Government of Western Australia
Department of Finance

PACMan

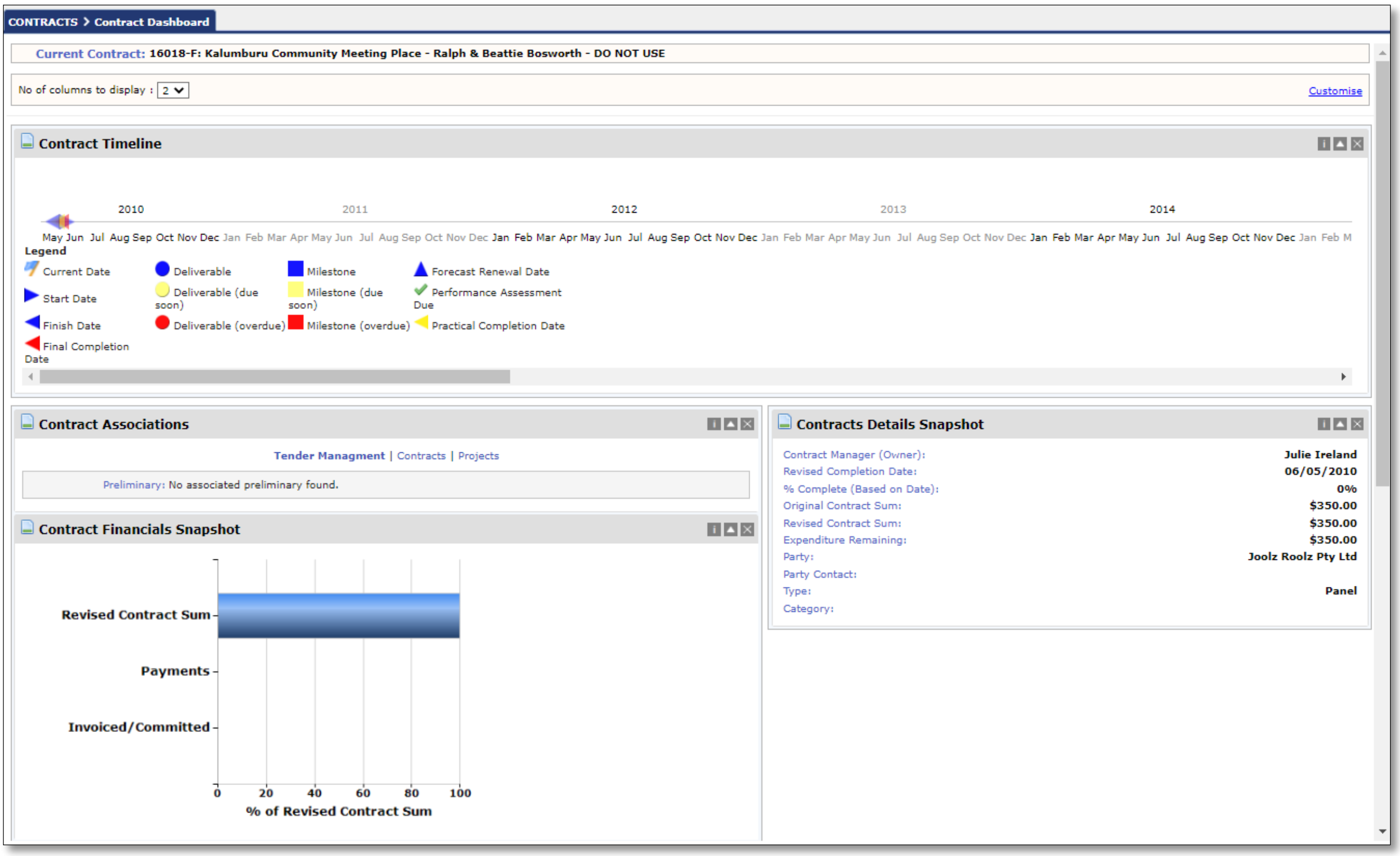
Contract Dashboard

The Contract Dashboard provides a single dashboard view of the status of an individual contract including:

- Key contract information
- Highlighting exceptions / items that need to be addressed.

You can choose the items to display on your Contract Dashboard as well as its layout.

To access the Contract Dashboard you must first select a contract from either the Contract List or your Recent Contract widget and then selecting the **Contracts > Contract Dashboard** screen from the menu.

