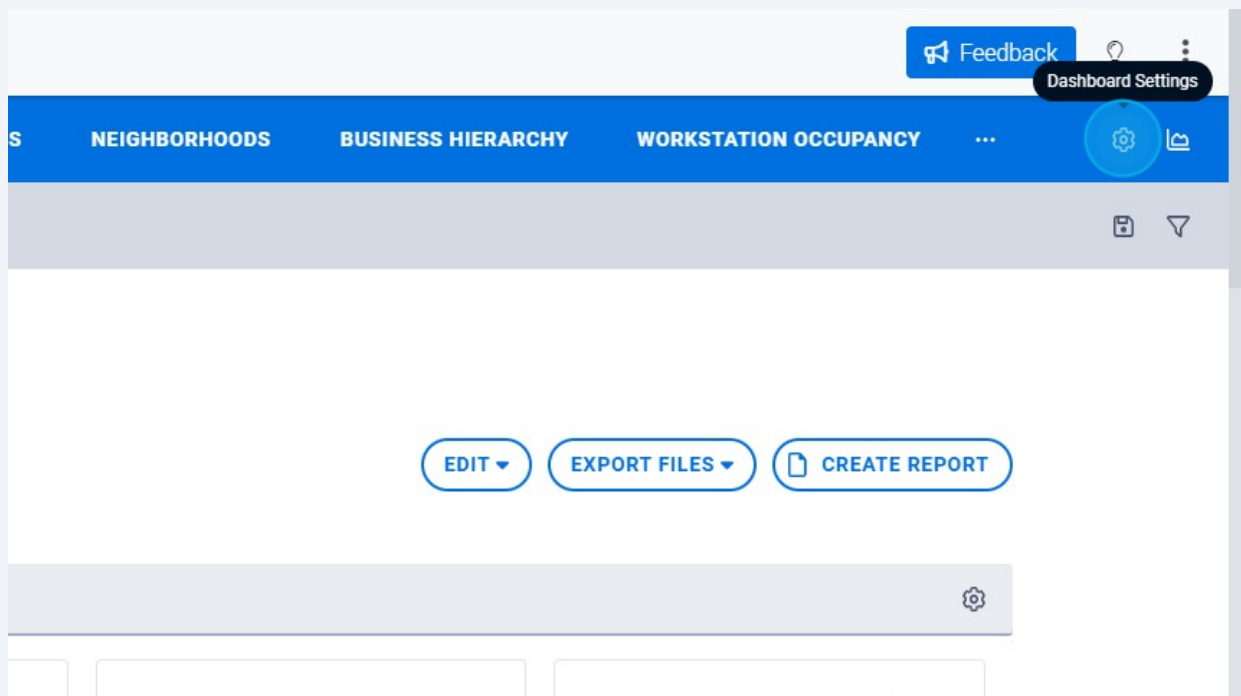


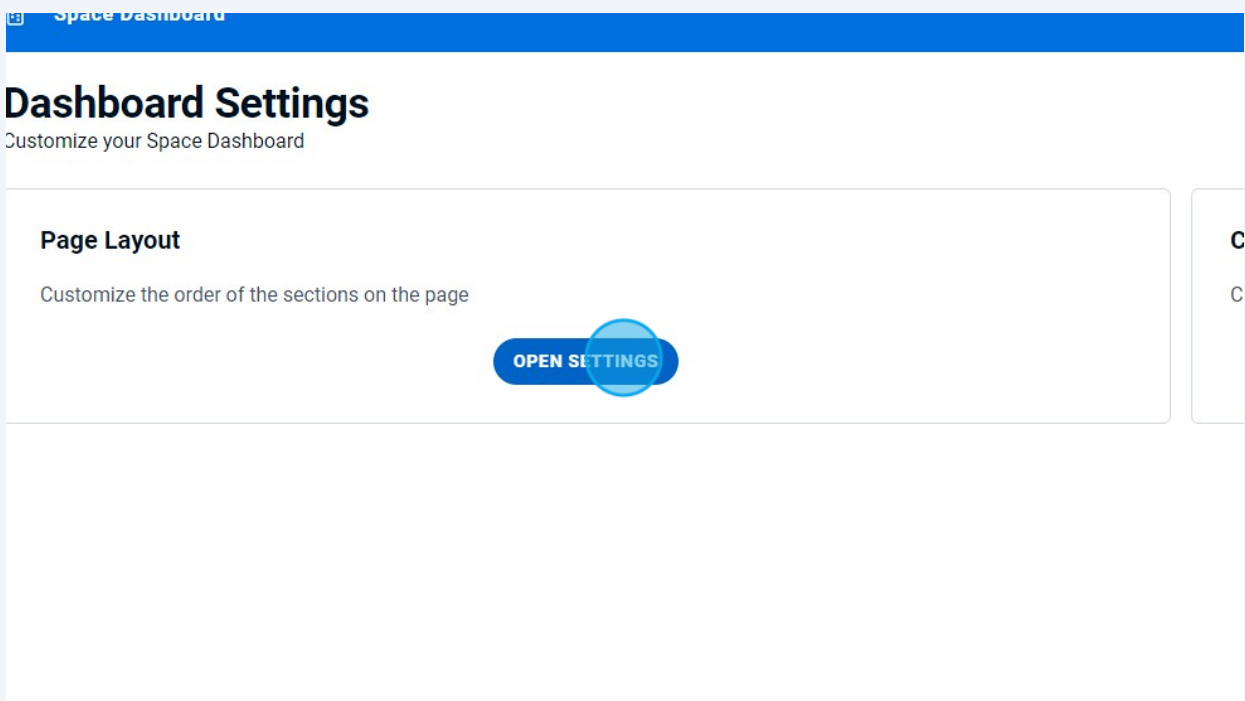
How To Change Dashboard Sections

1 Space Dashboard allows you to change what