Dashboards are pre-configured pages that consolidate key management information and actionable items in one location. These worklets may include reports, menus with related tasks, and announcements.

Delivered dashboards are based on functional areas, such as expenses, team performance, talent management, and financials.

ACCESS DASHBOARDS

From the Home page:

1. Click the **Dashboards** application.
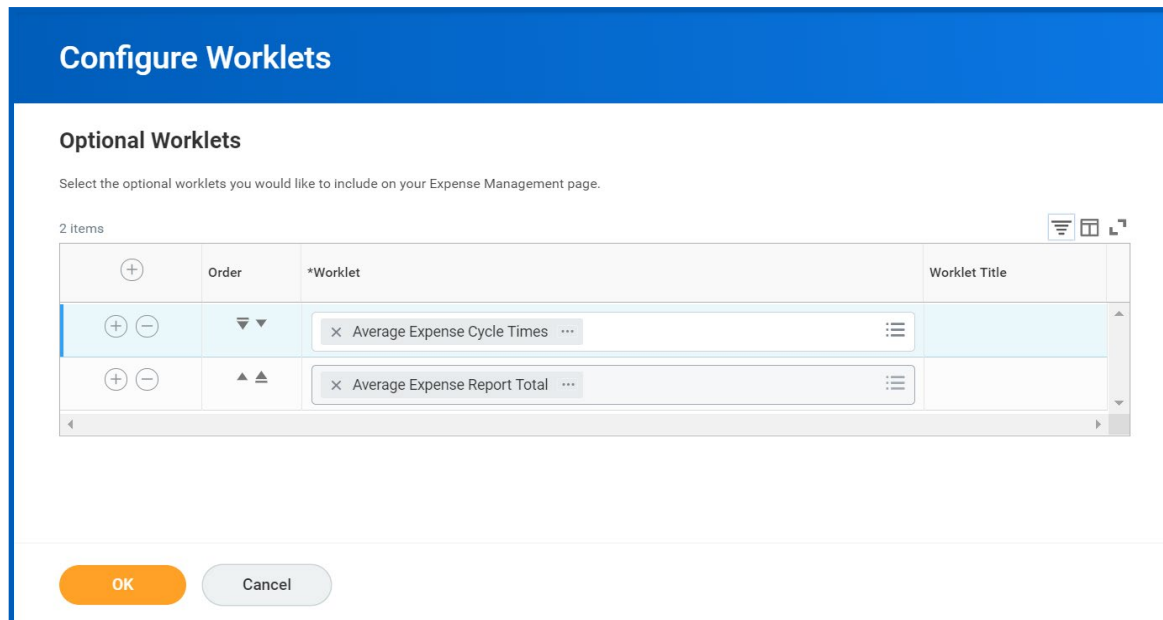
2. Select a dashboard from the list.
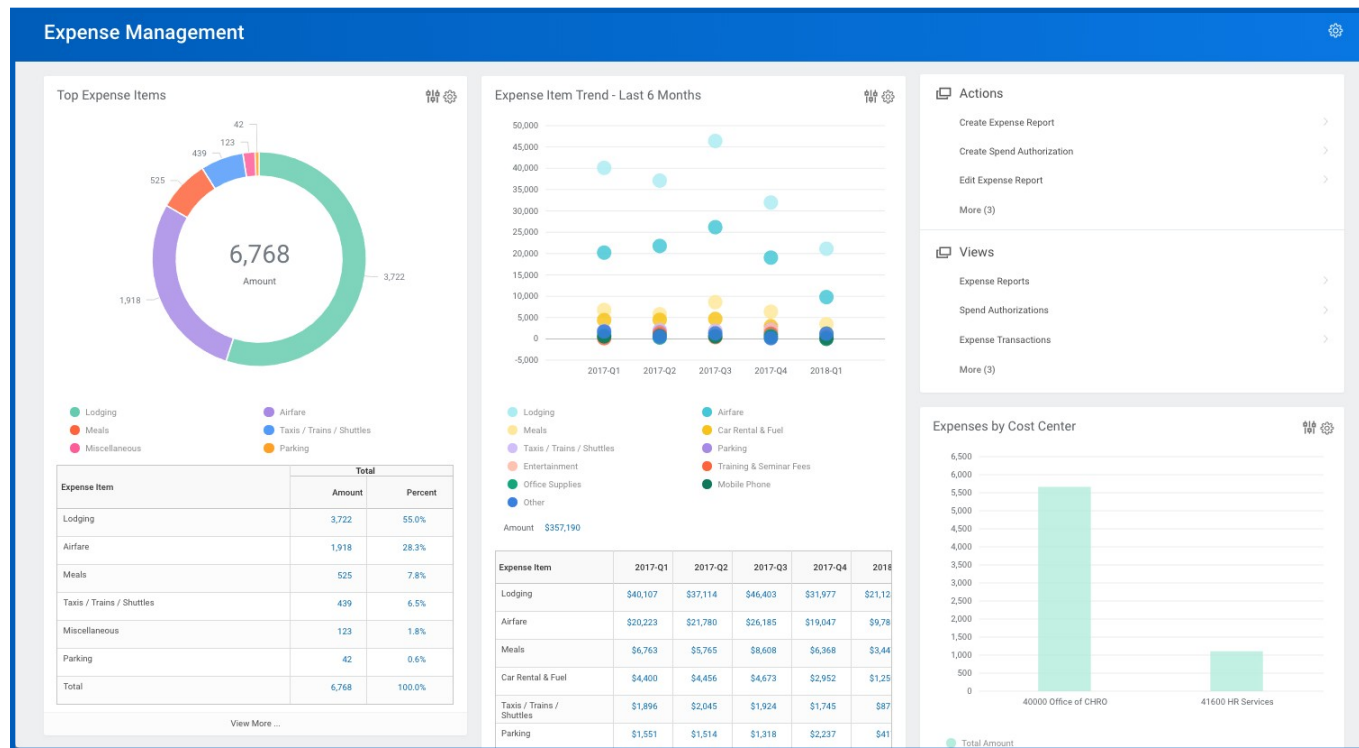
CONFIGURE YOUR DASHBOARD

