

EQUITY

Edit widgets on the dashboard

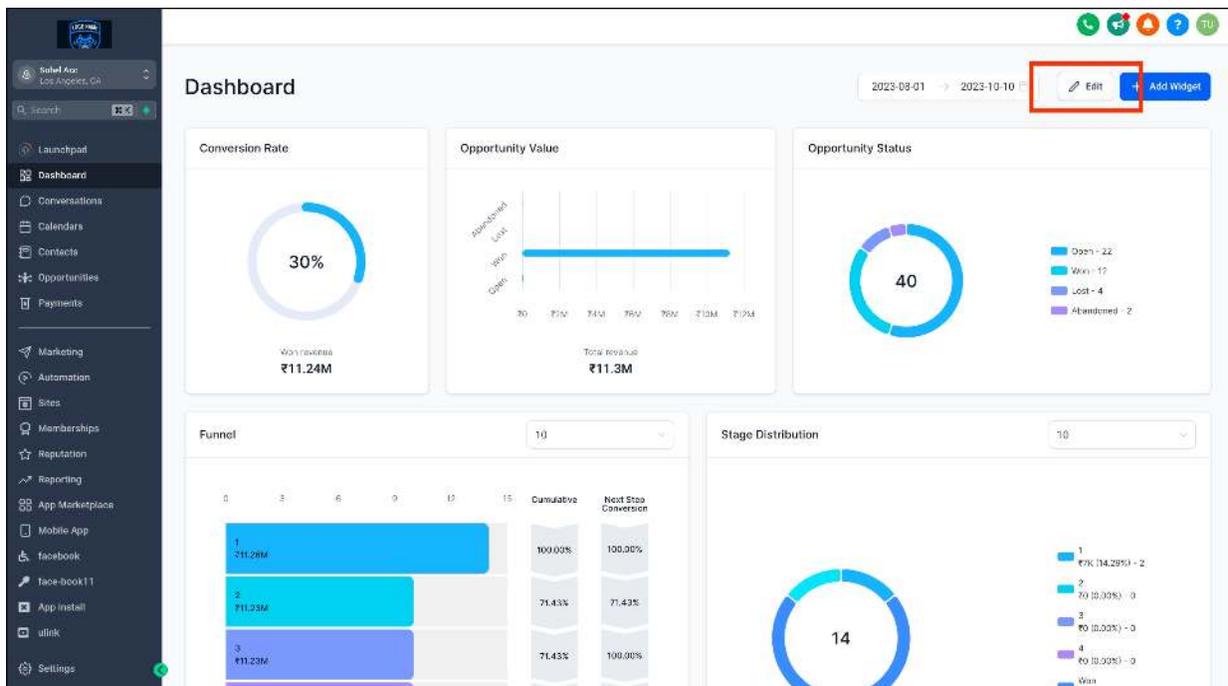


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Switch to "Edit Mode", and then select the ellipsis "..." for the widget you want to modify.