sections you see at each level of the locations hierarchy.

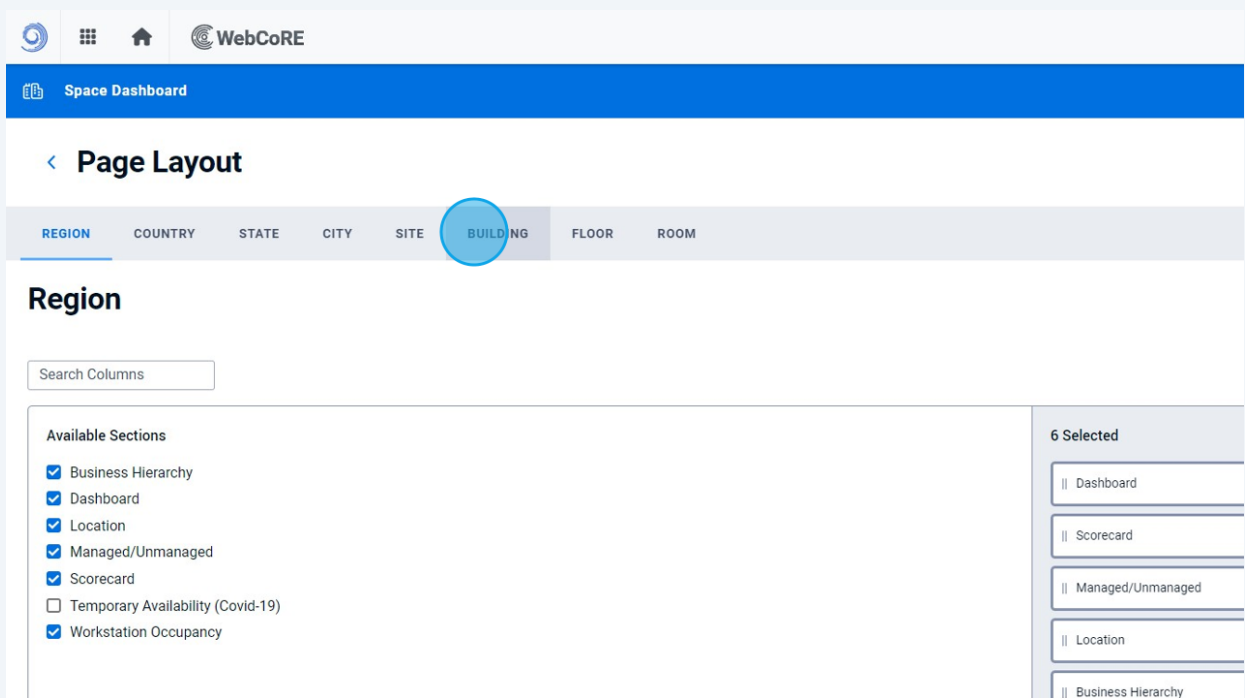
2 To change Space Dashboard click "Dashboard Settings"