Note: Some dashboards may not allow you to remove or add worklets. This will vary based on your organization's security settings. Dashboards only allow six worklets; however custom dashboards support multi-tab functionality and can have six worklets per tab.

From a dashboard:

1. Click the **Configure this page** icon ⚙.

2. Click the **Add Row** icon ⊕ to add a new worklet.

3. Click the **prompt** icon ☰ to select from the list of available worklets.

4. Click the **Remove Row** icon ⊖ to remove a worklet from the dashboard.

5. Click the **up arrow** ▲ or **down arrow** ▼ to reorder the worklets on the page.

6. Click **OK** to save.

CONFIGURING MULTIPLE TABS

Custom dashboards support multiple tabs so you can group worklets within a dashboard. Each tab still maintains a six worklet limit.

From a multiple tab dashboard:

1. Click the **Configure this page** icon ⚙.

2. On the left, click the tab you wish to configure.

3. Click the **Add Row** icon ⊕ to add a new worklet.

4. Click the **prompt** icon ≣ to select from the list of available worklets.

5. Click the **Remove Row** icon ⊖ to remove a worklet from the dashboard.

6. Click the **up arrow** ▲ or **down arrow** ▼ to reorder the worklets on the page.
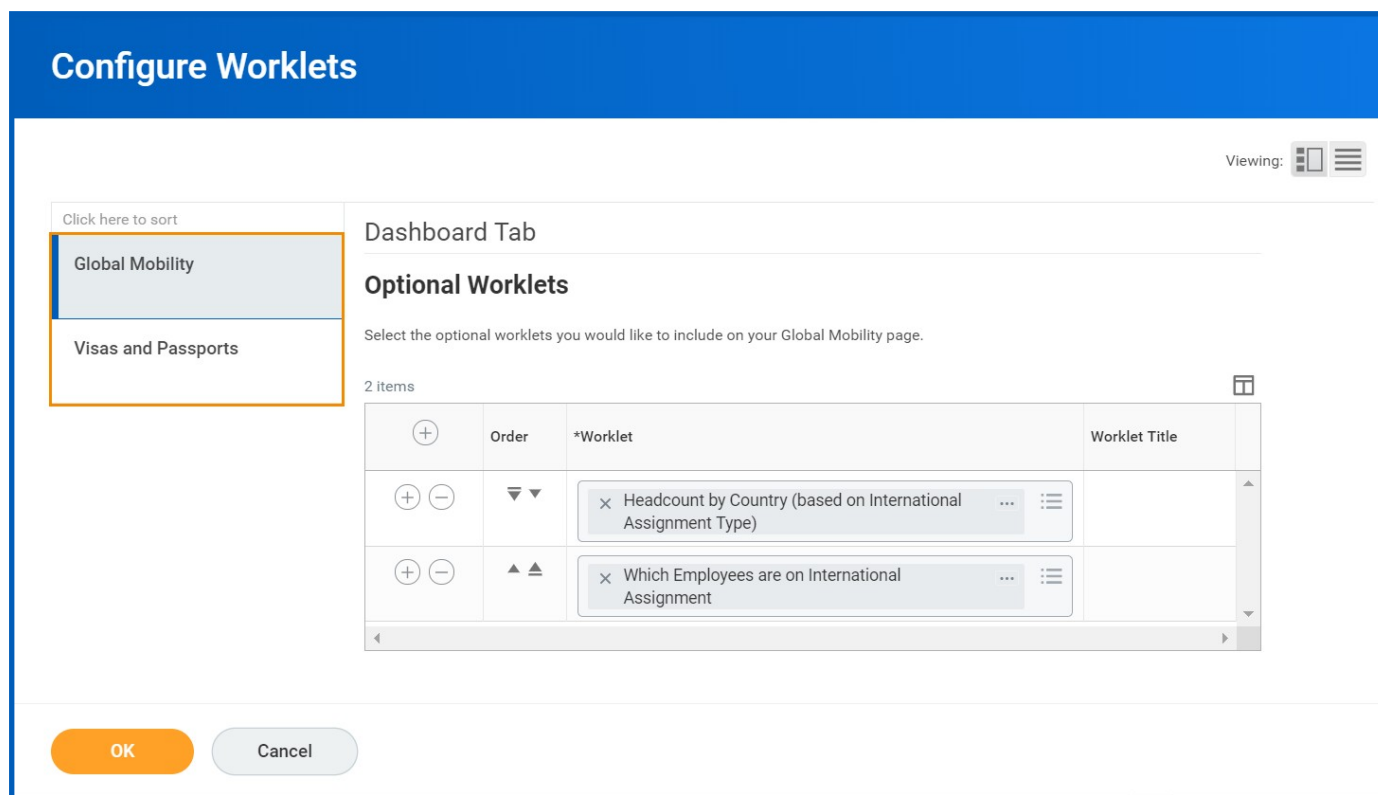
7. Click **OK** to save.

Configure Worklets

Viewing: ▦ ≡

Click here to sort

Global Mobility

Visas and Passports

Dashboard Tab

Optional Worklets

Select the optional worklets you would like to include on your Global Mobility page.

2 items

	Order	*Worklet	Worklet Title
⊕ ⊖	▼ ▼	× Headcount by Country (based on International Assignment Type) ⋯ ≡	
⊕ ⊖	▲ ▲	× Which Employees are on International Assignment ⋯ ≡	

OK   Cancel

STILL HAVE QUESTIONS ABOUT WORKDAY

For additional support and questions about Workday please contact your agency HR Practitioner or view the website at Workday.Baltimorecity.gov.