Deleting a Dashboard

Last Modified on 01/29/2025 4:42 pm EST

Overview

Administrators can publish a Dashboard when it is complete to allow other user access to the charts/reports within the Dashboard. Dashboards must be published to embed a Dashboard in a system Activity so users can view them.

User Account Requirements

The user account you use to log into Resolver must have Administrator permission to use the Dashboard Data Set Builder.

Related Information/Setup

Please follow the link below for more information on Embedding a Dashboard in an Activity.

- Embedding a Dashboard in an Activity

Navigation

1. From the **Home** screen, click on the **System** icon.
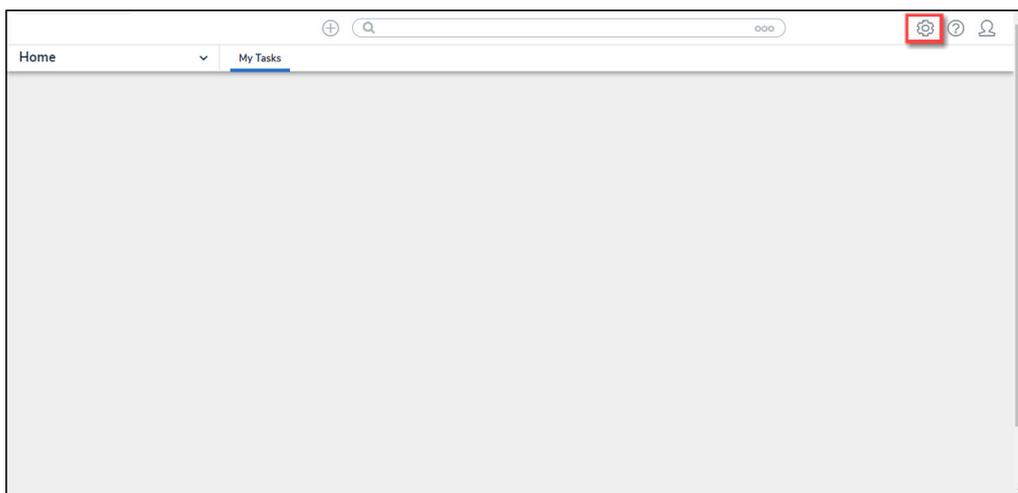
System Icon

2. From the **Admin Overview** screen, click on the **Dashboard Builder** tile under the **Advanced Reporting** section.
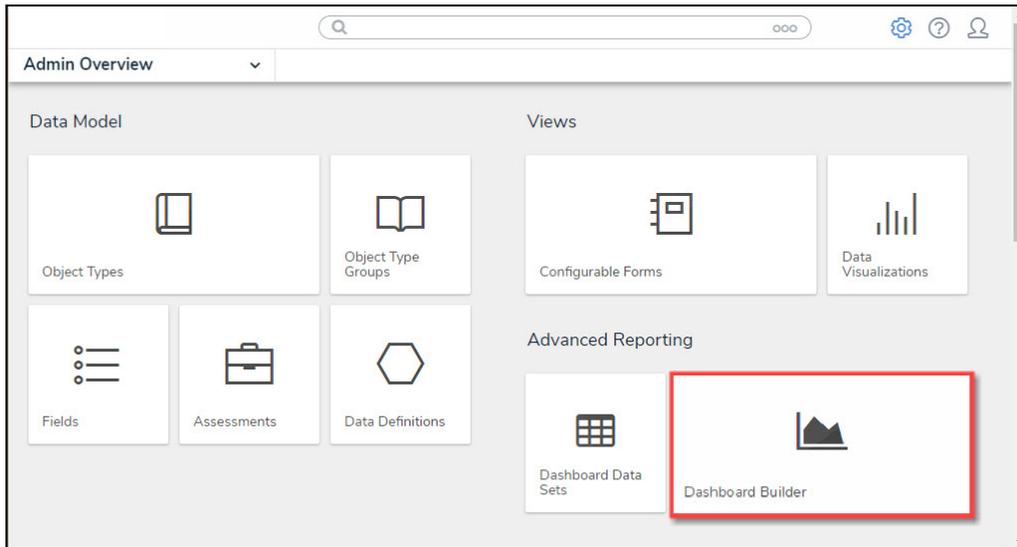
Dashboard Data Sets Tile

