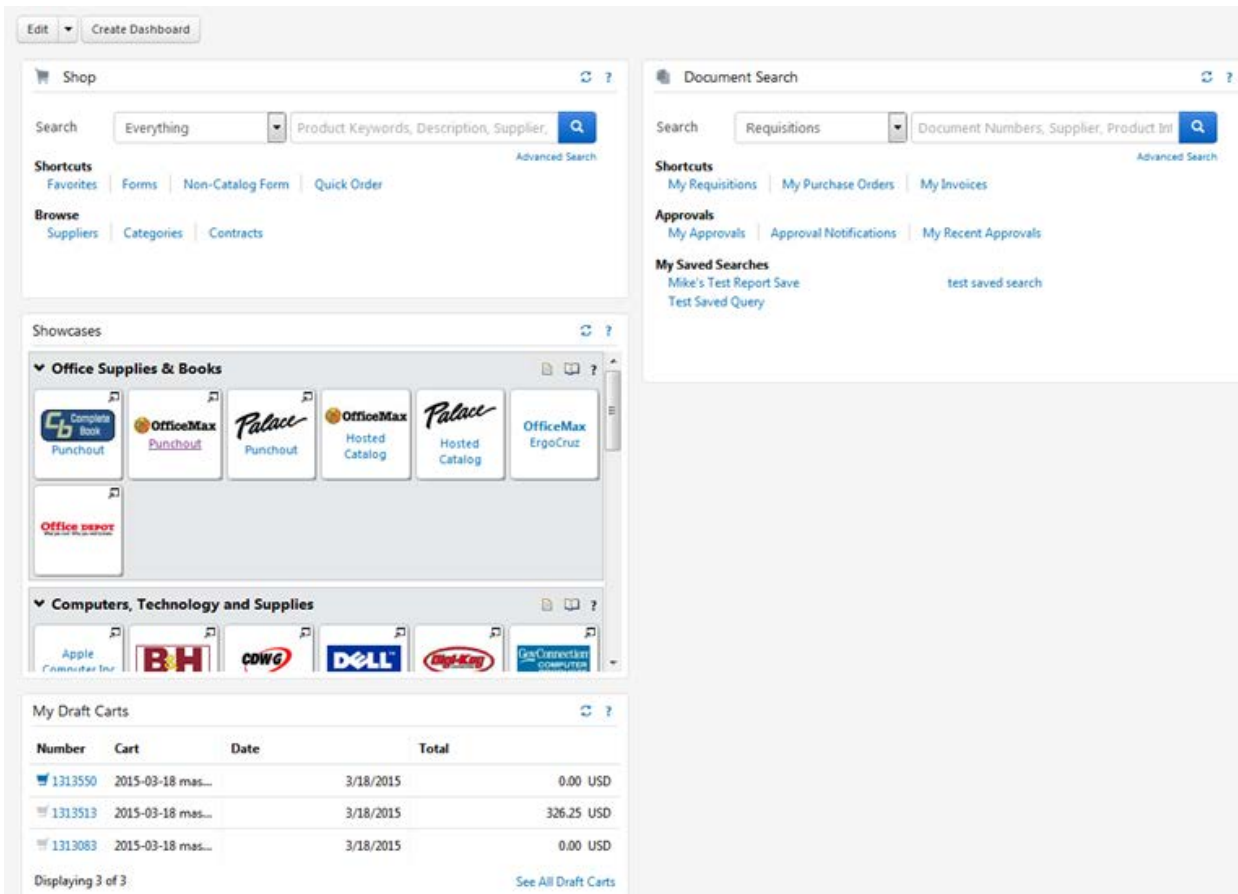
When selecting the Showcase widget, an additional step is required. Select desired Showcases to be added to the Widget and click Save Changes.



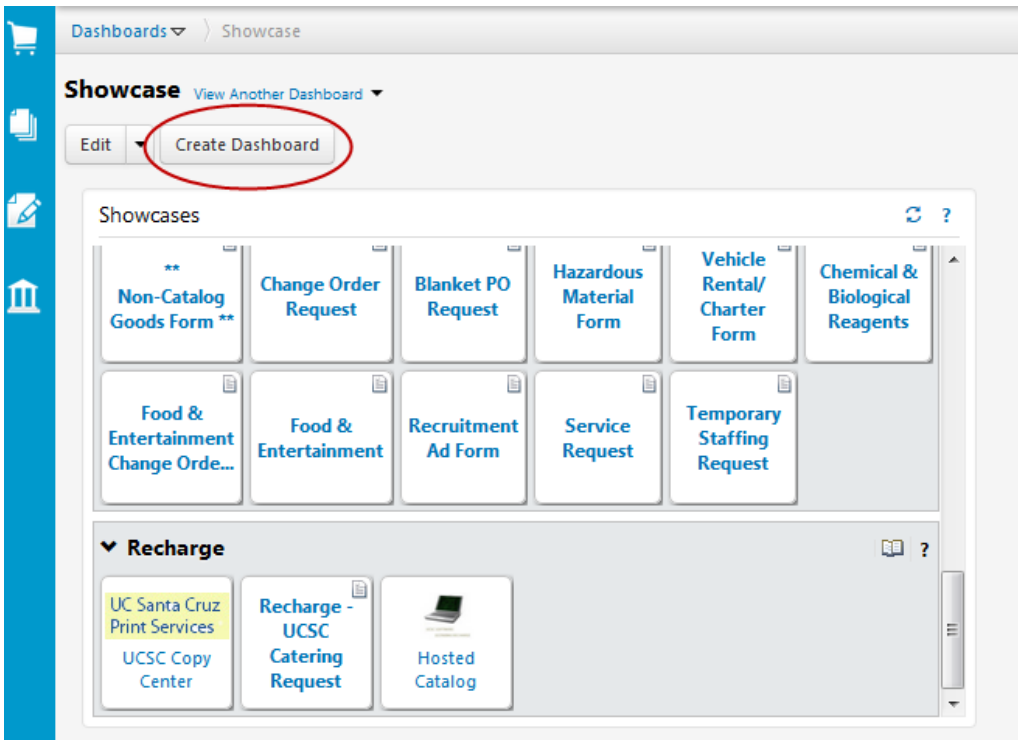
Repeat and add as many Widgets as desired. Click Save Changes to promote the newly created Dashboard.



Sample Dashboard:



To create additional Dashboards, click on the Create Dashboard button.



Once a user creates a Dashboard, Edit options will become available:

**Edit** allows widgets to be added or removed from a dashboard;

**Settings** allows user to rename widget grouping;

**Copy** will duplicate the dashboard;

**Delete** will delete entire dashboard;

**History** shows every action for that dashboard.

