

Personalize Your Executive Dashboard View

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The Executive Dashboard offers two views - comfortable and compact. Compact View provides a more efficient, space-saving layout that makes it easy to access key data at a glance. It also offers greater flexibility to resize, rearrange, and manage widgets based on your preferences.

To select your dashboard view, click the **More Options** icon > **Select View** > choose **Comfortable View** or **Compact View**.

[See the Compact View in action!](#)

The Compact View in the Executive Dashboard offers flexibility to control the dashboard's appearance and functionality. Your view can be customized with just a few clicks to fit any day-to-day workflow.

- Collapse or Expand Widgets - Click the **Collapse/Expand** icon to collapse widgets you're not actively using, or expand them when needed.
- Rearrange Widgets - Click and drag the **Move Widget** icon to rearrange widgets in the order that works best for you.
- Resize Widgets (Compact View) - Click the **Resize** icon to adjust the size of supported widgets (Alerts, Revenue Summary, Announcements, and To Do Tasks) to display more information at once.

Once you have arranged your dashboard the way you like it, there's nothing else to do - your layout is saved automatically and will stay that way each time you log in.

Frequently Asked Questions

Q. *Can I remove widgets I don't use?*

A. Widgets can't be deleted. However, both Compact View and Comfortable View

allow widgets to be collapsed and rearranged. Compact View also supports resizing for many widgets, offering even more flexibility to organize your dashboard.

Q. *Can I hide tasks assigned to others in the To Do Tasks?*

A. In Compact View, the To Do Tasks widget shows tasks assigned to you by default. Click the **Others** tab to view tasks assigned to others.

Q. *Why don't I see certain alert groups like Critical Alerts and Mild Alerts?*

A. In Compact View, alert groups only appear when there are alerts in that category. If no alerts exist, that group is hidden to keep the widget clean.
