

Creating a Dashboard Tab

- [Overview](#)
- [Create a Dashboard Tab](#)
- [Further Information](#)

Overview

[top](#)

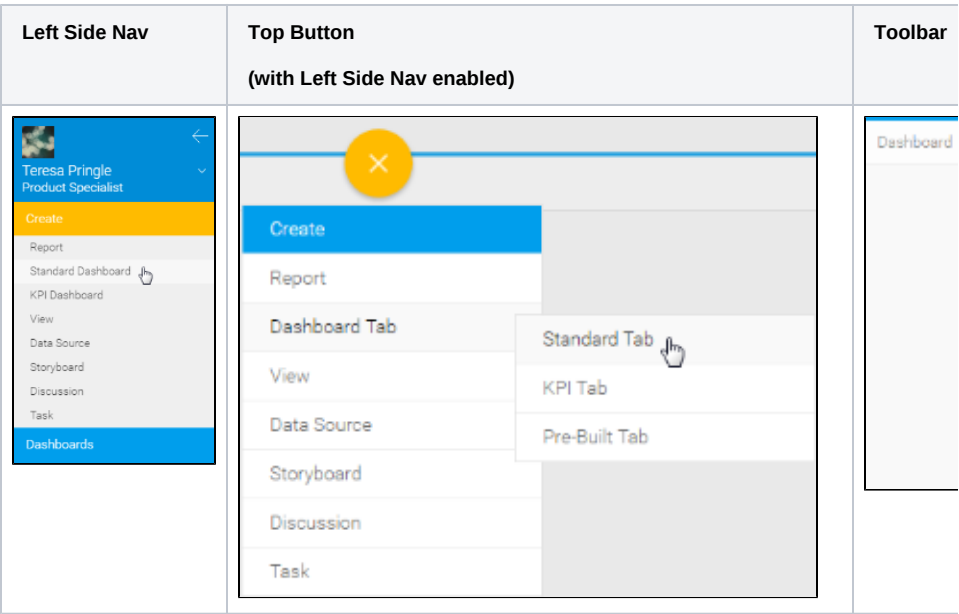
Once your reports have been built you will be able to create a new dashboard tab and add them to it.

A dashboard is a way to present reports to users in a way that lets them quickly scan all their key metrics with out having to open each report individually. As such when designing a dashboard deciding what gets displayed is critical to providing users with dashboards that help them in their jobs.

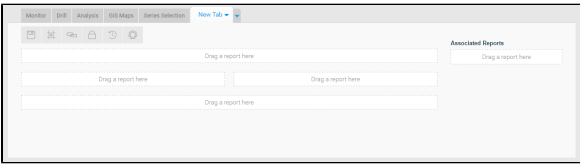
Create a Dashboard Tab

[top](#)

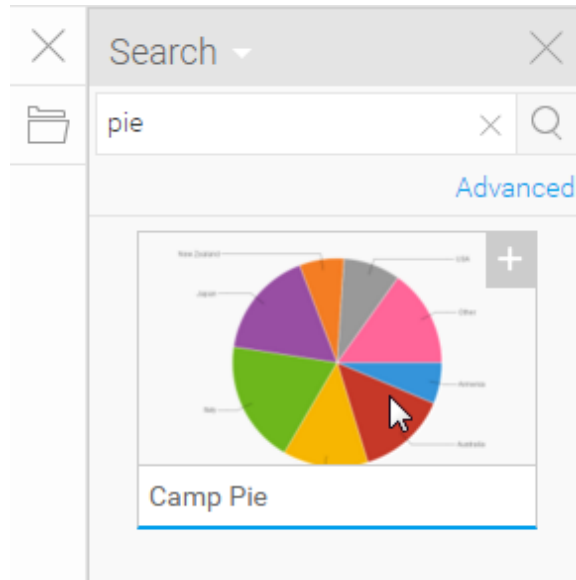
1. To create a new dashboard tab click the **Create** item in one of the navigation options on the right..
2. Select the **Standard Tab** option.



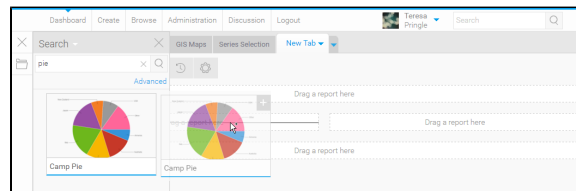
You will now see a blank tab.



3. Search for **Pie** in the Report Search panel on the left.

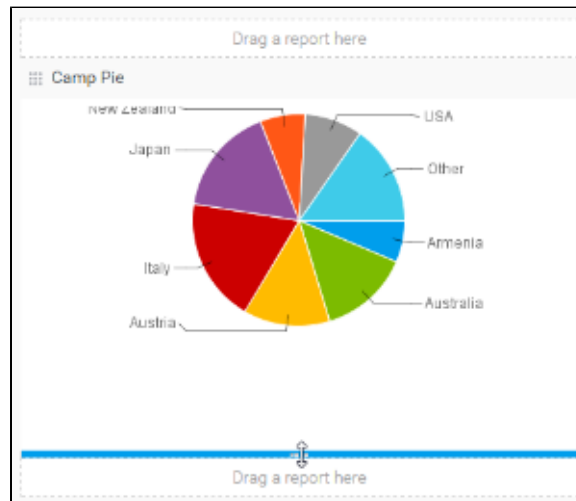


4. Drag the report to the top portlet area on your tab, as demonstrated here.



5. Your chart will now appear on the dashboard tab.

6. Resize the report by dragging the bottom edge of it downward until the data is easier to read.

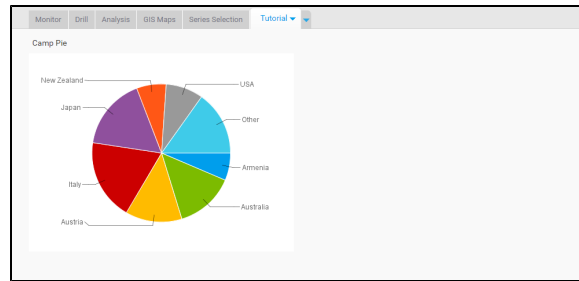


7. Click the **Save** button to save this tab. Type in **Tutorial** as the name of the tab and change the sub category to **Tutorial**.

8. Click **Activate** to save and activate the tab.

The screenshot shows the 'Save Dashboard' dialog box. It has fields for 'Tutorial' (name) and 'Description'. Below these are dropdown menus for 'Tutorial' and 'Training'. There is a '+ Add tags' button. The 'Distribute via email' section has a checkbox for 'Email Security' set to 'Unsecure'. The 'Access' section has a dropdown for 'Private' and a note: 'All users with dashboard access will have access to this dashboard'. Buttons for 'Activate', 'Draft', and 'Close' are at the top right.

9. The Tutorial tab is now published and ready for day to day use.



See [Dashboard](#) for more information.

Further Information

[top](#)

For more information around the creation of Tabs in Yellowfin see the [Dashboard](#) section of the wiki.

[top](#)