



# ADP® Timekeeping Plus Scheduling Support Center Guide

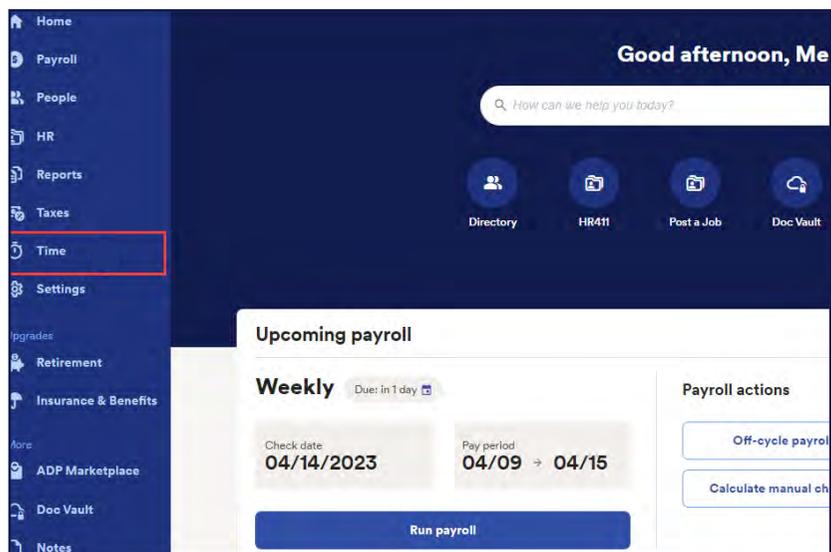
## Customizing the dashboard

Proprietary and Confidential.

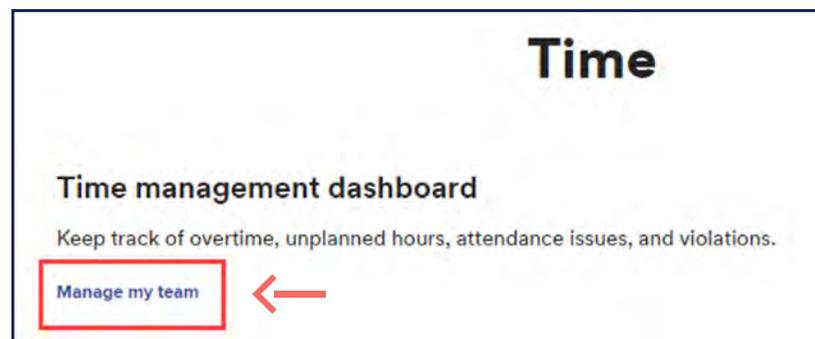


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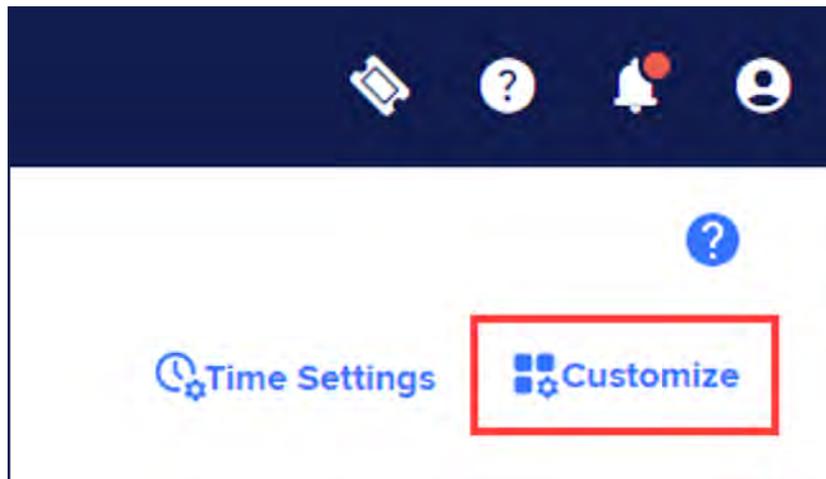
1 From RUN, click the **Time** button on the left.



