

How to create a personal dashboard

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Overview

Personal dashboards are customized views of monitoring data and other content. The **My GroundWork** option is used to create and view personal dashboards. These dashboards are only visible to the user that created them and they will persist until deleted by that user.

Steps

1. Log in to GroundWork Monitor (e.g., user/user), this is the user that will be able to view and edit the dashboard.
2. Hover over **My GroundWork** from the toolbar, select **Click & Type Page Name** (or if not there, any existing dashboard name).
3. Hover over **My GroundWork Editor**, select **Add New Page**.
4. Enter a **Node Name** (no spaces), and a **Display Name**. Click **Next**.
5. Select a **layout** (e.g., Empty Layout), click **Next**.
6. Select the **Containers** tab, drag desired container onto the dashboard canvas.
7. Select the **Applications** tab, find desired application portlet (e.g., Web IFrame) and **drag** onto the dashboard canvas within the container.
8. Edit the portlet by hovering over the **title** (e.g., IFrame Portlet) and selecting the **pencil icon**.
9. Enter **preferences** for each tab (e.g., URL, portlet settings). The last tab **Access Permission** settings will be overridden by the logged in user. The personal dashboard will only be available to the logged in user creating the dashboard.
10. Click **Save and Close** (or similar).
11. Finally, select the **disk save icon** in the upper right corner within the **Page Editor** box. The new personal dashboard should be visible under My GroundWork.

Figure: NewPersonalDashboard example

