



Setting-Up Dashboard Screens for Shipment Flow

1. From the Quick Menu, click on <Edit User Profile> in the Administrator menu.
2. Below DASHBOARD/STARTPAGE PREFERENCE, select the number of dashboards you would like to have. You can select up to eight dashboards.
3. Select the service type preference.
4. Select the dashboard content preference. The page title will auto-populate, matching the dashboard preference, but you can rename it.
5. If you are working only with a specific client, you can enter their client ID, and click the <Default> checkbox, so that dashboards will only display data for that client.
6. When done, click <Save My Profile> at the top of the page.