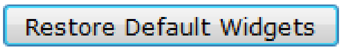


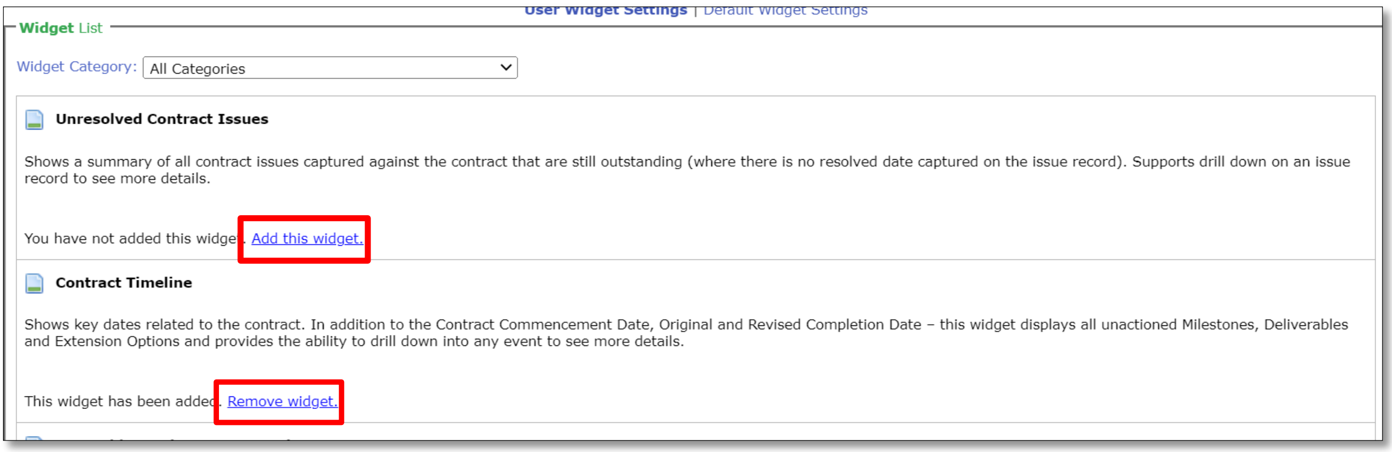
Adding Widgets to your Contract Dashboard

To customise your Contract Dashboard , click on the **'Customise'** link on the top right hand side of the screen.

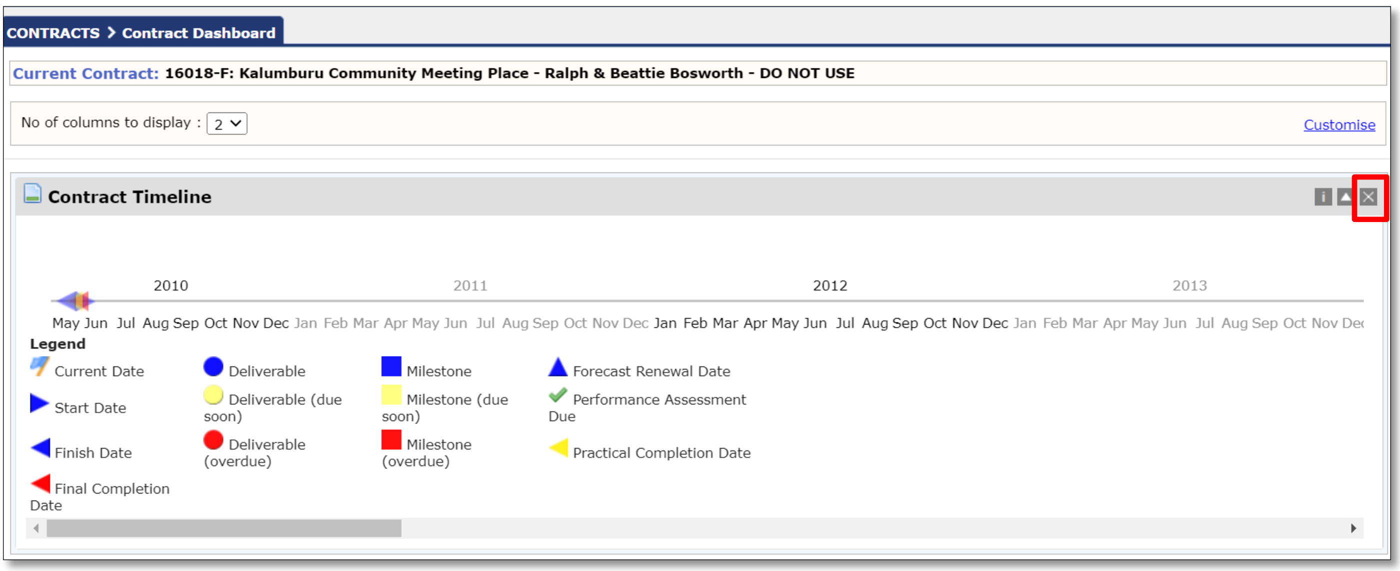
This will display a list of widgets, including a description of the information it shows, that can be added to your dashboard. This screen can also be accessed in the menu at **System Setup > User Management > Contract Dashboard** Setup.

To add a widget to your Contract Dashboard select the **Restore Default Widgets** button. **Note** you should periodically select the **Restore Default Widgets** to ensure that your Contract Dashboardhas the latest widgets.





