Dashboard
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The **Dashboard** is a **Landing/Home Page** for every user. Dashboard will differ based on the user's capabilities (i.e. Program Administrators' dashboards will look different than FPGME Staff, Faculty and Residents' dashboards).
Customizing your Dashboard:

- **Hiding Boxes:**
  - Select the 4-square on the top right corner.
  - The list of boxes will appear.
  - Uncheck the box (i.e. ) to hide the information box.

Unchecking the , the “Off-Service Trainees” box is hidden from the Dashboard.
Customizing your Dashboard:

- **Unhiding Boxes:**
  - Select the 4-square on the top right corner.
  - The list of boxes will appear.
  - Check the box (i.e., [ ] Off-Service Trainees) to unhide the information box.

Checking the “Off-Service Trainees” box is unhidden from the Dashboard.
Customizing your Dashboard:

- **Minimizing Boxes:**
  - Double-Click on the title of a box.
Customizing your Dashboard:

- Maximizing Boxes:
  - If a box is minimized, Double-Click on the title of a box.
Customizing your Dashboard:

- **Moving Boxes:**
  - Click & Drag the title of the information box. You will be able to move it around to fit your needs *(you need to hold the “Left-Click” of the computer mouse).*
Customizing your Dashboard:

- Resizing Boxes:
  - Dragging the bottom of the box up & down, you can change the height of the box. (you need to hold the “Left-Click” of the computer mouse).
Notification Box: will be where any relaying information (triggers) between users will show (i.e. if a resident changes his address, a notification will be sent to FPGME Staff.) **Some notifications will be relevant to your position but some notifications are not.**
Message Box:

- **Message – Program Office** = controlled & edited by Program. This is where Program Administrator can send messages to their users within the program (i.e. trainees & Faculty)
- **Message – PGME Office** = controlled & edited only by FPGME. This is where FPGME can send messages to their users (i.e. Residents, Program Administrators & Faculty Members).
Editing Message Box: Click on “Edit Message”
**Editing Message Box:**

- Edit the message content.
- Click on ![Save](image). It will take you back to the Dashboard page. The content you just change is now shown on the Message Box.
Privacy & Confidentiality Statement: Both of these boxes are set up by FGPME. When you first logged in, you will be asked to read and accept either one or both of these statements. There is a flag showing the date & time of which the document was digitally signed.