

# Deleting a Dashboard

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Our new Dashboard feature is available upon request for the initial launch phase. Please contact your Customer Success Manager if you'd like to schedule implementation with our Services team.

## 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.

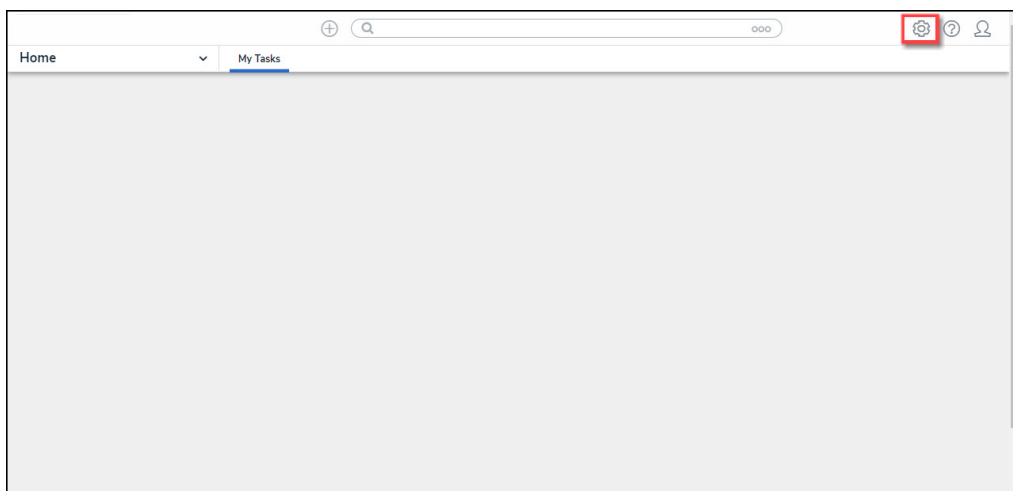
## Related Information/Setup

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

- [Embedding a Dashboard in an Activity](#)

