

Dashboard

The application supports different dashboards for listing and displaying Projects and their Issues. They are:

- Issue Management
- My Dashboard
- Project Dashboard



The options are available at the left pane of the screen.

Issue Management

Issue Management dashboard displays either all Issues of all Projects or Issues related to particular Projects available in the application. It is an interactive dashboard. The user can perform the following functions from this dashboard:

1. Show/hide columns

Click button enables a user to select/deselect the field options to be shown/hidden in the dashboard's grid.

2. Show row number column in grid

Click button enables a user to display sequence number of rows in the grid.

3. Action

Click button enables the user to convert the report to a pdf or Microsoft Excel format (as required).

4. Show in full window

Click button opens the dashboard with full screen view in a new tab/window.

5. Personalize dashboard

When opening the Issue Dashboard, by default, the system generates the dashboard displaying the Issues with open status of all Projects.

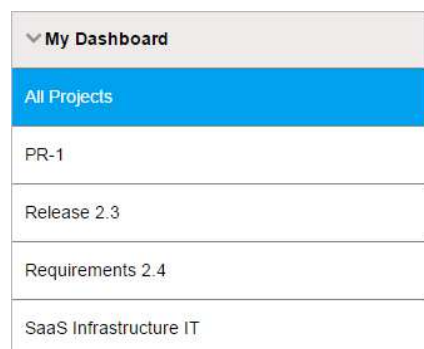
To personalize the view, set the view and make it the default:

- Drag any of the columns to group them with other columns.
- Click on the *Project* link to select the required Project for which the template is to be created.
- Use the status filter to set the status for the Issues which are to be viewed in the selected Project.
- Click Save As.
- Enter the name of the view to be saved.
- Click on the *Share* link to share it with all users or make it available to the currently logged-in user only.
- Toggle the *Default* option to set as the default, if required.
- Click on Save.
- The template saved is then listed on the window that appears by clicking *Manage*.

Whenever a dashboard is generated using this template, it will display the information as per the settings defined here; that is, it will display the Issues with the selected status for the selected Project in the defined grid view.

My Dashboard

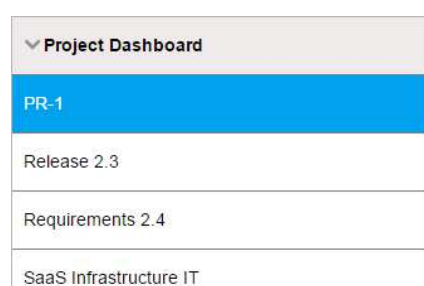
My dashboard lists the Issues and Projects that are related to the user who is currently logged in. Select the required project whose issues are to be viewed by clicking on its name.



- The dashboard gets open in the right pane. Now, on the dashboard, you can:
- Click on the *top left arrow* to expand or collapse the generated report display.
- Navigate to a specific page of the report by using the navigation controls at the top left.
- Search the report output by using *Find | Next* links.
- Click on *Export* to convert the report to a Microsoft Word, Microsoft Excel or pdf format (as required).
- Click on *Mail* to send the report to the intended recipient.
- Click on *Open in New Tab* to open the report separately in a different tab.

Project Dashboard

Project Dashboard lists all the Issues from All the Projects where the logged in user is a member.



The dashboard gets open in the right pane. Now, on the dashboard, you can:

- Click on the *top left arrow* to expand or collapse the generated report display.
- Navigate to a specific page of the report by using the navigation controls at the top left.
- Search the report output by using *Find | Next* links.
- Click on *Export* to convert the report to a Microsoft Word, Microsoft Excel or pdf format (as required).
- Click on *Mail* to send the report to the intended recipient.
- Click on *Open in New Tab* to open the report separately in a different tab.