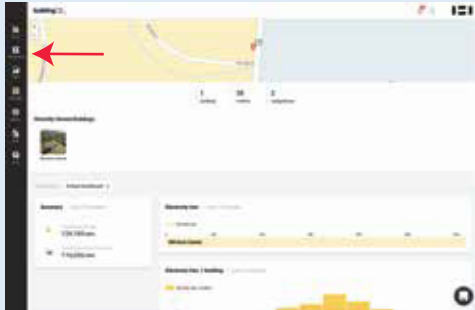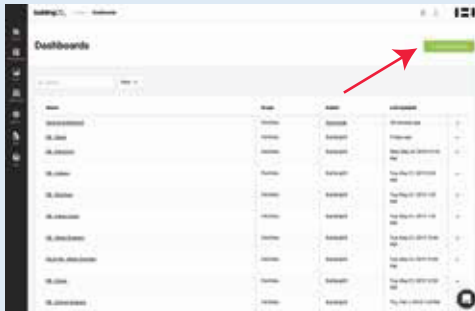# DASHBOARD SETUP

A Dashboard is a curated display of building performance data. Make your own to customize your RWKC experience.

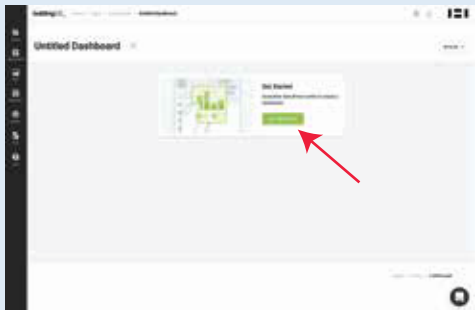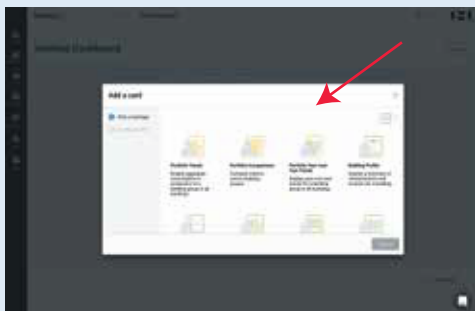**1.** From the home page, click the Dashboard icon to the left of the screen.

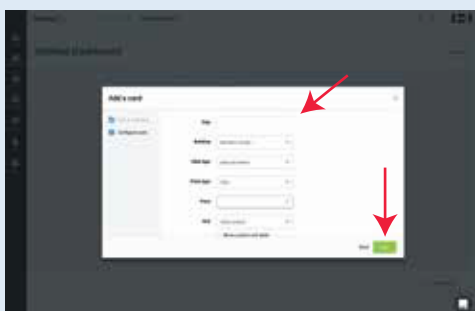**2.** Click the green "Add a Dashboard" to the top right.

3. Click the green "Add a Card" button.

4. Scroll through the different types of cards, and select which one suits your needs

5. Fill out all of the appropriate information. If you're unsure what to fill out, just leave it blank; the system will auto-fill as needed. Then click the green "Save" button at the bottom right corner.
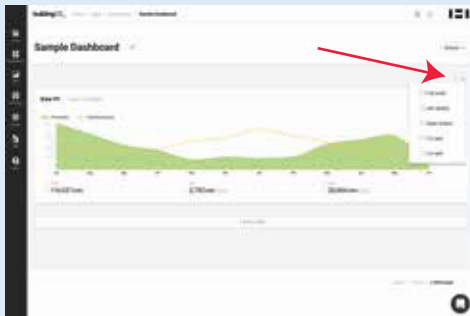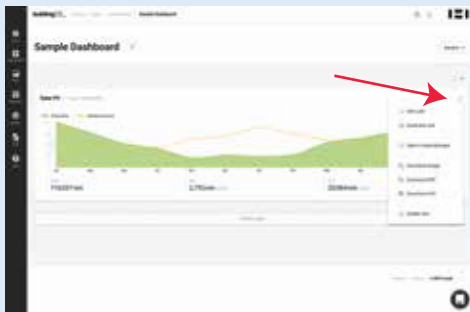
DASHBOARD SETUP

6.

Once your first card is saved you can add more cards, rearrange, and edit graphs.

7.

Change the appearence of the dashboard by clicking the dropdown arrow in the top right corner of the dashboard.

8.

Edit, duplicate, delete, and download the data from your card by pressing the dropdown arrow in the top right corner of

Pro Tip
***It might help to look at the meters first to help find the data you are looking for**