Deleting a Dashboard

1. From the **Dashboard Builder** screen, click on the **Dashboard Name**.
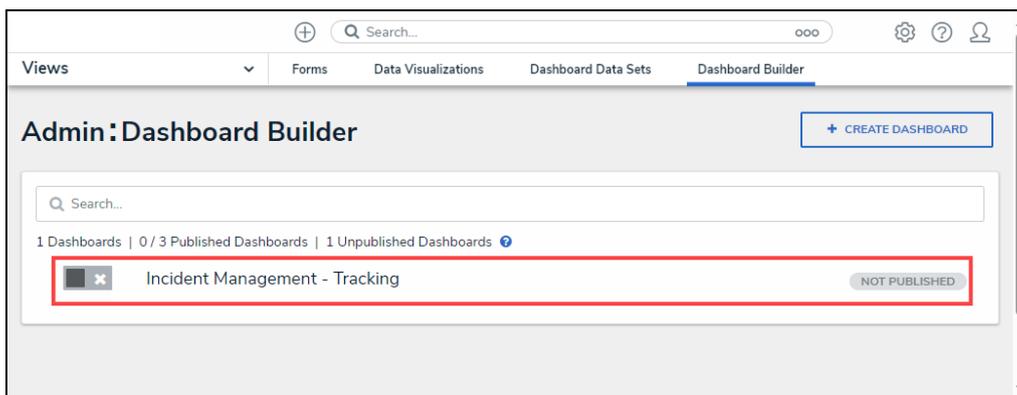
Dashboard Name

2. From the **Dashboard: Incident Management - Tracking** screen, select the **Delete** button.
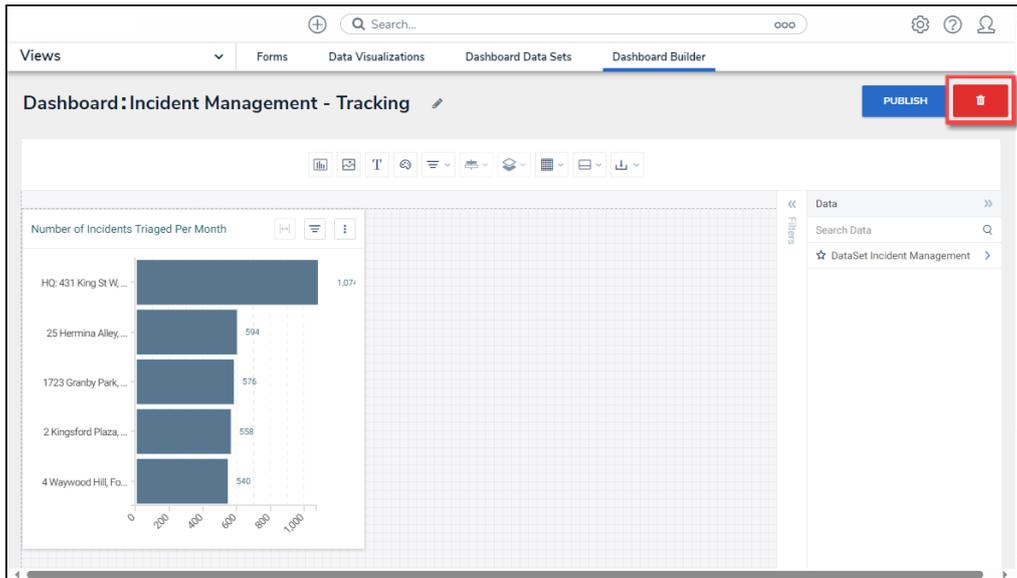
Delete Dashboard Link

4. A ***Confirmation*** screen will appear, indicating that when a Dashboard is deleted, it cannot be recovered and is a permanent action. Type the word **Delete** in the textbox and click the **Delete Dashboard** button to delete the Dashboard from the system.

Confirmation Screen