


With this customization tool, you can add, remove, or move items on your **Home Dashboard**. This will allow you to tailor your home dashboard to your needs. These custom settings will be saved to your user account, and will be applied to the unique database you save them in.

### Customizing the Home Dashboard

- To start editing your home dashboard, hover over the  customization icon at the bottom of the screen.







- Click the green icon that appears below
- This will enable customization mode. Hover over the Dashboard items prompting you to Remove, Add, or Move them.

The screenshot shows the Crimson3 Home Dashboard for 'Washington for Congress'. The dashboard includes several key metrics and reports:

- Days to 2022 Election:** 663 days remaining.
- Total\$ (CTD):** 7,836,425. Breakdown: Primary 2020 (5,575,187, 71%) and General 2020 (2,261,239, 29%).
- People:** 191,320
- Donors (All-Time):** 107,435
- Pledge Outstanding (CTD):** \$9,871 (18 Gifts)
- Thank You Needed (Last 3 Months):** 1,548
- My Tasks:** None found
- My Reports:**
  - Daily Totals by Account type (#389)
  - Source Code Detail By Package, Date & F... (#234)
  - Income Report by Package (Aggregate)
- My Group Reports:**
  - RPM Aggregate Pledge Report by Region (#2898)
  - Batch Sampling - Review for X.937 Submi... (#8001)
  - Search/Export Log

A customization menu is overlaid at the bottom of the dashboard, showing options to Remove (red X), Add (blue +), and Move (blue checkmark).

- Remove** – Click  to remove an item from the dashboard view
  - Add** – Click  to add an item to the dashboard view.
  - Move** – To move panels locations on the Home Dashboard, simply click and drag a panel to a new spot in the list.
- Once you have made your changes, click the  button in the customization icon to save your changes or  to cancel.