

# Adding a Dashboard

See [XpoLog Apps](#) in the User Guide for an overview on dashboards.

The following procedure describes how to add a dashboard to XpoLog, including the layout of the gadgets on the dashboard page.

## ***To add a new dashboard to XpoLog:***

1. In the main menu, select **Dashboards > Add New Dashboard**.  
The Add New Dashboard page is displayed.
2. In **Name**, type the name of the new dashboard.
3. In **Layout**, click the initial layout of the new dashboard.  
**Note:** The layout may be modified at any time.
4. Click the **Save** button.
5. Add gadgets to the dashboard to populate it with data (see [Managing Gadgets](#)).

## Adding a Dashboard with Export Scheduling

You can also add a new dashboard from the Manage Dashboards console. In this case, you can also schedule the export of the dashboard to a PDF.

## ***To add a new dashboard to XpoLog from the Manage Dashboards console:***

1. In the main menu, select **Dashboards > Manage Dashboards**.  
The Manage Dashboards console is displayed.
2. Click the **New Dashboard** button.  
The Dashboard console opens.
3. In **Name**, type the name of the new dashboard.
4. In **Description**, type the description of the new dashboard.
5. In **Layout**, click the initial layout of the new dashboard.
6. In the **Export Schedule** and **Export Options** tabs, configure the frequency of sending the dashboard to PDF, as well as the email settings. See [Scheduling Export to PDF/CSV](#).
7. Click the **Save** button.
8. Add gadgets to the dashboard to populate it with data.