

# Customize Your Executive Dashboard Settings

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Set thresholds for key metrics, define limits for aged accounts, and choose how far in advance birthdays display so your Executive Dashboard surfaces the insights that matter most to you.

To access these settings, click **Dashboard Settings** on the top right of your Executive Dashboard.

Permissions define the data Users can access and the actions they are allowed to perform. Dashboard Settings requires the *Dashboard-Edit Settings* permission in the General category. Learn more about [Permissions for Jackrabbit Users](#).

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## Customize Your KPIs

Dashboard Settings include three sections related to the metrics shown in the KPIs widget: Enrollments, Drops, and Class Registrations.

- **Enrollments** - Controls the thresholds set for the *Enrollments* and *Enrollment Percentage* metrics
  - Set thresholds to flag values that are on target (green), borderline (yellow), or need attention (red).
- **Drops** - Controls the value shown for the *Drops* metric
  - Set the *Total Drops in Last X Days* window to measure drops and apply thresholds to flag the drop count.
- **Class Registrations** - Controls the values shown for the *Portal Enrollments*, *Online Registrations*, and *Class Registrations to be processed* metrics
  - Set the *Last X Days* range to define the reporting window and choose which fields to include in the filtered reports.

## Edit Enrollments and Drops Settings

Use the *Enrollments* and *Drops* settings to control thresholds and days measured for the *Enrollments & Drops* section of the KPIs widget.

1. From the Executive Dashboard, select **Dashboard Settings**.

2. In the *Enrollments* section, set your **Green** and **Yellow** thresholds for *Enrollment Total* and *Enrollment Percentage*. The indicators on the metrics will change to red based on their relationship to the yellow number (< less than or > greater than).
3. In the *Drops* section, set the first **Total Drops in Last X Days** value to define the timeframe for measuring the *Drops* metric and the **Green** and **Yellow** thresholds to monitor drop volume.
4. Click **Save** when finished.

The *Total Drops in Last X days* label appears twice - the first label defines the number of days to measure drops, and the second defines your thresholds for alert indicators.

## Edit Class Registrations Settings

Use the *Class Registrations* settings to control the days measured and filters for the *Registrations* section of the KPIs widget.

1. In the Dashboard Settings, select **Class Registrations** from the left menu.
2. Set the **Last X Days** value to define the number of days to include in the *Portal Enrollments*, *Online Registrations*, and *Class Registrations to be processed* KPIs.
3. Use the **Display Registration Type**, **Display Registration Status**, and **Display Registration Source** checkboxes to control which filters apply to the reports shown when you click a metric in the *Registrations* section.
4. Click **Save** when finished.

The *Aged Accounts* section in the Dashboard Settings allows you to define thresholds for the Aged Accounts widget, while the *Birthdays* section allows you to set the number of days you want to display for upcoming birthdays.

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