

Deltek Vision® 7.x Dashboard Quick Reference Card

www.deltek.com

Your Dashboard content is easily managed because it is divided into individual sections on your Dashboard, called dashparts.

Dashparts provide access to specific records, Web links, reports, activities, and applications. You can access any one dashpart without affecting your other dashparts.

In addition to the standard dashparts, you can customize multiple system and Web Dashparts. There is also a Vision Tip of the Day.

Clicking the Dashboard menu choice from anywhere in Vision returns you to the Dashboard.

The Dashboard displays the current date.

Any changes made to your Dashboard are automatically saved whenever you leave the Dashboard to work in an application or log off Vision. Also, your changes are saved when you refresh a dashpart, by clicking the Refresh icon.

Click the X icon to removed a dashpart from the Dashboard.

Depending on the dashpart, clicking the dashpart name lets you: configure a dashpart to access records; create new records; clear all records from a dashpart; print a record; enable grouping of records; hide a selected dashpart; delete a dashpart; hide all other dashparts; change the color of the dashpart heading.

The refresh icon lets you save changes made to a

Clicking this icon expands a dashpart to completely fill the Vision screen. All other dashparts will be hidden.

Click again to restore the dashpart to its original size.

You can limit the number of records you display in your dashparts. The number you select is the same number for all your dashparts that use records.

Dashpart record limits are defined in the General System Setup Lookups tab.

Configure - Select this option to: display unused dashparts for your Dashboard; create individual URL and system dashparts for your Dashboard; access the **Save Dashboard for Users** option (a one-time procedure that allows certain users to save Dashboard layouts for other users). Your security role determines whether you can save layouts for other users.

Window - Select this option to arrange your dashparts on the Vision screen. You have four arrangement options: Cascade, Horizontal, Vertical, or Tile Grid.

Help - Select this option to open the Vision Dashboard Help.

Click the up arrow to collapse a dashpart. Only the dashpart heading will appear on your Dashboard.

Click the down arrow to expand a dashpart on your Dashboard.

