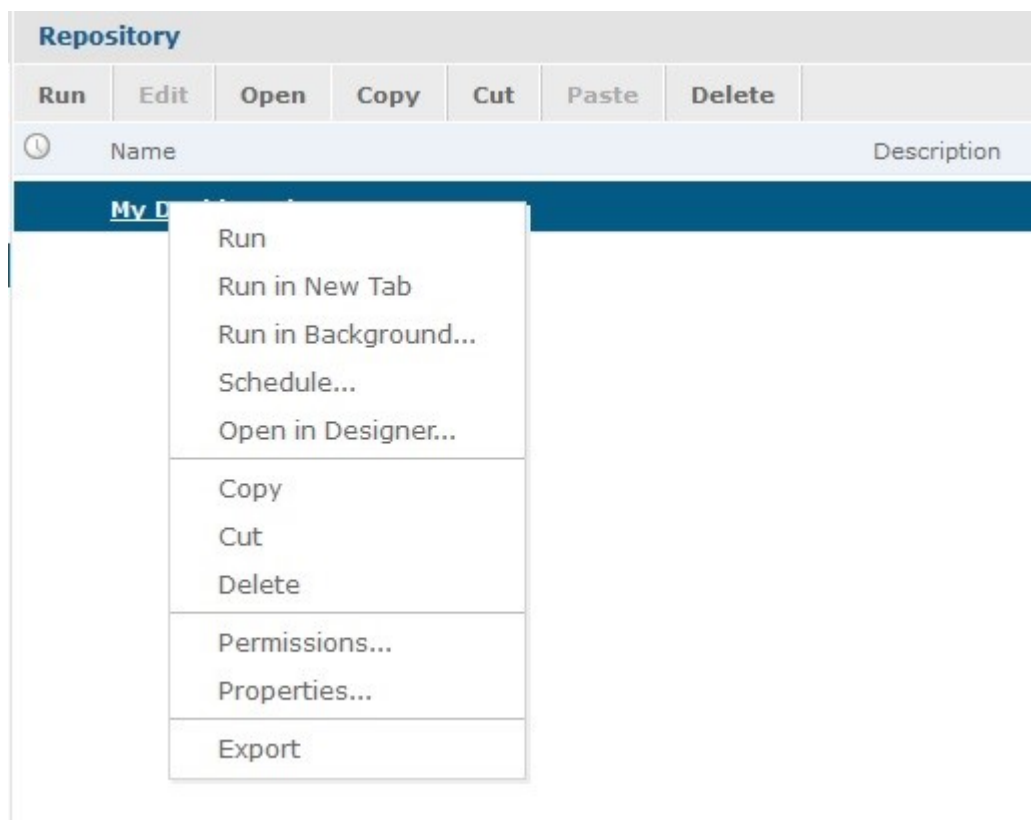# Viewing a Dashboard

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

Run	View the dashboard
Run in New Tab	Opens a new window tab and displays the dashboard there
Run in Background	Opens the dashboard but keeps it open in the background. You have the option to open it any time you wish
Schedule	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.

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