

Manage Dashboard

Manage Dashboard/Welcome Page

You can customize your dashboard so the information you want to see and tasks you frequently perform are easily accessible.

Note: The Dashboard Setup Tool will be displayed the first time you log in. Select or remove the panels you want to display on your Welcome page. You can change these settings at any time.

- Move Panels – Click and drag panel to desired location.
- Add Panels
 1. On the Welcome page, click **Add Info Panels** (top right of the screen).
 2. All available panels are displayed; select any panel, and click **Add Now** to add to the dashboard.
- Edit Panels – Click **Edit** link at bottom of panel. **Note: Not all panels may be edited.**
- Remove Panels – Click down arrow at the top right corner of panel; select **Delete This Panel**.

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