Quick Reference Guide

This QRG aligns with the Project Management Framework

**Ready Contracts**

**Contract Dashboard**

## This guide provides instructions on how to manage the Contract Dashboard. The Contract Dashboard provides a single dashboard view of the status of an individual contract including:

## Key contract information

## Highlighting exceptions / items that need to be addressed.

## You can choose the items to display on your Contract Dashboard as well as its layout.

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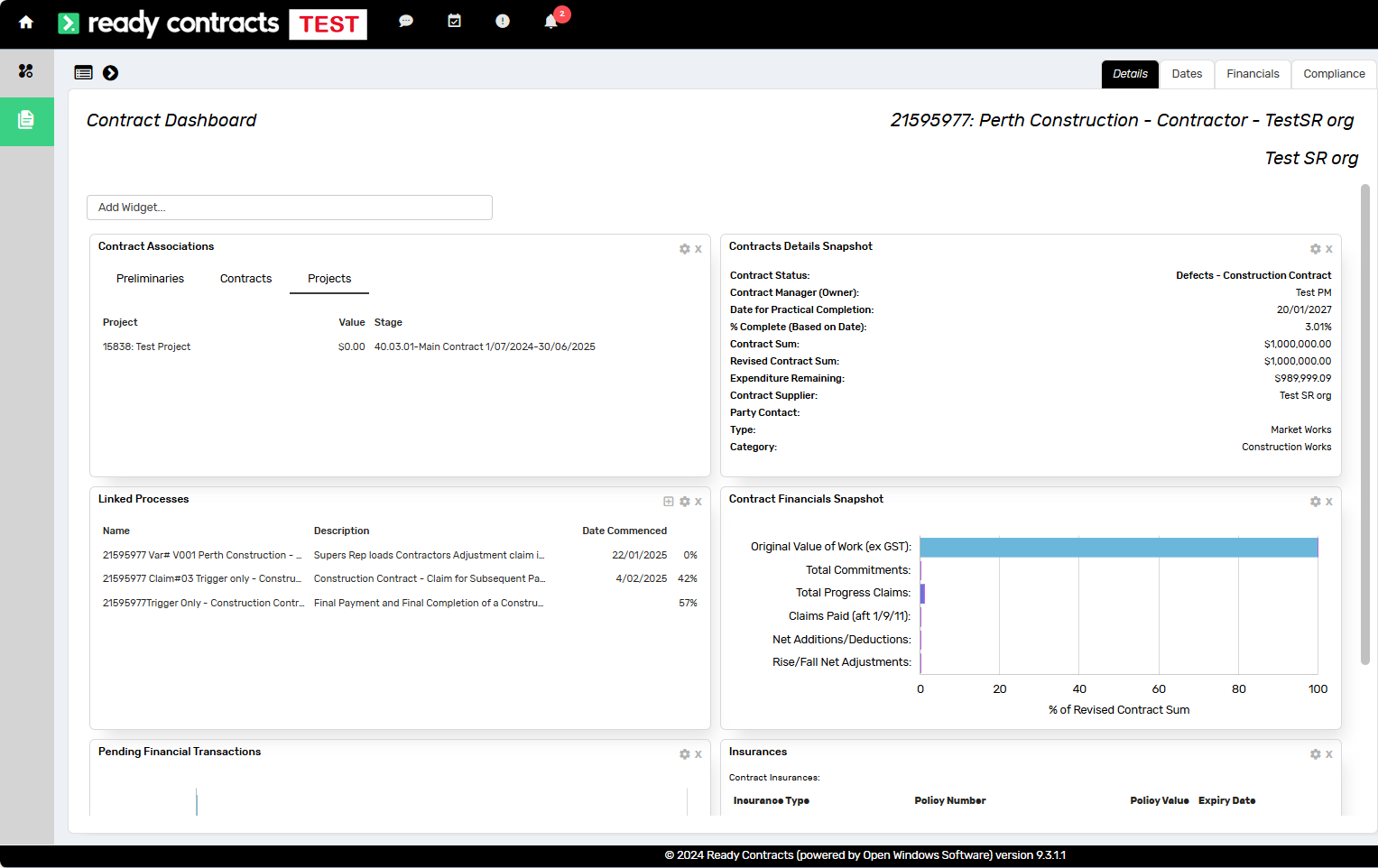
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#### Accessing the Contract Dashboard

To access the Contract Dashboard, you must first select a contract from either the Contract List or your Recent Contract widget and then selecting the Contracts > Contract Dashboard screen from the menu.



#### Showing or hiding the Contract List while viewing the Contract Dashboard

The top left corner displays the Contract List and the toggle show/hide icons.

A screenshot of a computer

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To show the Contract List, click the arrow. The Contract List displays in the left pane.

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This feature allows you to view the Contract Dashboard of any of the Contracts that you have access to.

You are also able to filter the contract list using the filter icon  or display the Contract List view by using the Contract List icon 

Hide the Contract List on the left pane by clicking on the toggle arrow again.

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#### Adding Widgets to your Contract Dashboard

To customise your Contract Dashboard, search in the **Add Widget** search field.

