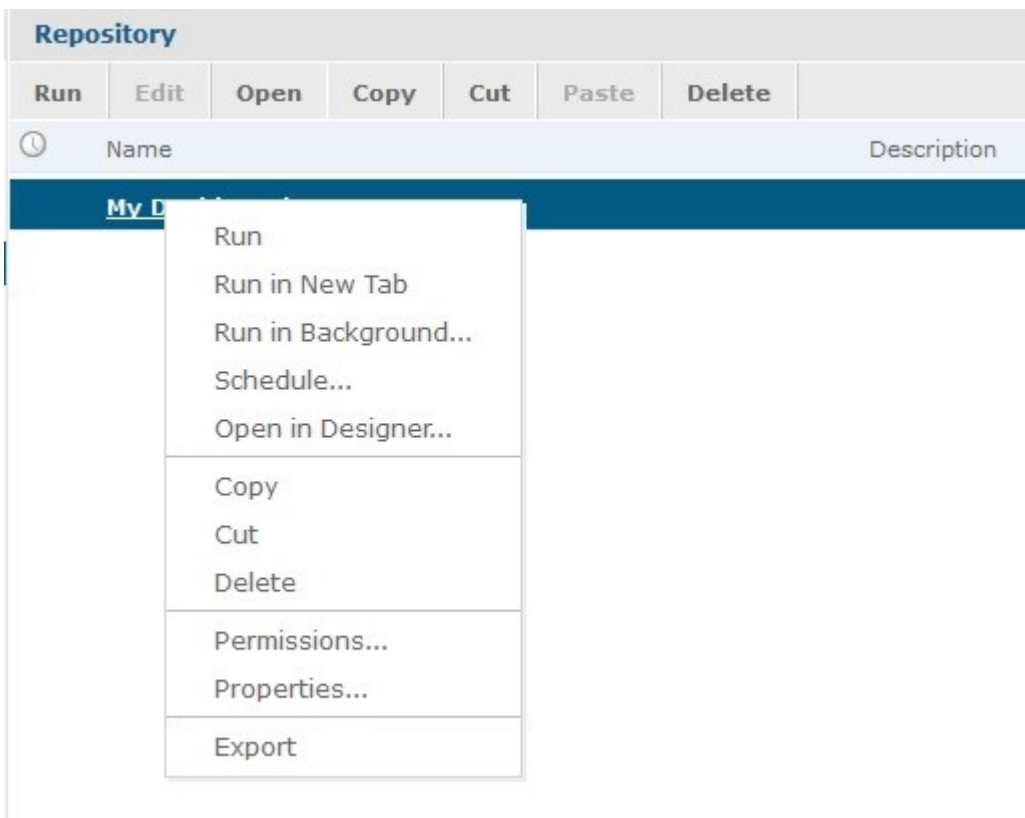


# Viewing a Dashboard

QR-Patrol PRO gives its gold users the access to the dashboards section. The following procedure is a guide on how to open a sample dashboard called **My Dashboard**.

- Login to the web app with your credentials.
- Go to **Reports -> Custom Reports -> My Repository**. There you will find your own personal cluster of folders. Navigate to the Dashboards Folder. You will find a resource named **My Dashboard**. Left click on the name to open the dashboard. Right click on the name to open the menu:



## Resource Options

<b>Run</b>	View the dashboard
<b>Run in New Tab</b>	Opens a new window tab and displays the dashboard there
<b>Run in Background</b>	Opens the dashboard but keeps it open in the background. You have the option to open it any time you wish
<b>Schedule</b>	Navigates you to the schedule menu where you can create a job where you decide when and how often your dashboard will be executed, printed, sent to an email etc.

<b>Open in Designer</b>	Edit your dashboard by adding, deleting and modifying its elements.
<b>Copy</b>	Move your resource to another file but still, have it in your original one
<b>Cut</b>	Move your resource to another file but removes it from your original one
<b>Delete</b>	Remove your resource permanently. You cannot retrieve it somehow afterward.
<b>Permissions</b>	See what you are allowed to do with the selected resource
<b>Properties</b>	<p>Opens a window where you can see the following properties of the resource:</p> <p><b>Name:</b> displays the name of the Dashboard</p> <p><b>Description:</b> displays info and the elements of the Dashboard</p> <p><b>Path:</b> displays the relative path of the Dashboard in our Server</p> <p><b>Resource ID:</b> displays the unique ID of the chosen Dashboard</p> <p><b>Type:</b> displays the type of the resource</p> <p><b>Created Date:</b> displays the month and day when the Dashboard was created</p> <p><b>User Access:</b> displays the permissions that the user has on this Dashboard</p>