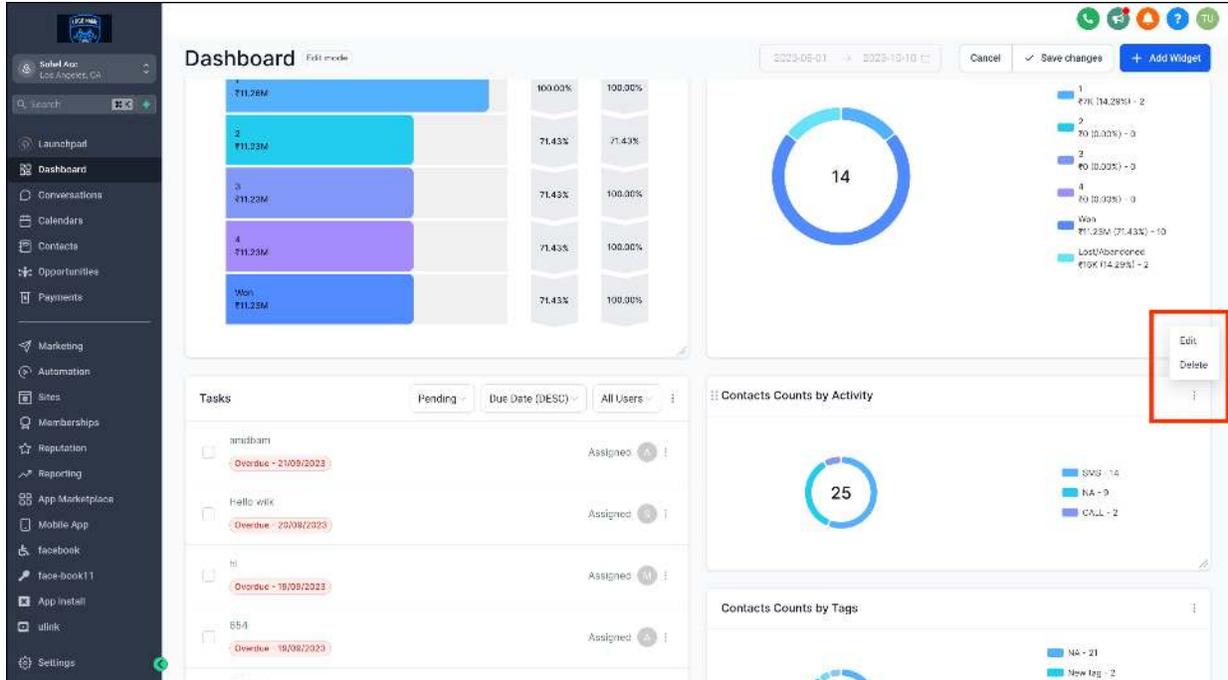
Step 1: Switch to Edit Mode

On your dashboard, click the "EDIT" button.



Step 2: Choose the widget you want to edit

Edit widgets on the dashboard



- To edit a widget, locate the three-dot menu in the top-right corner of the widget you wish to edit. Click on it, and from the dropdown menu that appears, select "Edit"
- An editing menu will appear on the right-hand side.

Step 3: Apply your customizations

Apply your customizations and changes within the editing menu, then click "Save" followed by "Save Changes."

Edit widgets on the dashboard

The screenshot displays a dashboard interface with a sidebar on the left and a main content area on the right. The sidebar contains a navigation menu with items such as Launchpad, Dashboard, Conversations, Calendars, Contacts, Opportunities, Payments, Marketing, Automation, Sites, Memberships, Reputation, Reporting, App Marketplace, Mobile App, Facebook, Facebook 11, App Install, Ulink, and Settings. The main content area is titled "Dashboard" and includes a date range selector (2023-05-01 to 2023-10-10), a "Cancel" button, a "Save changes" button (highlighted with a red box), and an "Add Widget" button. The dashboard features several widgets: a horizontal bar chart with five bars (values: 711.28M, 711.23M, 711.23M, 711.23M, 711.23M) and two columns of percentage indicators (100.00%, 71.43%, 71.43%, 71.43%, 71.43%); a donut chart with the number "14" in the center; a "Tasks" list with four items (amdabam, Hello.wiki, hi, B54) and their due dates; "Contacts Counts by Activity" and "Contacts Counts by Tags" sections, both showing a loading spinner.

Item	Value	Percentage 1	Percentage 2
1	711.28M	100.00%	100.00%
2	711.23M	71.43%	71.43%
3	711.23M	71.43%	100.00%
4	711.23M	71.43%	100.00%
Won	711.23M	71.43%	100.00%

Task	Due Date	Status
amdabam	Overdue - 21/09/2023	Assigned
Hello.wiki	Overdue - 20/09/2023	Assigned
hi	Overdue - 19/09/2023	Assigned
B54	Overdue - 19/09/2023	Assigned