fibreCRM

HEART OF THE PRACTICE

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# Editing the Available Fields for Dashlet Editing View

1. As an **Admin** of CRM you can customise what fields the user can choose and filter by when customising a **Dashlet** on their **Dashboard**. To edit a the fields that are available for a user when editing a Dashlet first navigate to your **Username** in the top right hand corner and in the drop down list select **Admin**.
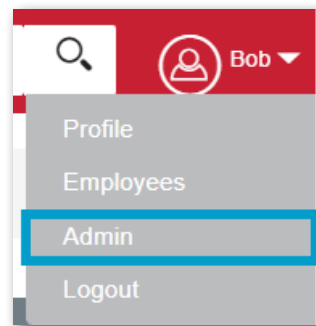
2. Scroll down to **Developer Tools** and then select **Studio**.
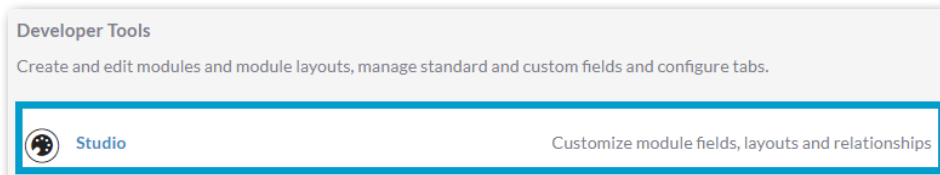
3. In the tree on the left hand side, Select the + button next to the module name to open up the options. Then select the + button next to **Layouts**, to find **SuiteCRM Dashlet**. Use the + button again to open up the **SuiteCRM Dashlet List View** or **SuiteCRM Dashlet Search** options.
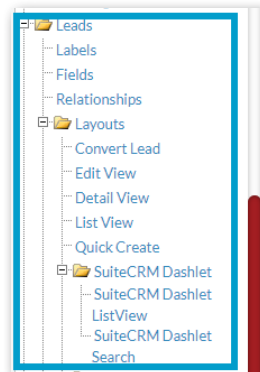
4. In the **SuiteCRM Dashlet List View** edit page you'll see three columns where all the fields that can be displayed in the **Display** and **Hide** columns located in the **General** section when the user is editing their Dashlet appear here. The **Default** column contains fields that will be seen in the **Display column** that will show by default when adding a Dashlet. The **Available** column contains fields that are available to a user from the **Hide** column when editing. The **Hidden** column contains fields that a user won't be able to see or pick from. To make changes drag and drop the fields into the columns you would like them in. You can view previous layouts by select **View History**. Once you're happy with your changes select **Save & Deploy**.
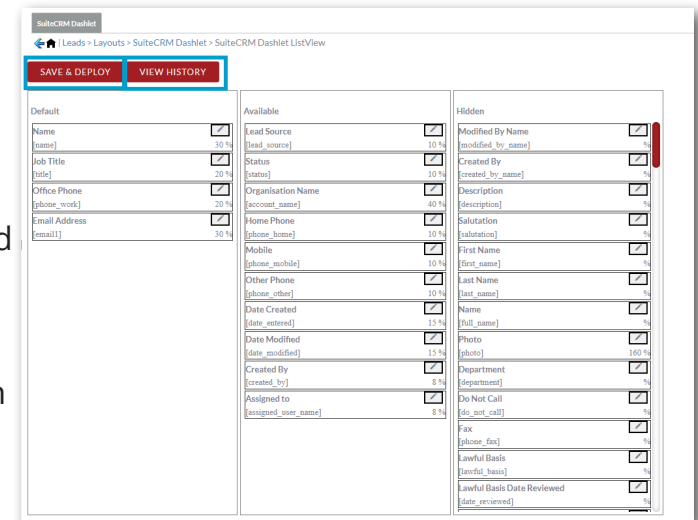
5. In the **SuiteCRM Dashlet Search** edit screen all the fields that can be displayed are listed either in the **Default** or **Hidden** column. The **Default** column contains the fields that a user can filter/search by. The **Hidden** column contains fields that are available to filter by but can not be seen Dashlet edit screen. Drag and drop fields between the **Default** and **Hidden** column to choose which fields you would like users to filter by. Once you're happy with your changes select **Save & Deploy**.