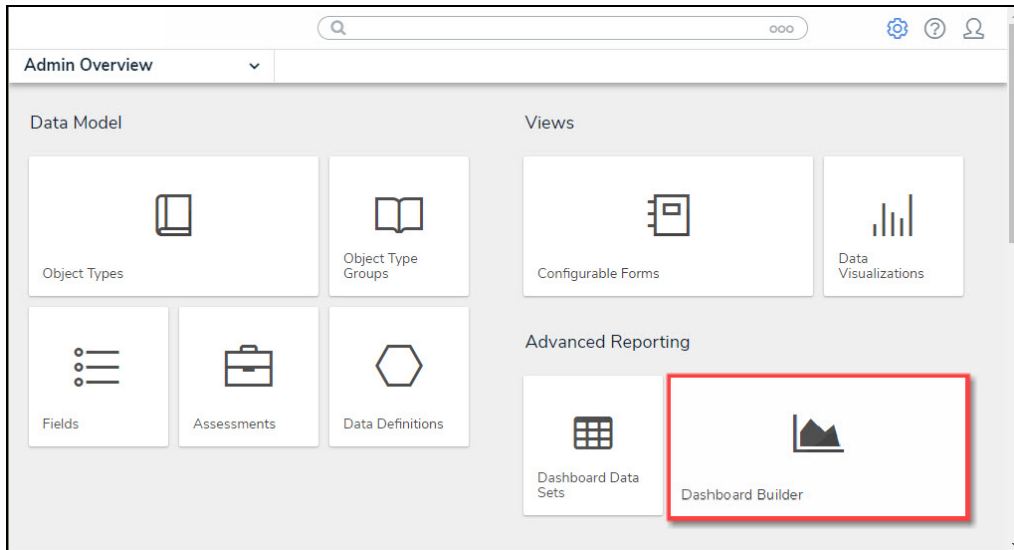
## Navigation

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



*System Icon*

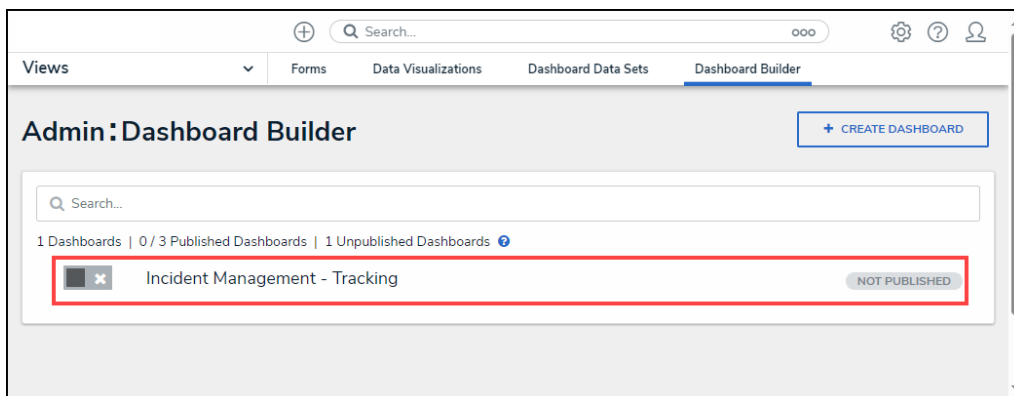
- From the **Admin Overview** screen, click on the **Dashboard Builder** tile under the **Advanced Reporting** section.



*Dashboard Data Sets Tile*

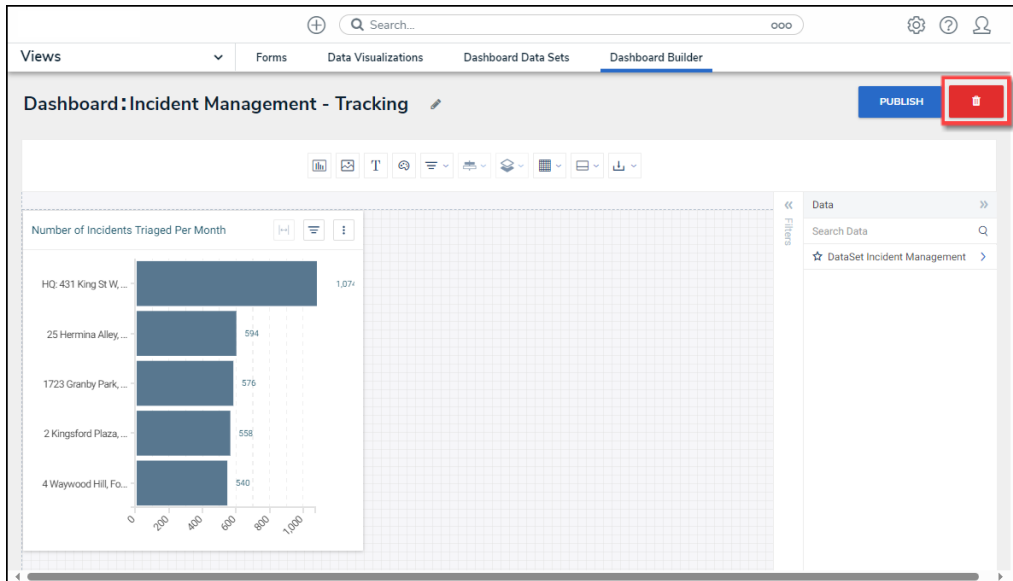
## Deleting a Dashboard

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



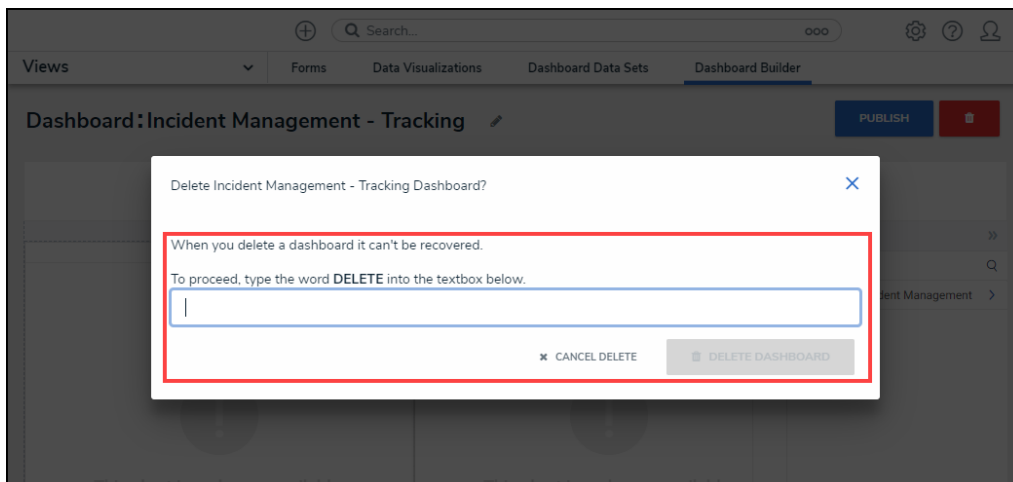
*Dashboard Name*

- 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*