How to Set Up Your PPM Dashboard

The PPM Dashboard, located on the menu bar, provides the core of the standard user interface. It is a real-time web page view into your application portfolio. With the PPM Dashboard, teams always know their current status. Managers can get a real-time insight into the applications.

There are **Private Dashboards** and **Shared Dashboards**. You could review **Shared Dashboards** and explore them based on your project management demands.

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				AT - Software Licensing Services	Status			
				AT - Teaching and Learning Technology	Unsubmitted			
1-3	2/15/21 - 2/21/21	UFIT Enhancements Dashboard		AT - TSS Workspace Support	Unsubmitted			
2 - 2	2/8/21 - 2/14/21	UFIT Programs, Proposals and Projects		AT - UFIT Communications	Approved			
1 - 2/1/21 - 2/7/21		VP & CIO (VP & CIO)		AT - Workspace Inventory and Refresh	Approved			
1 - 1/25/21 - 1/31/21		Information Security Office (ISO)			Approved			
1 - 1/18/21 - 1/24/21		Infrastructure and Communications Technology (IC	T) >	4/21	Approved			
1-1	1/11/21 - 1/17/21	PMO Dashboard (PMO Dashboard)		7/21	Approved			
1 - 1/4/21 - 1/10/21				21	Approved			

You can personalize the PPM **Private Dashboard** by adding PPM Dashboard pages with configurable portlets to it. Here is how.

- 1. Log into PPM at https://ppm.erp.ufl.edu/ with your GatorLink username and password. If you have any login issues, please email PPMSupport@ad.ufl.edu/.
- 2. Once you login successfully, click **Dashboard** on the top navigation.



3. Click Personalize Dashboard.

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4. Click Create **New Page** button.



5. Input **Your Name** as the Page Name. **Check** the box "Automatically refresh this page" and set it to every "**10**" mins.

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6. Click Add Portlets. You will see a pop-up window.

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7. Choose **Time Management** Category and input **"My Time Sheets,"** then click on **Find Portlets**. Select **My Time sheets** Portlet, then click **Add**.

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	Add Portlets Project and Portfolio Management Center
	Add Portiets
	Search for Portlets to Add
	Category: Time Management
	Portlet Name: my time sheets
	Find Portlets
	Select Portlets to Add 1 Results
■ A Shared pages	Portlet Category Description Help
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8. Click the Pencil button on the Portlet to set up your **Preferences.**

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9. You could change **Rows Displayed** and **Rows Displayed in Maximized View** based on your preferences. Then click **Save** on the upper right.

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	Choose Display Columns Available Columns Time Sheet # - Period Description Status *Cannot be removed	

10. After the settings are completed, you can click the **PPM** logo on the navigation bar to return to the Main view.

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You will now have a shortcut for your Time Sheets. If you have any questions, please contact <u>PPMSupport@ad.ufl.edu</u>.