This will display a list of available widgets that can be added to your dashboard.

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Click **Add** on the widget you wish to add.

The screen will refresh and the widget will be added to the bottom of the dashboard.

#### Removing widgets from the Contract Dashboard

Click on the cross icon on the top right of the widget.

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#### Changing the Widget Settings

If you wish to change the name of the widget for your Contract Dashboard only, click the cog icon and amend the Title, then click Save.

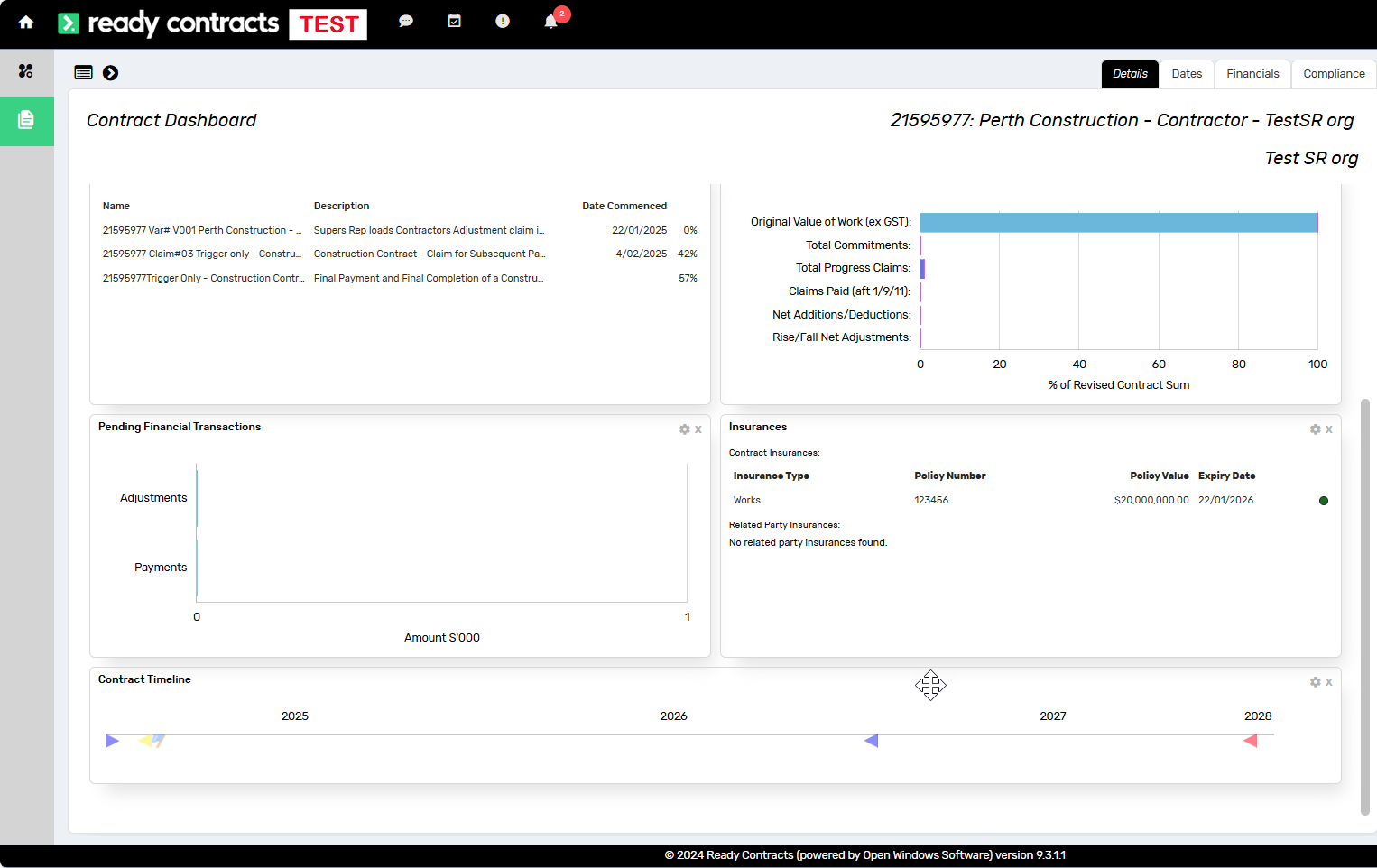
A screenshot of a computer screen

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#### Changing the layout of your Contract Dashboard

Once you have added widgets to your Contract Dashboard, you can customise the layout.  Change the position of widgets on the Dashboard by clicking on the title bar, dragging with the mouse, and then dropping it into the new position.

Example of widget location at bottom of dashboard



Example of widget relocated to top of dashboard

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The configuration of the Contract Dashboard will be remembered for your account.

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| --- | --- | --- | --- |
| Document control | | | |
| Approving Authority:  Senior Project Advisor | | Business Unit:  Building and Contracts | |
| Effective Date |  | Review Date |  |
| Replaces QRG | Contract Dashboard | | |
| EDRMS File No. |  | Document No & Version | 1.0 |
| Scope | Ready Contracts Contract Dashboard | | |