



User Guide

Moving Dashboards and Reports Between Folders

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1 Organizing Dashboards and Reports

1.1 Report Library and Folder Overview

The  Primary Dashboard contains a list of queries, reports and dashboards that have been saved by you or others in the district or school. You have the option of saving dashboards and reports in your own folders ( Personal Library) or in public folders ( Shared Library). When in Edit mode you can quickly organize your reports and dashboards by moving them between folders.

- From the Primary Dashboard, **click** the  Primary Dashboard icon.

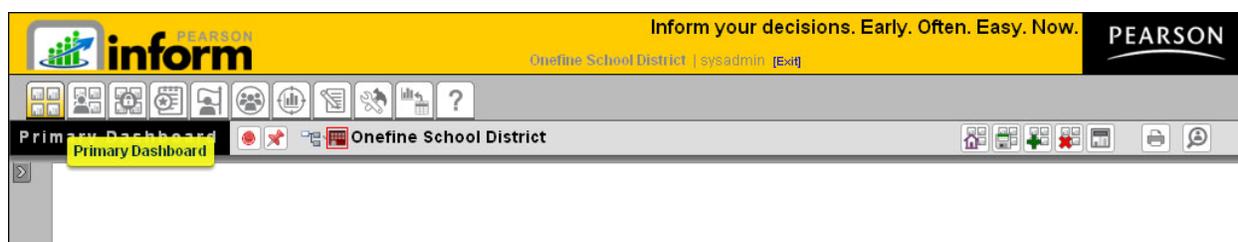


Figure 1-1

- **Expand**  the Report Library panel.

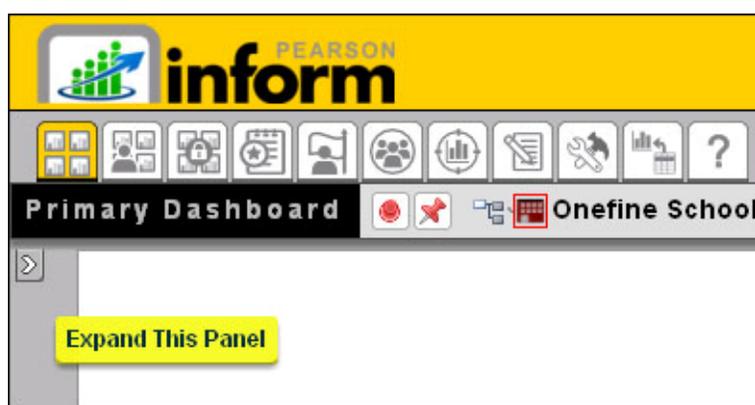


Figure 1-2

- A toolbar and two folders will display:

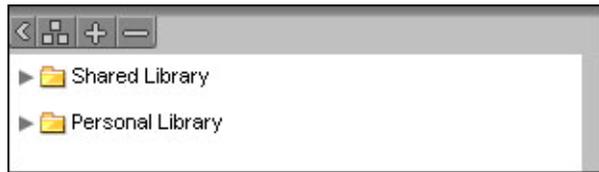


Figure 1-3



1.2 Moving Dashboards and Reports Between Folders

Once the Report Panel is expanded, you are in Edit mode and you can quickly organize your reports and dashboards by moving them between folders.

- **Choose** a report or dashboard in one folder, and another folder to which you will transfer the report.
- To move, **select and click** the report and **drag** the title from its original folder to the new one.
 - **Select** the report.

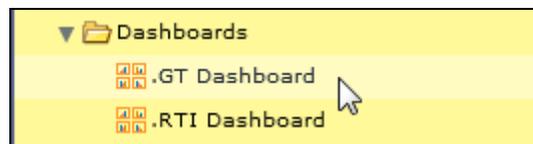


Figure 1-4

- **Click and drag** the report.

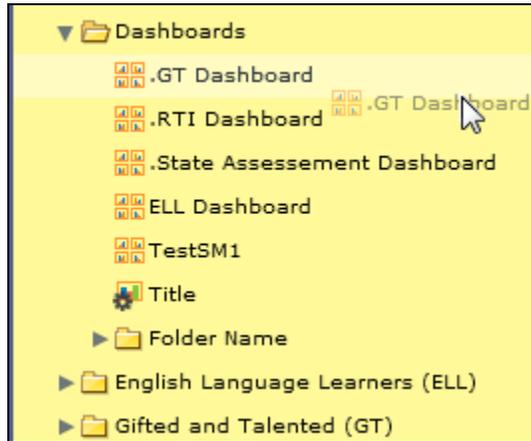


Figure 1-5

- Release your mouse button to add the report to the new folder.



Figure 1-6

- The report will display in the new folder.

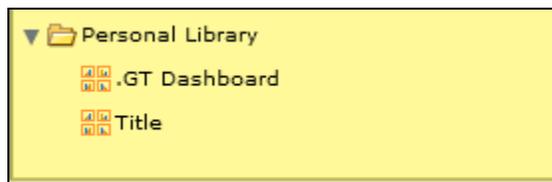


Figure 1-7

- Click  to exit edit mode



Figure 1-8