MODIFYING YOUR DASHBOARD

The Orange Grove repository includes a customizable dashboard feature. The dashboard is your personal homepage for the repository and includes onscreen tools called portlets. These are sometimes referred to as widgets or gadgets in other web based services such as iGoogle. As a Florida higher education faculty, administrator or staff member with contribution permission, you can create, reorder, minimize and delete a variety of portlet types to suit your needs. Note: The portlets for Guests are predefined and cannot be modified.

Adding a Portlet

1. On the Dashboard page, click the SCREEN OPTIONS button on the Dashboard page displays a list of portlets that can be added to the Dashboard page including: Browse, Favorites, Formatted text, Recent contribution, My resources, RSS feed, Tasks, and Web page.
2. Click on the name of the portlet type you wish to add. The Create a new portlet dialog box opens.

![Create a new portlet dialog box]

What would you like to add to your Dashboard?

- Browse — displays topics that can be browsed for content
- Favorites — displays favourite resources and searches
- Formatted text — displays configured text
- My resources — displays links to personal content
- Quick search — displays a search box for searching EQUELLA
- RSS or Atom feed — displays the latest entries for the configured feeds
- Recent contributions — displays recent contributions for the configured collections
- Scripted — a custom display controlled by advanced scripting
- Tasks — displays a list of tasks that require your attention
- Web page — displays a mini-browser with configured content

3. In the Create a new portlet dialog box, enter the configuration details specified. The configuration details will vary depending on the type of portlet type you select.

4. Click the Save button to submit and display the portlet on the Dashboard page or Cancel to exit without saving your changes.

**Working with Portlets**

1. **Moving a Portlet.** On the Dashboard page, a portlet can be moved to by dragging the portlet title bar to a new location. Press and hold down, the button on the mouse. Drag the portlet to the desired location and release the mouse button.

2. **Show/Hide a Portlet.** Click the portlet toggle button to show or hide a portlet.

3. **Edit a Portlet.** On the portlet you wish to edit, click the Edit icon to open the portlet for editing.

4. **Delete a Portlet.** Click the Delete icon to permanently remove the portlet from your Dashboard.