# TransactionDESK®

Setting Default Transaction and Agent Dashboards
for Your Office

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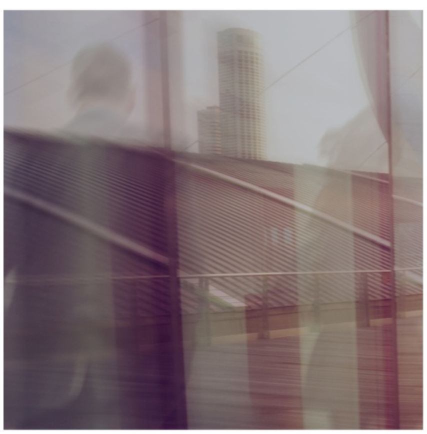

**Setting Default Transaction and Agent Dashboards for Your Office**

Super Users can set the default Agent and Transaction Dashboards to display the widgets they want.

1. Select the icon from the menu at the left.
2. Select **Default Dashboards.**
3. The Default Agent Dashboard will display first.
4. Select the **+Add** icon at the upper right to display the widget menu.
5. The Widget menu displays:
   Blue Widgets – Action Widgets.
   Green Widgets – Information List Widgets.
   Grey Widgets – Not available - already plotted to the Dashboard.
6. Drag and Drop any blue or green widget to the Dashboard.
7. Drag widgets into their preferred position on the Dashboard.
8. Remove any widgets on the Dashboard using the icon on the widget.
9. Resize the Widget using by grabbing and dragging the icon on the widget.
10. Select the icon to switch to the Transaction Default Dashboard. Use the same instructions above to edit the Transaction dashboard.
11. Any changes made to the Default Agent or Transaction Dashboards are automatically saved.