

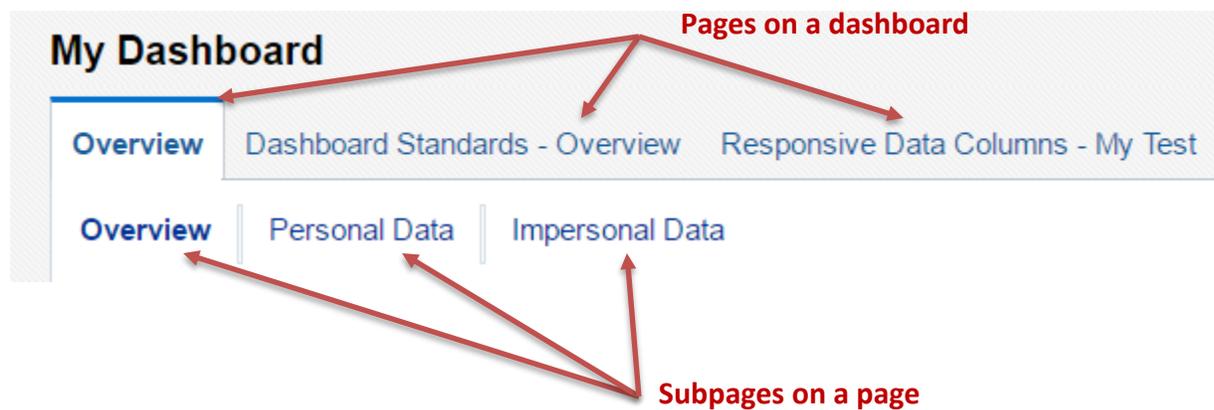
Working with Dashboards: Creating Pages and Subpages

You are likely familiar with tabs or pages on Analytics dashboards. You use them every day working with shared University-level data. Perhaps you'd like multiple pages on your shared college- or department-level dashboards. You may also need multiple pages on your own dashboard. Here's how you can create them.

**Pages vs. Subpages**

Pages and subpages are similar structures. It's simply a matter of organization. How would you like to organize your reports, or your department reports? It's best to decide up front because it's not possible to change a page into a subpage or a vice-versa. You *can*, however, recreate the content of a page onto a subpage, or subpage to page, then delete the original. You're never really stuck with just one option.

Pages are individual tabs that stretch across the top of your dashboard set.

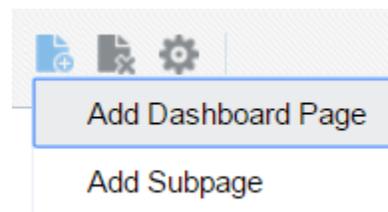


Subpages are tabs that appear on individual pages, and allow subdivision of information within that page.

**Creating Pages**

Creating pages is a straightforward process.

1. Edit the dashboard on which you wish to place the new page.
2. Click the **Add Dashboard Page** button on the button bar in the upper-right corner of the screen.
3. Select **Add Dashboard Page** from the menu.
4. In the Add Dashboard Page screen, enter a name and description for the page, and click **OK**.  
The new page is displayed.
5. Click the **Save** button.

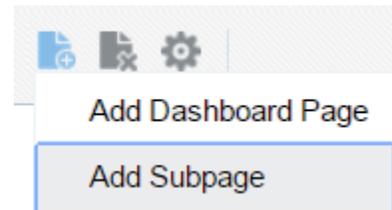


After you add your new page, you may add content to it.

### Creating Subpages

Adding subpages allows a second level of information to be presented to users. For example, you can first add a new dashboard page that contains regional sales data in a table and in a bar graph. Then, you can add a subpage that contains links to various competitors' web sites.

1. Edit the dashboard.
2. Select the dashboard page on which you wish to create subpages.
3. Click the **Add Dashboard Page** button
4. Select **Add Subpage** from the menu.
5. In the Add Subpage screen, enter a name and description for the page, and click **OK**.  
The page is displayed as a subpage of the original dashboard page.
6. Click the **Save** button.



After you add your new subpage, you may add content to it.

### Hidden Pages and Subpages

You may wish to hide pages or subpages for some reason. You may certainly do so. You should, however, move those hidden items down to the bottom of the list on which they exist in order to avoid navigation errors.

In the example below, if the subpage named Personal Data were to be hidden, as indicated, it should be moved to the bottom of the list of subpages for the Overview page. In other words, it should be placed below the Impersonal Data subpage. You would use the **Move Down** arrow buttons on the right to move the selected subpage.

Pages	Hide Page	Show Add To Briefing Book	Prompt before Opening
Overview	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overview	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Data	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Impersonal Data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dashboard Standards - Overview	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsive Data Columns - My Test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Following the same logic, any hidden page should be moved down to the bottom of the list of pages. Use the **Move to Bottom** button to accomplish this.