

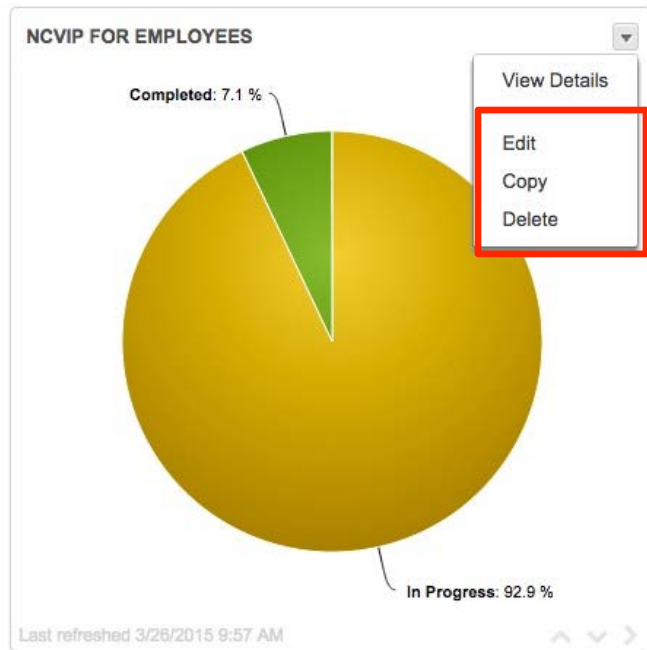
Editing Dashboards



1. Login to the LMS. Select **REPORTS, DASHBOARDS**. Select **EDIT** from the drop-down menu under **OPTIONS**.



2. Once you are in Edit mode you can add more dashboards, copy a widget, add more widgets to existing dashboards, and/or you can edit existing dashboards.



3. **Editing a widget** will allow you to change the reporting criteria. After changing your data, select **SAVE** and your widget will update. Remember to select **SAVE again** for the dashboard.

Training Progress Summary Pie Chart