

# Dashboards & Reports

## External link

### Introduction

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This Quick guide will show you how to Add and edit external links in the dashboard. The data that needs to be filled in is; the link. In the end you have a link in your 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.

On the last page it is described how to set up the Security to activate, view and edit the described tool.



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.

### 1 Open Add Element

Open My dashboard in the ribbon. Click Edit layout and choose Add Element. Click External link.

*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 users.

### 2 Select link

You embed a link to the dashboard or report by adding an external link.

Enter the prefix of the link you want to insert in the drop-down list below External link. Select **file://**, **http://** or **https://**. Then enter the address of the external link in the box next to the drop-down list.



### 3 Placing elements

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

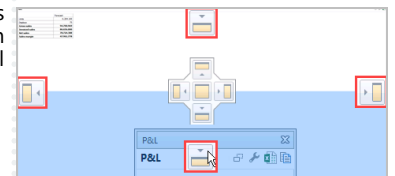
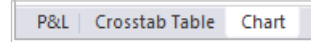
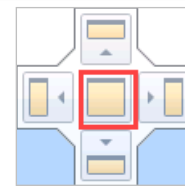
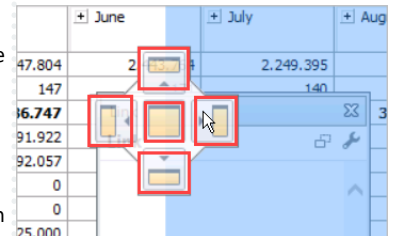
The first element you add will automatically fill the tab.

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.

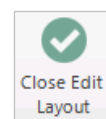
If you place the element in the middle docking area of an existing element (second picture), the window will be placed in another tab than the first one. This creates different tabs in the bottom of the first tab (third picture).

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.

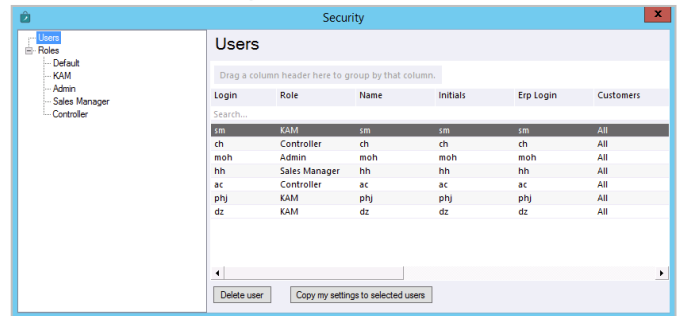


Security - User Roles

For a user to view and edit the Reports in the system, access needs to be granted from Security settings by a super-user/admin.

**Security**

From "File" select "Security" and the window with all the users in the system and the roles assigned to each one will open. Select a role to open the corresponding settings.



**Allow View & Edit Reports**

Check mark the boxes to allow the role to view and edit:

**Standard reports** - mark "System" to allow working with standard BMS reports.

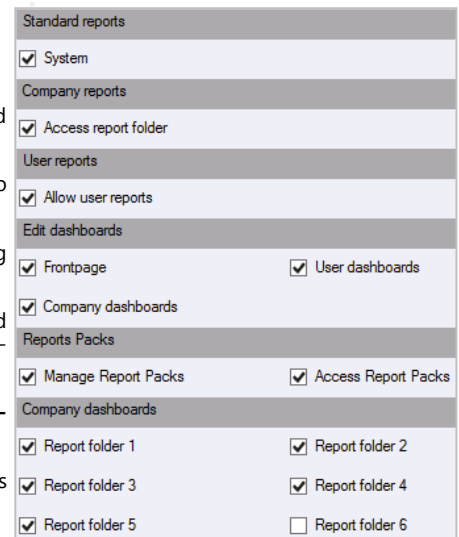
**Company reports** - mark "Access report folder" to allow access to the corresponding folder with company specific reports.

**User reports** - mark "Allow user reports" to allow user building private reports.

**Edit dashboard** - mark "Frontpage", "User dashboards" and "Company dashboards" to allow access to the corresponding dashboards.

**Report Packs** - mark "Manage Report Packs" and " Access Reports Packs" to allow view and edit the report packs.

**Company dashboards** - mark the "Report folder X" to allow access to the corresponding report folders.



## Dashboards & Reports: External link

### Questions & Answers



*My office document opens in Excel. Why?*

This can be caused by your computer settings. Consult your local IT support.  
Or you can link to an external document.

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