How to...
Configure the dashboard

CloseNet®

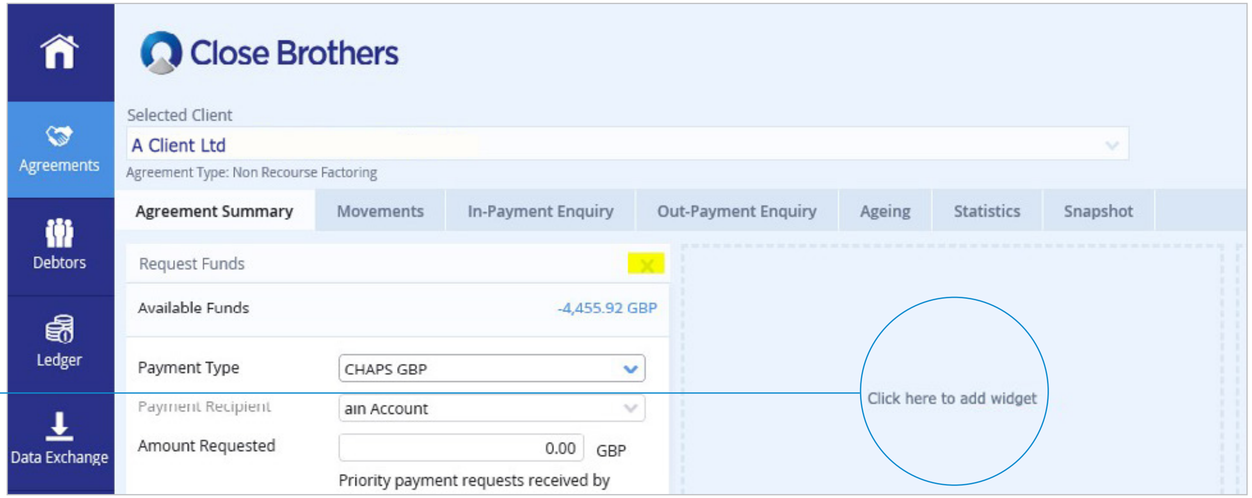
CloseNet's customisable dashboard allows you to quickly and easily configure the content and layout of your homepage using what are called 'widgets'

Widgets enable you to choose your personalised onscreen display, showing only the features and functionality that your business requires at any given time.

This option is available at Agreement level only. They cannot be used on an Aggregation/Group level.

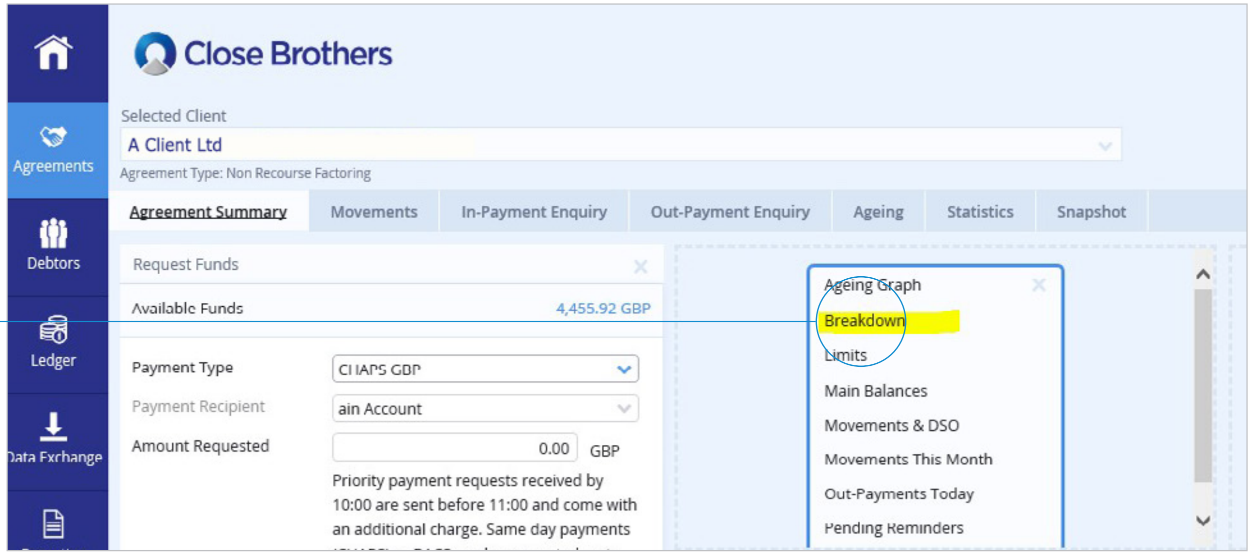
1. From your Agreement Summary page:

Select Click here to add widget on the right hand side of the window.



