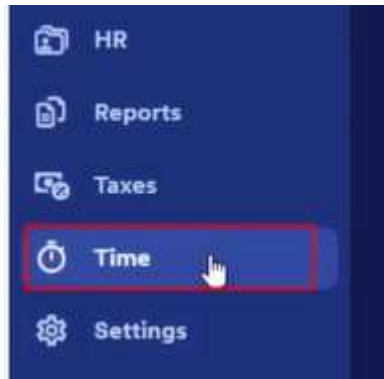


Customizing the Dashboard

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



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

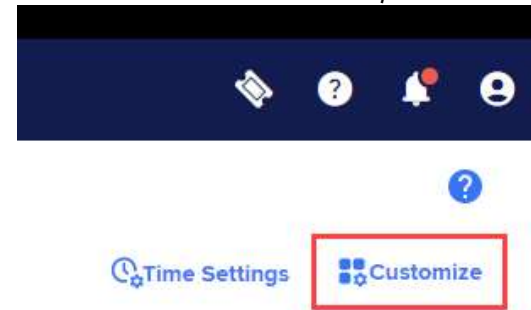
Time

Time management dashboard

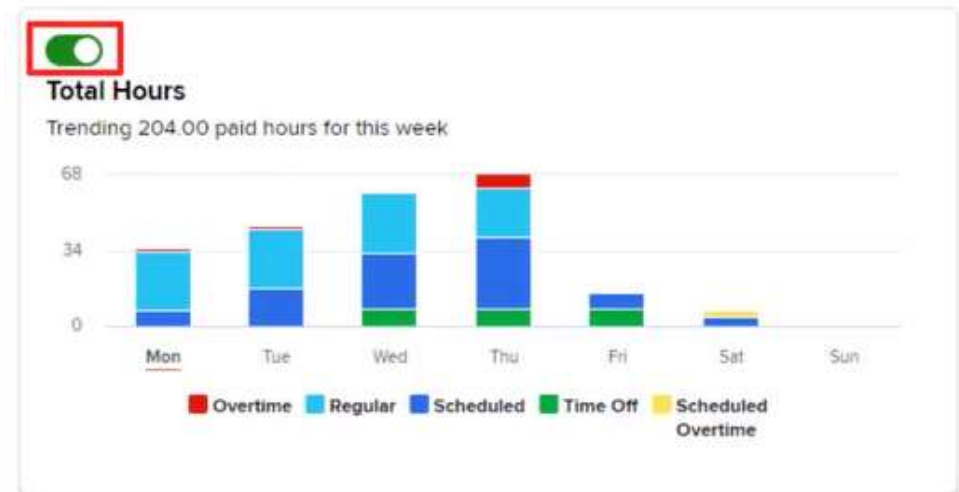
Keep track of overtime, unplanned hours, attendance issues, and violations.

[Manage my team](#)

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

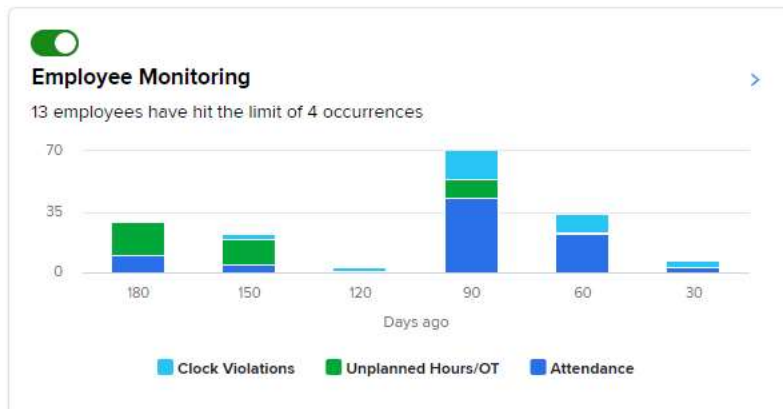
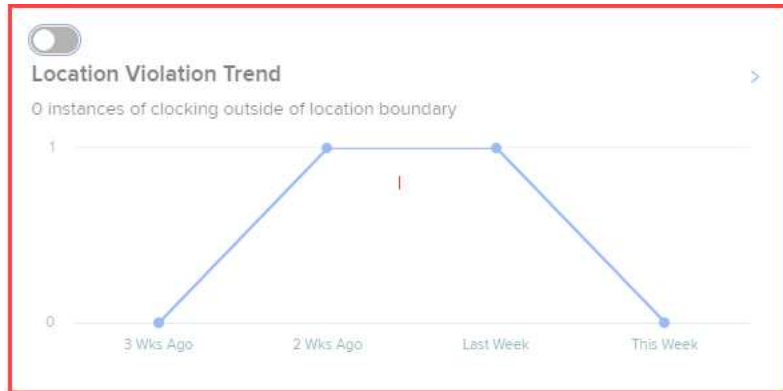


4 This will turn on **toggle** switches for each tile.

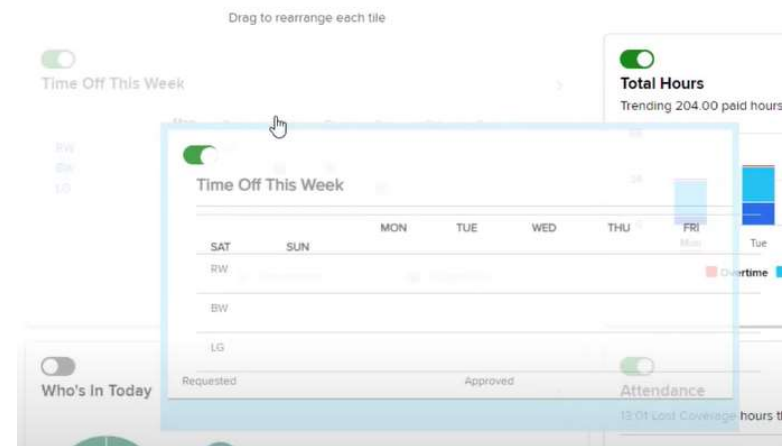


Customizing the Dashboard

- 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** it to your desired location.



- 7 When you're done, click **Save changes**.

