

Master Class – Setting a Default Dashboard – Quick Reference

Open FlinSafe (<https://flinsafe.flinders.edu.au/SCRIM/>). The Dashboards View will open (see **Figure 01** below).

Helpful Hints:

If the Dashboards View does not open straight away, click on **Dashboards**, under My Work on the left side menu.

- 1 **Dashboard List** – Click to reveal the list of available dashboards. Look under *My Dashboards* for customised charts and graphs.
- 2 **Choose a Dashboard** – Under *My Dashboards*, click on a Dashboard to view it. The list will be hidden and the new dashboard will show.
- 3 **Set As Default** – Located on the *Ribbon Bar*, this sets the currently viewed dashboard to be the first dashboard that is seen when FlinSafe is next opened.

(Figure 01: Selecting a Default Dashboard)

