## Introduction

This Quick guide will show you how to Add and edit info texts in the dashboard. You have to fill in text. Additionally, you can add pictures and hyperlinks. In the end you have setup an info text in dashboard.

## Quick guide concept

Through a number of easy steps you learn how to use the software.

Each step is numbered and defines a phase. Each phase contains a short description and an illustration to show how to navigate or operate in the software. The guide ends with a Q&A.

The guide *may* contain important general notices. These will be marked with an exclamation icon.

Tips and tricks are marked with an Info-icon.

Questions & Answers note relevant to the topic at hand.

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**Dashboards & Reports**

# Info text

**1  Add info text**

Open My dashboard in the ribbon.
Click Edit layout and choose Add Element.
Click Info text.

*This functionality is the same for my dashboard as in shared dashboard and any report.*

You should start experiment adding elements in my dashboard, and when you feel comfortable you can start setting up the shared dashboard. In this way, the shared dashboard will not be edited by several employees.

**2  Add text**

You can add info text to either make a general information or as a description of the report.

To add text to the dashboard/report, you click Home in the menu in the top of the window.
Now you can enter text in the window and you can edit it using the top menu. This functions the same way as in Word, where you can change the size, font etc. of the text.
When you are done, click the cross in top right corner to add the info text.

*You have several more options to add to your info text. A few will be explained in the "More options" section.*

**3  Placing elements**

When you have added elements you need to figure out where to place the element on the dashboard.

The first element you add will automatically fill the tab.

The second will appear in a window next to the cursor on the screen.

Click the element to move it. A docking assistant appears on the screen where you can dock the element in the appropriate position.
Drag the element to one of the five docking areas (highlighted in red) to dock the window in the middle of the screen. Each docking area indicates the position of the element after it has been docked. The area in blue indicates where the element will be docked.

If you place the element in the middle docking area of an existing element (second picture), the window will be placed in another tab than the first one. This creates different tabs in the bottom of the first tab (third picture).

The docking area in the outer edges (fourth picture) of the tab places the element in the outer edges. If you place the element in the bottom of the tab, and then remove the first element, the second element will remain in the bottom of the tab.

**4  Save layout**

Click Close edit layout in the ribbon to save your new layout.
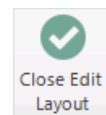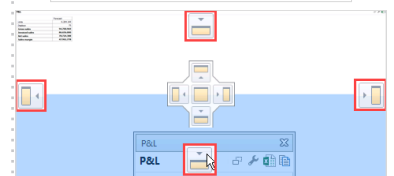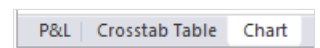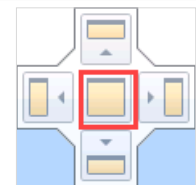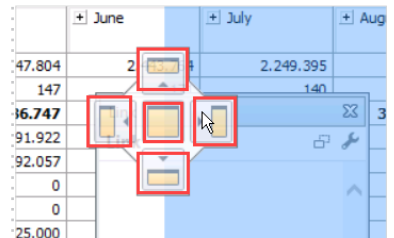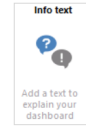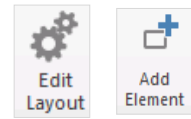
## Quick guide for BMS

ⓘ
If you click Ctrl + K you open the Hyperlink window.

ⓘ
You can click Ctrl + Z if you want to undo some-thing, or you can click Undo in File.

ⓘ
To open a link, click Ctrl + link, and the link opens in a new widow.

## More options

### ⓘ Insert picture

If you want to insert a picture to the box, you can copy paste a picture from your own computer into the text field.

### ⓘ Background color

You can color the background a color you want. Click Background color in the top menu.
Click Page color and select the color you want in the drop-down list.



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