

# **GENESYS**

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# Genesys Recording, Quality Management, and Speech Analytics User's Guide

Working with dashboards

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- 1 Rename a dashboard
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Administrator

Use Dashboards to organize summary information about interactions. A Dashboard provides you with the tools that enable you obtain an overall and complete impression of the business issue you are investigating. For example, you can create a dashboard with a Report widget (to give you a snapshot of metrics and key performance indicators).

#### **Related documentation:**

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The following procedures enable you to modify an existing dashboard:

- · Rename a dashboard
- · Change the column layout
- · Change the order of the dashboard tabs
- · Delete a dashboard

#### Rename a dashboard

- 1. Select **Dashboard** and the name of the dashboard you want to change.
- 2. Click Change Settings.
- 3. In the **Title** field change the name of the dashboard.
- 4. Click Save.
- 5. Click **Hide Settings**.

## Change the column layout

- 1. Select **Dashboard** and the name of the dashboard you want to change.
- 2. Click Change Settings.
- 3. Under **Change Columns** click the desired layout. The layout is applied to the dashboard.

# Change the order of the tabs

- 1. Select **Dashboard** and any dashboard to open the dashboard tabs.
- 2. Place your mouse over the top corner of the tab you want to move. The mouse pointer changes to a plus.
- 3. Drag the tab to its new location and release the mouse button. The tab is moved to its new location.

#### Delete a dashboard

- 1. Select **Dashboard** and any dashboard name to open the dashboard tabs.
- 2. Select the dashboard you want to delete.
- 3. Click **Change Settings**.
- 4. Click **Delete dashboard**. A confirmation message appears.
- 5. Click **Yes**. The dashboard is deleted.