3 Under Page Layout, Click "OPEN SETTINGS"



4 From here, you can select which location level you'd like to configure



5

Under available sections, you can select which dashboard sections you would like to include

Region

Search Columns

Available Sections

- Business Hierarchy
- Dashboard
- Location
- Managed/Unmanaged
- Scorecard
- Temporary Availability (Covid-19)
- Workstation Occupancy



6

Alternatively, you can also remove dashboard sections

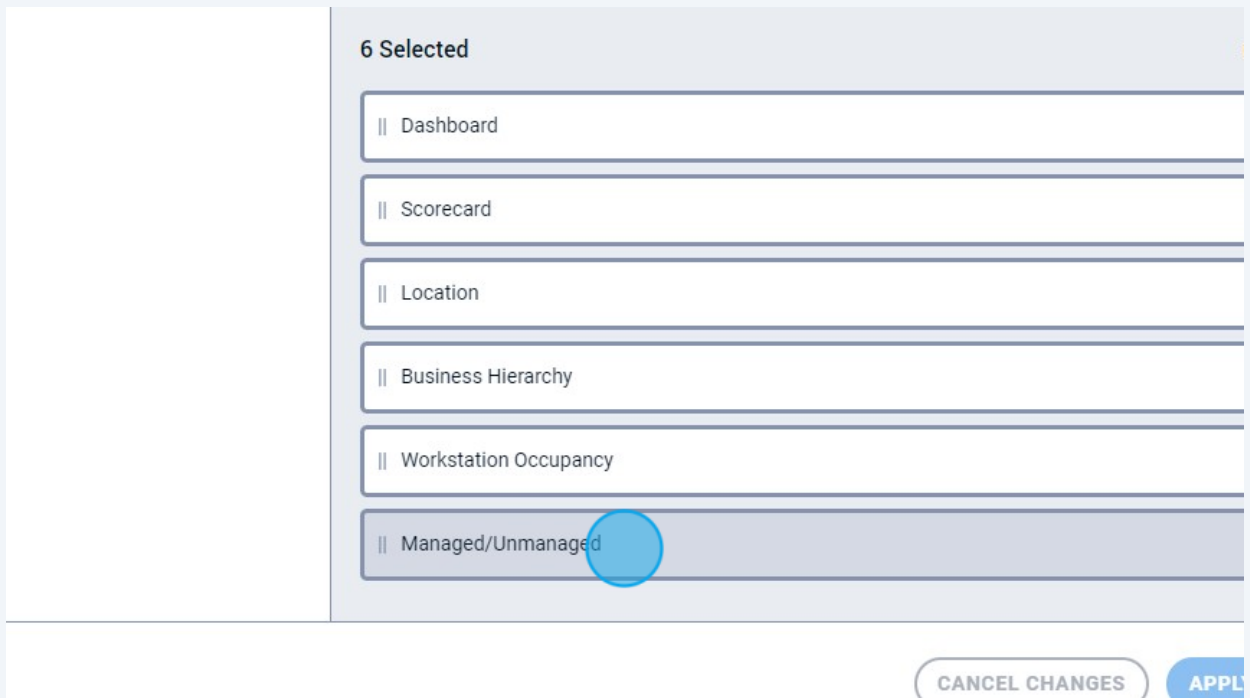
7 Selected

Drag to Reorder

- || Dashboard ×
- || Scorecard ×
- || Location ×
- || Business Hierarchy ×
- || Workstation Occupancy ×
- || Managed/Unmanaged ×
- || Temporary Availability (Covid-19) ×



7 You can also drag and drop sections to re-order them



8 To save your changes click "APPLY CHANGES"

