Unpublishing a Dashboard Data Set

Last Modified on 01/30/2025 10:22 am EST

Overview

Administrators can unpublish a Dashboard Data Set if it is no longer in use.

By default, the maximum number of Dashboard Data Sets you can have Published is 10, so users may need to unpublish a Dashboard Data Set to publish a new Dashboard Data Set.

User Account Requirements

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

Related Information/Setup

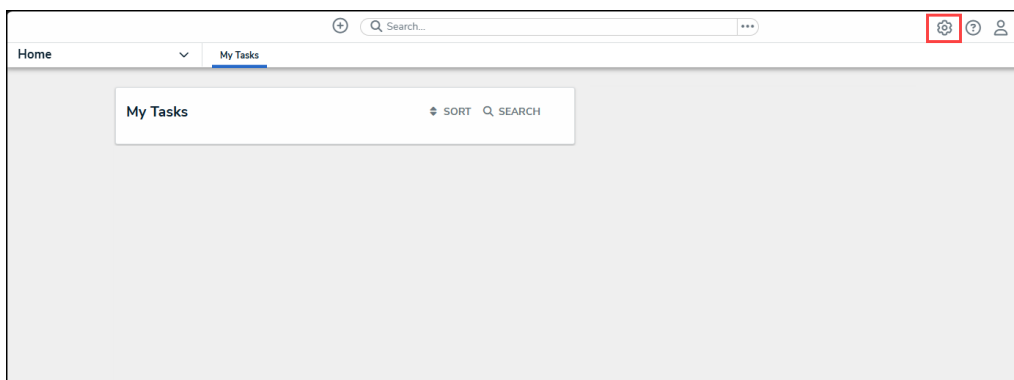To create a new Dashboard Data Set, please follow the link below:

* Create a New Dashboard Data Set

For more information on how to delete a Dashboard Data Set, please follow the link below.

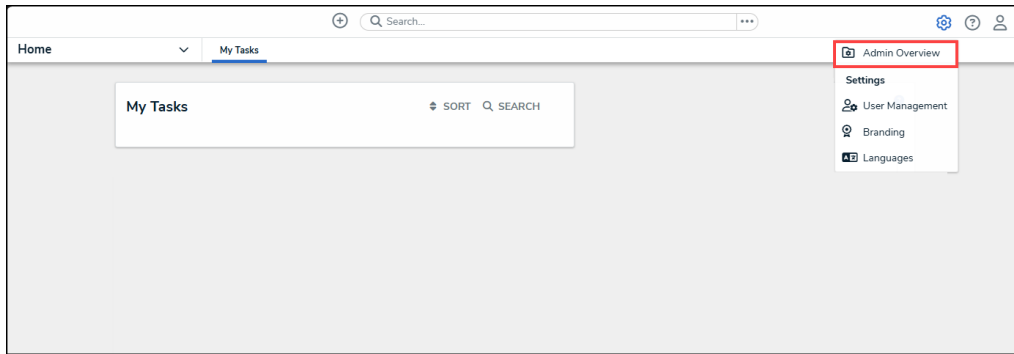* Deleting a Data Dashboard Set

Navigation

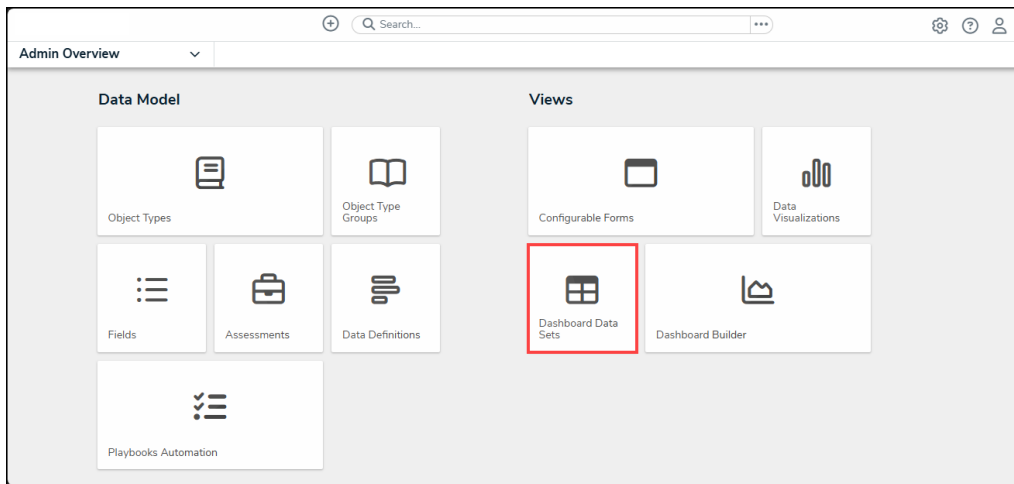1. From the **Home** screen, click the **Administration** icon.

