

GovSpend Training: How to Customize Your Dashboard

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Agenda

- Using the Report Builder
- Dashboard Overview and Navigation
- Adding Saved Searches and Reports to Your Dashboard
- Setting the Dashboard as your Home Page
- Copying a Dashboard to Other Users
- Recap

Recap: Why Create a Dashboard?

- Consolidate your most important searches in one view for quick insights that improve efficiency of your daily workflow
- Easily update what searches display in each tile and tab
- Customize the position of tiles and searches included in each tile
- Quickly navigate to a detail page or the full search results
- Share dashboards within an organization for quick set up
- Add Spending Reports to your dashboard to keep track of market and competitive trends

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Next Steps

- Reference our [help documentation](#) for additional detail
- Reach out to your RM for additional help setting up your dashboard or sharing across your organization
- Check out our [latest post](#) analyzing LMS trends and market share
- Send feedback our way, we want to hear from you!