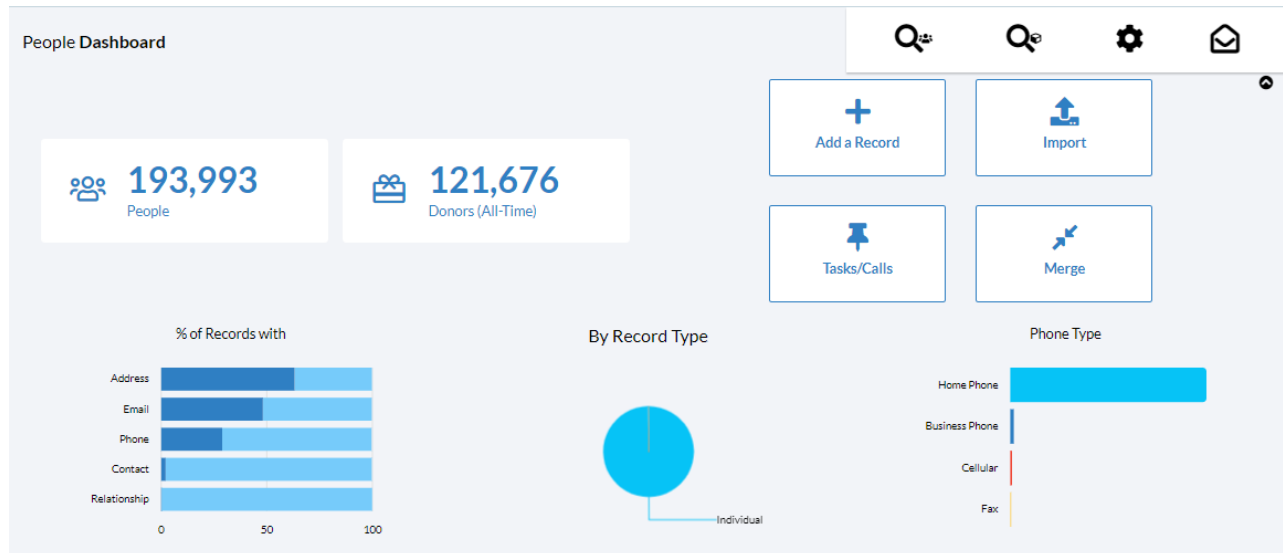# crimson

People Dashboard

The Crimson **People Dashboard** provides you with an overview of the People records in your database by displaying counts, summary information, dashboard buttons, and top 5 codes or locations.

- There is a **Dashboard Navigation Bar** at the top right corner of the page where you can access:
  - **People Search**
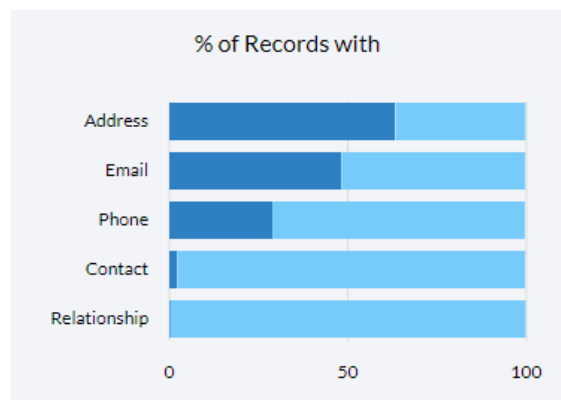 - **New People/New Gifts Import**
  - **People Settings**

- There are **Dashboard Action Buttons** on the dashboard such as:
  - **Add a Record**
  - **Tasks/Calls**
  - **Merge**
  These allow you to complete tasks related to people records without leaving the dashboard.

- Click on the information shown on **cards** to generate a list that consists of the count displayed on the card. For example, if you click the number of **People** records or the number of **Donors**, they will each run a **People Search** that consists of those records that make up that number.

- Hover over a particular code in a **Graph** to display the total count and sometimes a percentage.

- At the very bottom of the People Dashboard, you will see a list of Crimson **People Reports** and **Data Maintenance Reports** that you can run by clicking the report's title. If you click the button in either section, a list of all People or all Data Maintenance reports will be displayed.