Administration Icon

2. From the **Administrator Settings** menu, click the **Admin Overview** link.
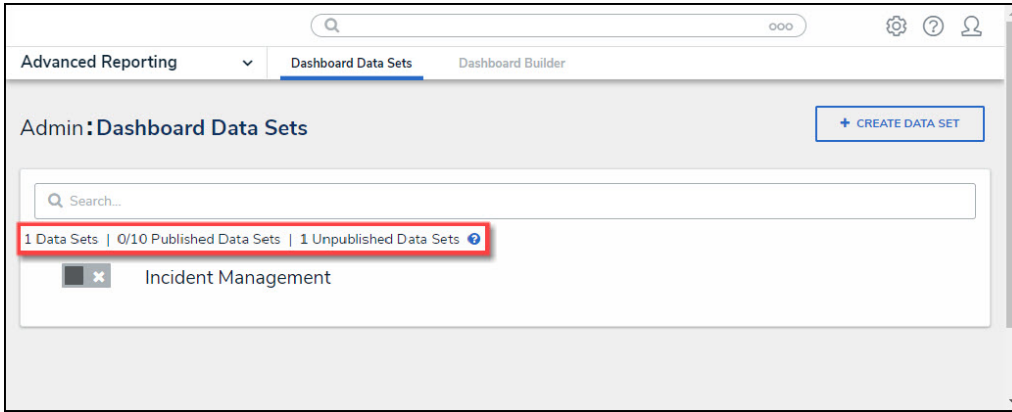
Administrator Settings Menu

3. From the **Admin Overview** screen, click on the **Dashboard Data Sets** tile under the **Views** section.
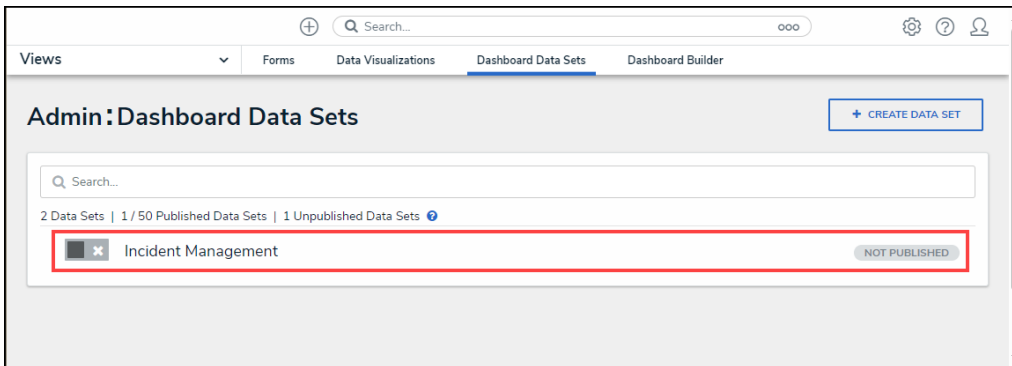

Dashboard Data Sets Tile

4. The **Dashboard Data Sets** screen lists the following information below the **Search** field:

- **Number of Data Sets (Data Sets):** The total number of Dashboard Data Sets.
- **Published Data Sets:** The total number of published Dashboard Data Sets that can be used within the Dashboard Builder. Published Dashboard Data Sets will be out of 10. You can only have 10 Published Dashboard Data Sets within the system.
- **Unpublished Data Sets:** The total number of unpublished Dashboard Data Sets. Unpublished Dashboard Data Sets cannot be used within the Dashboard Builder.

Total Dashboard Data Set Fields

Publishing/Unpublishing a Dashboard Data Set

1. Dashboard Data Sets have a **Publish** toggle switch next to the name of the Dashboard Data Set.

2. Click the **Publish** toggle switch next to a **Dashboard Data Set** to unpublish the Dashboard Data Set.

   - **Unpublished:** The **Publish** toggle switch will appear grey with an X, indicating that the Dashboard Data Set is unpublished.
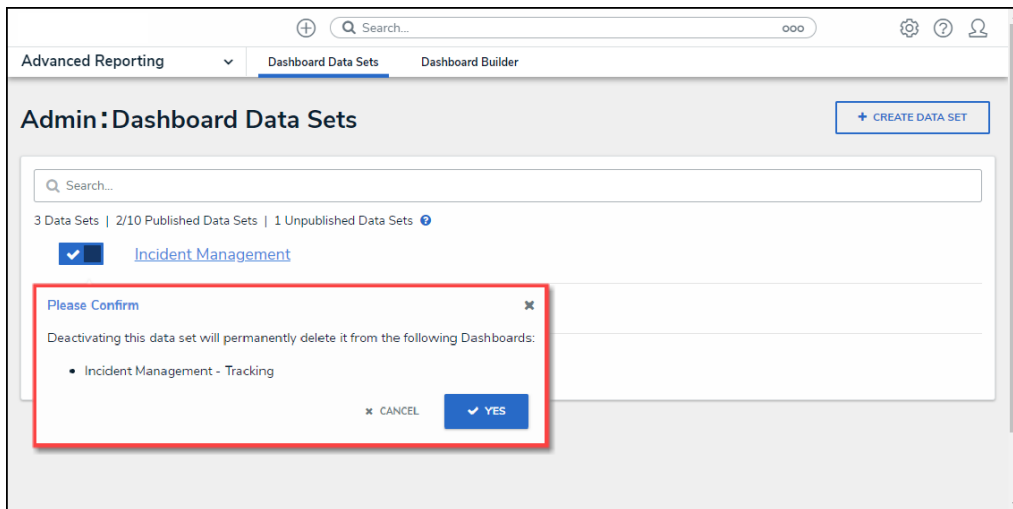

Unpublished Dashboard Data Set

3. A *Confirmation* pop-up will appear when you unpublish a Dashboard Data Set. The *Confirmation* screen indicates that the Dashboard Data Set will be deleted from the following list of Dashboards. Dashboards can use multiple Dashboard Data Sets, so unpublishing a Dashboard Data Set will break specific Charts but not entire Dashboards.

> **Note:**
> If the user chooses to republish the Dashboard Data Set, any previously constructed Dashboards or Charts must be rebuilt.

4. Click the **Yes** button to unpublish the selected Dashboard Data Set.

Confirmation Pop-up