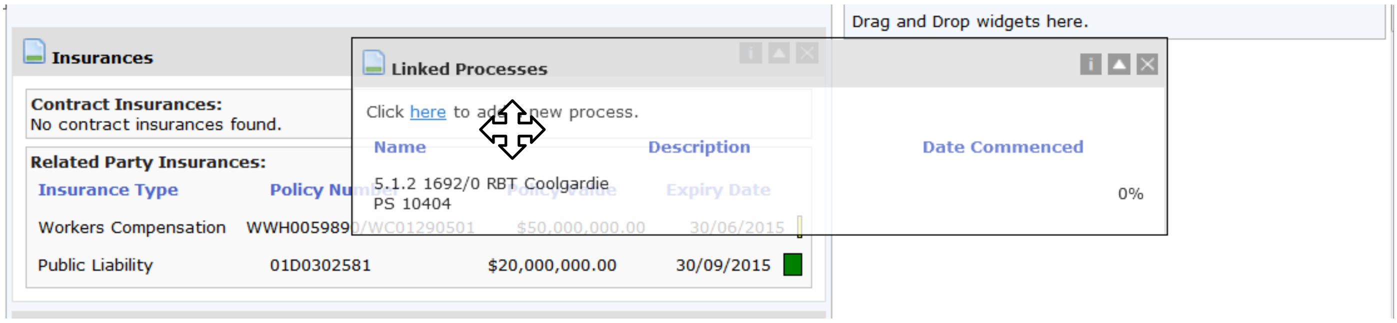
To remove a widget from your dashboard, click on the 'Remove widget' link. You can also remove a widget from the Contract Dashboard screen by clicking on the x button in the top right of the widget.



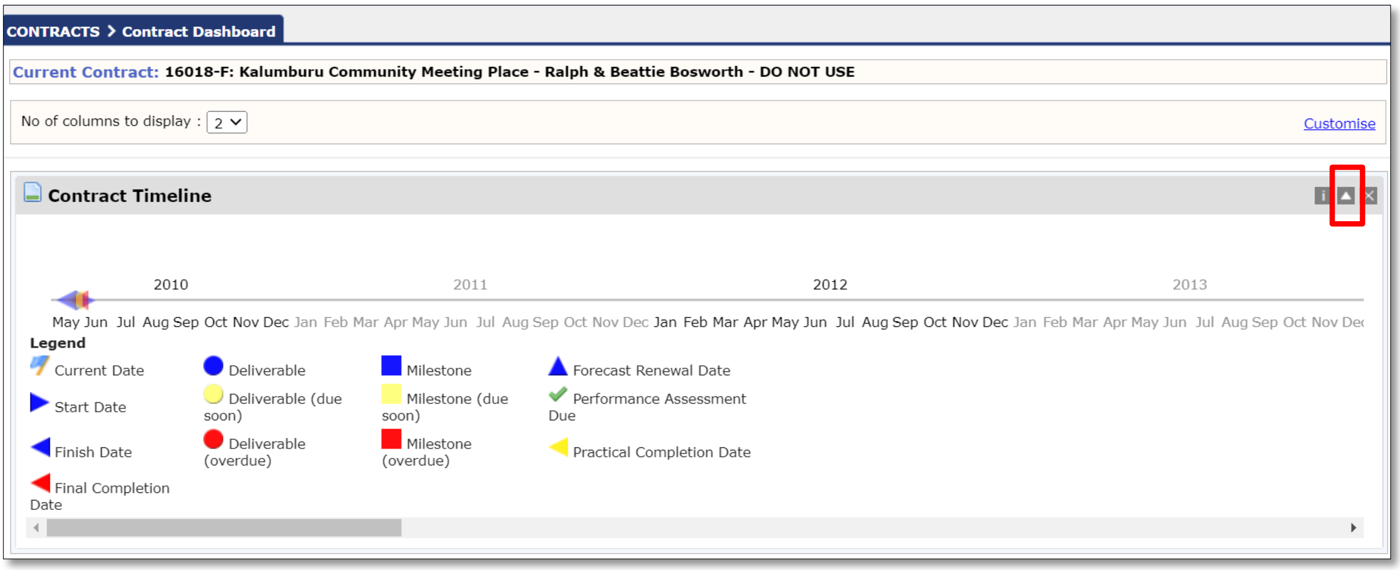
Click on the **Contracts > Contract Dashboard** menu to return to the Dashboard and see the widgets you have added.

Changing the layout of your Contract Dashboard

Once you have added widgets to your Contract Dashboard, you can customise the layout. You can change the position of widgets on the Dashboard by clicking on the title bar, dragging with the mouse and then dropping it into the new position.



You can also choose to collapse a widget, which will only display its title bar, by clicking on the triangle button in the top right of the widget. The widget can be expanded again at any time.



The configuration of the Contract Dashboard will be remembered for your account.