



Edit User Dashboards

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You can edit a user dashboard from the **Dashboard Management** side panel.

Edit a user dashboard

1. From the **Dashboard**, select the gear icon  to open the **Dashboard Management** side panel.
2. Select the pencil icon  for a specific dashboard to open the **Edit Dashboard** side panel.
3. Make your changes and select **Save Dashboard**.

Edit Dashboard ✕

Dashboard Name *

Widgets (Up to 5)

Provider

- Appointments
- Messages
- Tasks
- No Show Predictor

Billing

- Claim by Claims Status
- Patient Balance
- Post

Appointment Visibility

Show cancelled appointments ON

Show rescheduled appointments ON

[Cancel](#) [Save Dashboard](#)