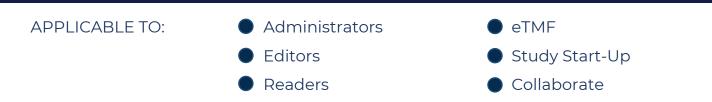
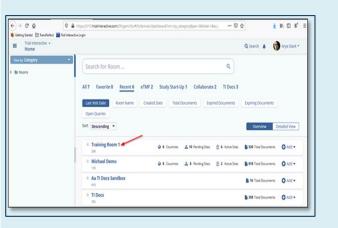
How to Customize the Dashboard T R I A L INTERACTIVE TI v 10.2





2. Navigate to either the eTMF, SSU or QC Review Module depending on which dashboard you want to customize.

1. Log into the system and click on the name of the room to enter.



3. To change your Dashboard dashlets, click the Edit Dashboard button at the top right of your screen



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T R I A L INTERACTIVE

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4. Click **Setup Dashboards**

	nt uasinets.	
Setup Your Dashboard		
Setup Your Dashboard Setup Dashboards Setup Layout	Search + Add Remove • Common • Cocuments • eTMF • Recent Communication Log • Investigative Sites	Q
	Cancel Save	

Users can expand the groupings to find the list of individual dashlets by clicking the arrow.

5. Click the box next to the dashlet to select it.

Unchecking the box will remove the dashlet from your dashboard.

Search
+ Add 🛍 Remove
Common
About this Room
✓ Bulletin Board
✓ Project Links
My Courses
My Tasks
Documents
My Favorite Documents
Popular Documents
Approved Submissions
Submitted Documents
Documents View
By Workflow Status

etup Dashboards Setup Layout	
tle	
/ly Favorites	
escription	
A grouping of my favorite lashlets	Add Remove Add Remove Common Occuments eTMF Recent Communication Log Lowerigative Site: About this Room Bulletin Board My Favorite Documents Y arMF Health

6a. Users can create custom groupings of dashlets by clicking the **Add** button.

6b. Enter the title and appropriate description in the text boxes.

7. Click and drag individual dashlets into the newly created dashlet category.



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