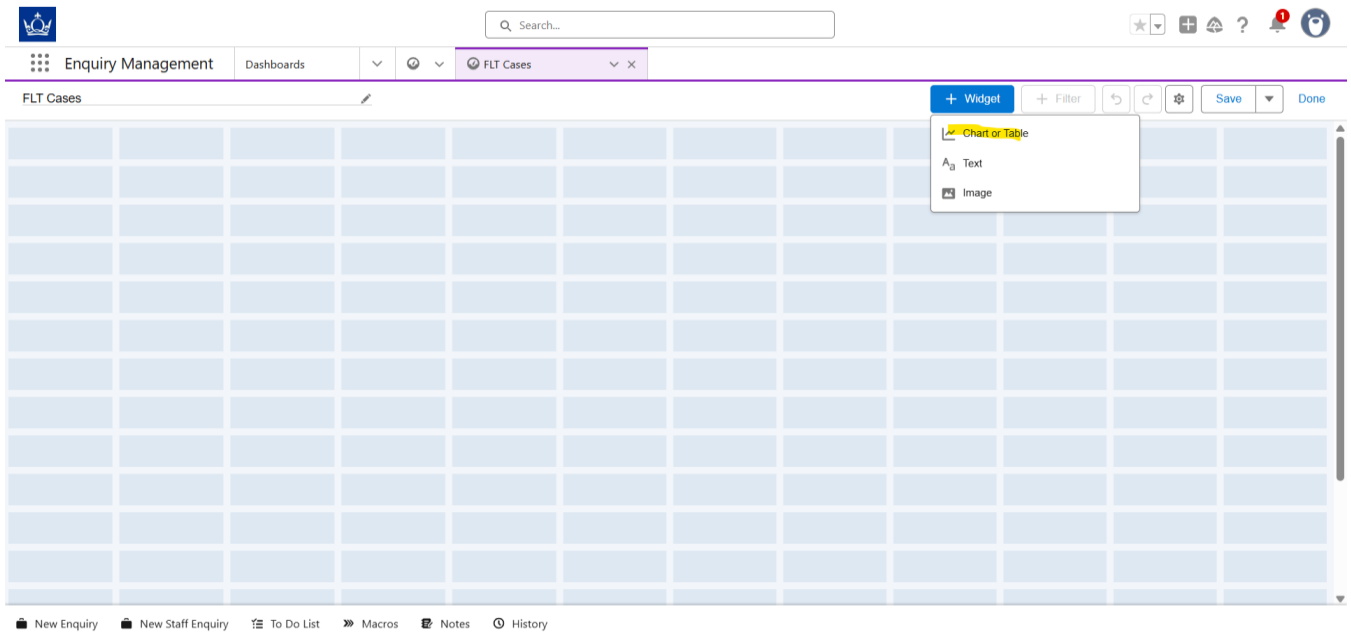


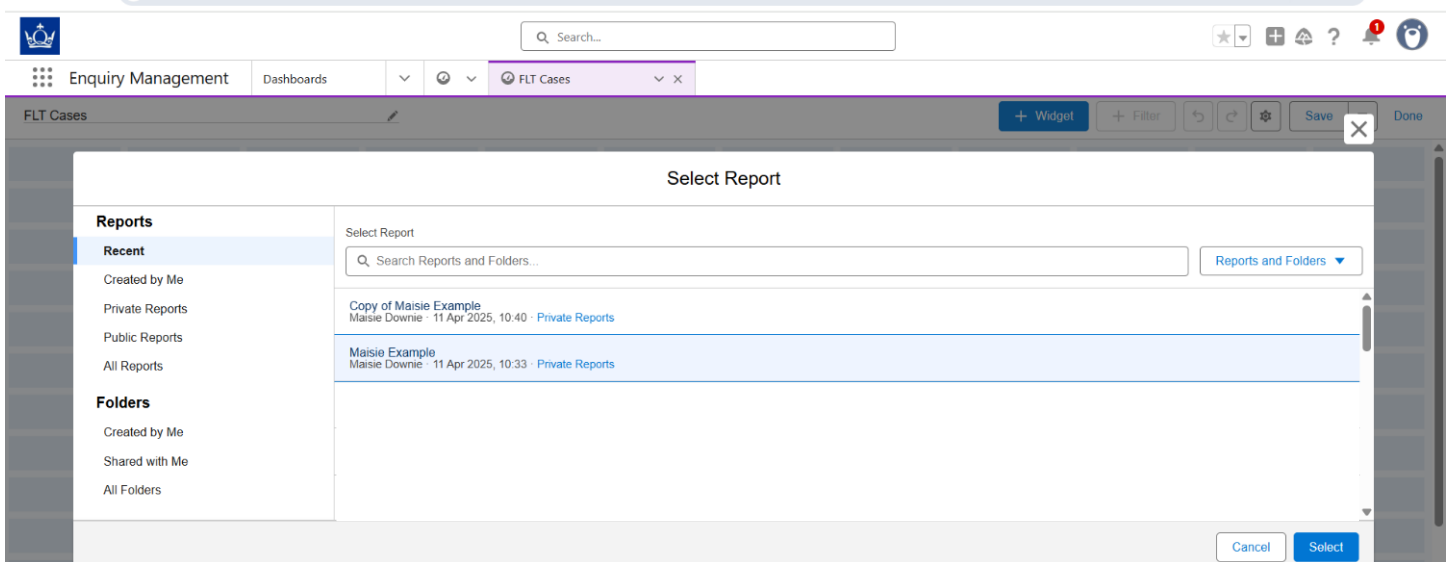
Creating a Team Dashboard

You can create a dashboard to show the total amount of cases for each team member. This may help with case allocation to team members and generally giving an overview of how many cases are with each team member.

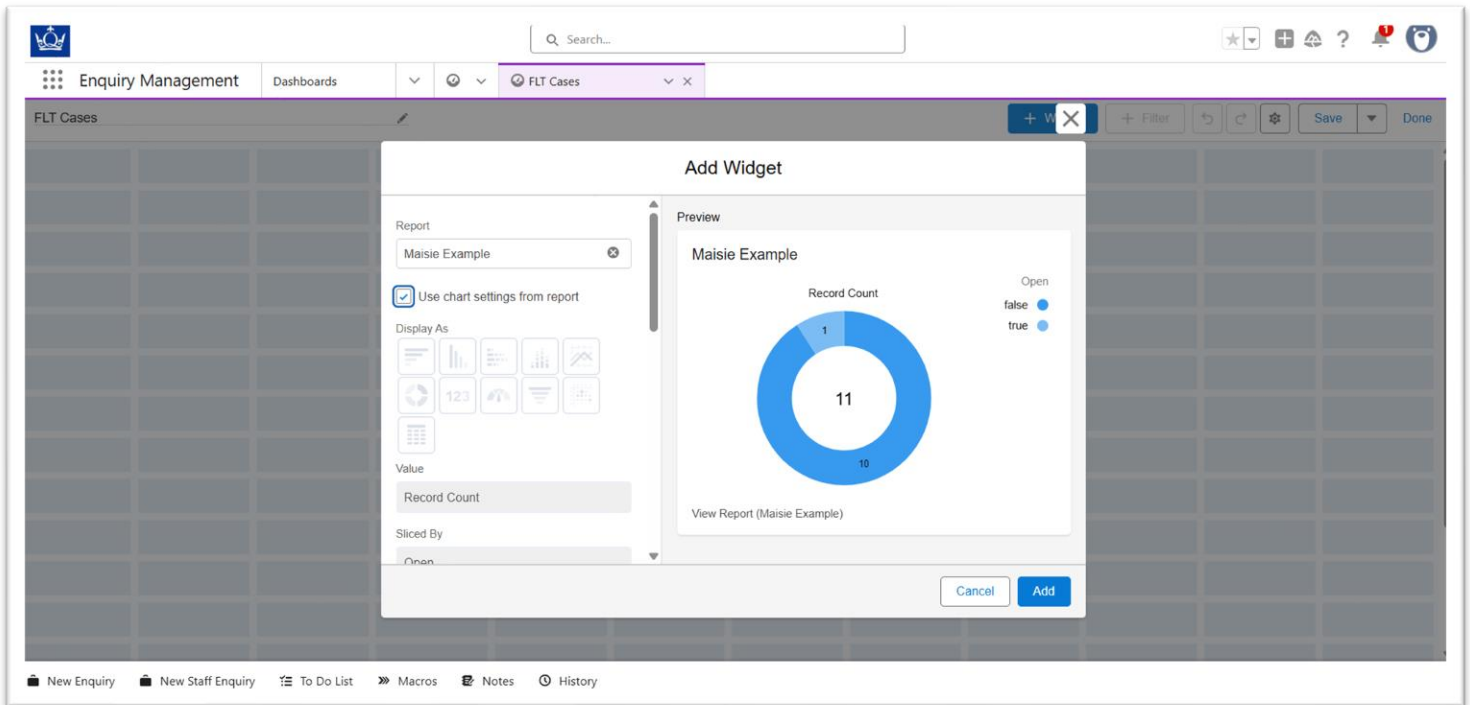
1. Go to the Dashboards section in the dropdown menu and select 'New Dashboard' and name it after your team.
2. Click 'Add Widget' then 'Chart or Table'



3. Select the report you would like to add to the dashboard



4. Tick the 'Use Chart' setting from report box and click 'Add' to add the chart



5. This will add the chart to the dashboard. Repeat this for all people in your team then click 'Save'.