2 Click **Manage my team**. This will open the dashboard.



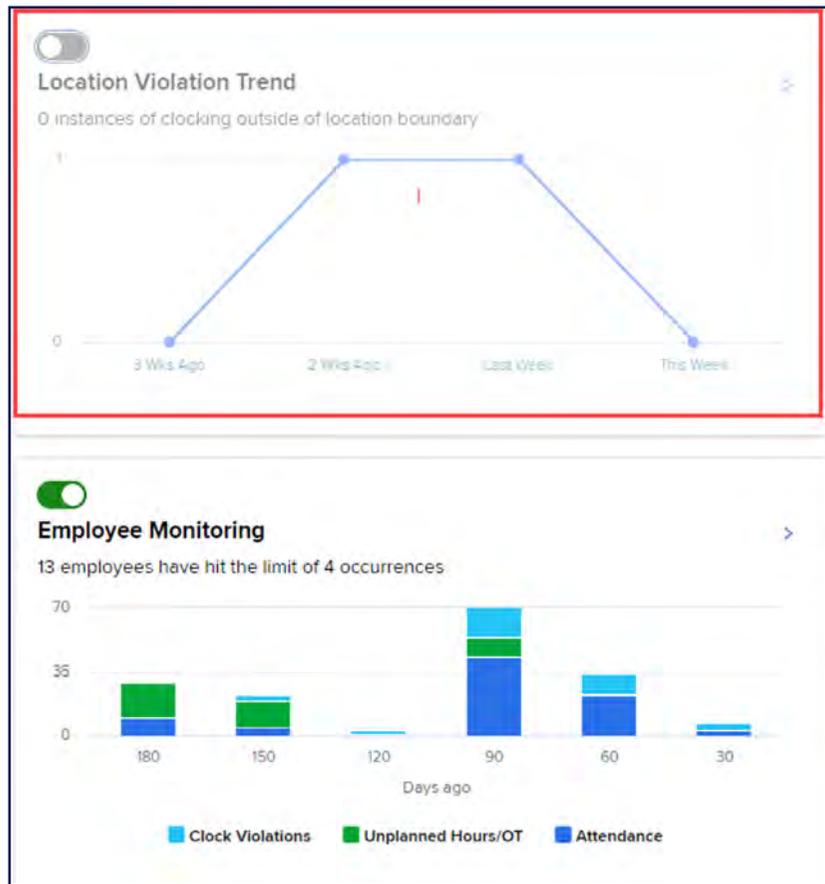
3 To customize the dashboard, click **Customize** on the top right.



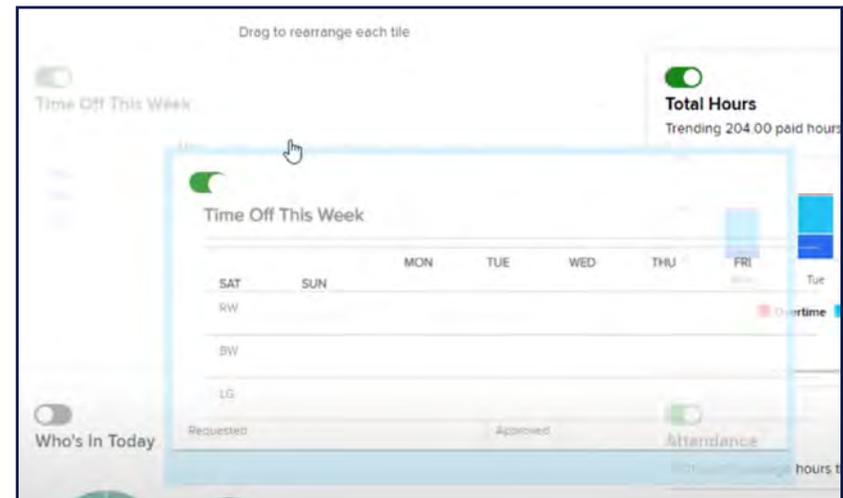
4 This will turn on **Toggle** switches for each tile.



5 If you're not using a tile, simply toggle it off. This will grey out the tile to show that it's not in use.



6 You can also move tiles around. Simply click and hold a part of the tile you wish to move. Then **drag (hold)** it to your desired location.



7 When you're done, click **SAVE CHANGES**.