2. The widget selection pop-up menu is displayed, as highlighted. Select the widget you wish to add by clicking on it.

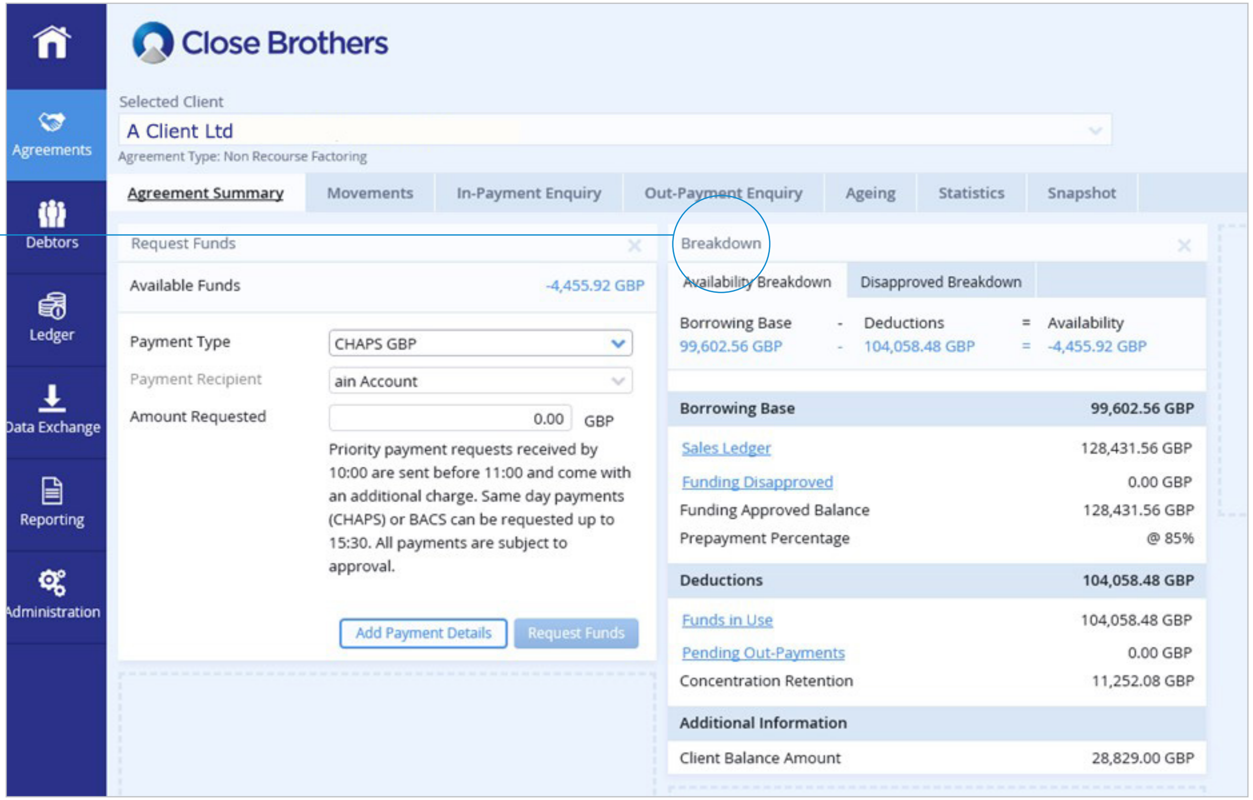
For example, we have selected the Breakdown menu, which displays how your availability has been calculated.



You can add as many widgets as you like, simply scroll the columns to access the one you need to use at a particular item.

Close Brothers

3. The new Breakdown widget will then be displayed. It provides links to items like Availability Breakdown and Disapproved Breakdown, Disputes etc.



5. Once you have the dashboard as you require, save the changes by clicking on the drawing pin icon, located on the top right hand side of the screen.

A pop up will advise you that your default view has been changed and saved.

6. Removing a widget is just as straightforward. Simply click on the X button on the upper right and it will be temporarily removed from the current display.