

# **Adding Fields to the Dashboard Data Set**

Last Modified on 09/15/2023 1:38 pm EDT

Our new Dashboard feature is available upon request for the initial launch phase. Please contact your Customer Success Manager if you'd like to schedule implementation with our Services team.

## **Overview**

Fields added to the Dashboard Data Set will only appear as options in the Dashboard Builder when the Dashboard Data Set has been published.

*Note:* A Dashboard Data Set can have a maximum of 100 fields.

#### **User Account Requirements**

The user account you use to log into Resolver must have Administrator permission to use the Dashboard Data Set Builder.

#### **Related Information/Setup**

To create a new Dashboard Data Set, please follow the link below:

Create a New Dashboard Data Set

After creating a Dashboard Data Set, the user must publish it before it can be used with the Dashboard Data Set Builder. Please follow the link below for more information on Publishing a Dashboard Data Set.

• Publishing/Unpublishing a Dashboard Data Set

After adding fields to the Dashboard Data Set, you can unlink specific Fields for the Dashboard Data Set. Please follow the link below for more information on Unlinking Fields on a Dashboard Data Set.

• Unlinking Fields, Formula, and Properties on a Dashboard Data Set

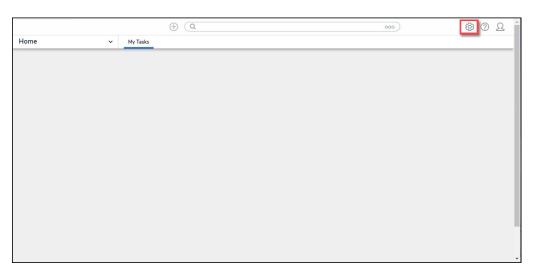
For more information on how to delete a Dashboard Data Set, please follow the link below.



• Deleting a Data Dashboard Set

### Navigation

1. From the *Home* screen, click on the **System** icon.



System Icon

2. From the *Admin Overview* screen, click on the **Dashboard Data Sets** tile under the **Advanced Reporting** section.

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Dashboard Data Sets Tile

- 3. The *Dashboard Data Sets* screen lists the following information below the **Search** field:
  - Number of Data Sets (Data Sets): The total number of Dashboard Data Sets.
  - Published Data Sets: The total number of published Dashboard Data Sets that can be used within the Dashboard Builder. Published Dashboard Data Sets will be out of 10. You can only have 10 Published Dashboard Data Sets within the system.
  - **Unpublished Data Sets:** The total number of unpublished Dashboard Data Sets. Unpublished Dashboard Data Sets cannot be used within the Dashboard Builder.



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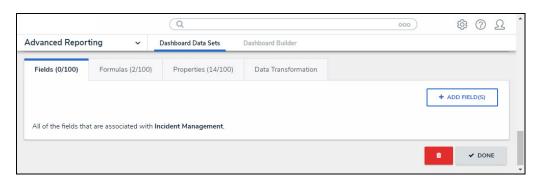
Total Dashboard Data Set Fields

4. Click the Dashboard Date Set Name to select a Dashboard Data Set from the list.

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Dashboard Data Set

5. From the *Edit Data Set* screen, scroll to the *Fields* tab.



Fields Tab

#### Adding Fields to the Dashboard Data Set

1. Click the + Add Fields button on the *Fields* tab.



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All of the fields tha	t are associated with <b>l</b>	ncident Management.		+ A	DD FIELD(S)	
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+ Add Fields Button

 From the *Add Fields* pop-up, enter an **Object Type** or **Field Name** in the **Search** field to narrow the **Fields** list down.





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All of the fields that are associated with <b>Incide</b>	Counterfeit Testing Select List field with 2 options	
	External Data Source Select List field with 3 options	



- Select the Fields you want to include in the Dashboard Data Set by clicking on a Field. As you add fields to the Dashboard Data Set, the + Add Selected button at the top of the Add Fields pop-up will track the number of fields you have selected.
- 4. When you have selected all the desired **Fields**, click the + **Add Selected** button to add the fields to the Dashboard Data Set. Fields added to the Data Set will no longer appear on the pop-up screen as a selectable field.



Note:

*Single Select, Numeric, and Date/Time fields are the only fields available to add to a Data Set.* 



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+ Add Selected Button

5. Selected **Fields** are listed under the **Fields** tab.



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Fields Tab