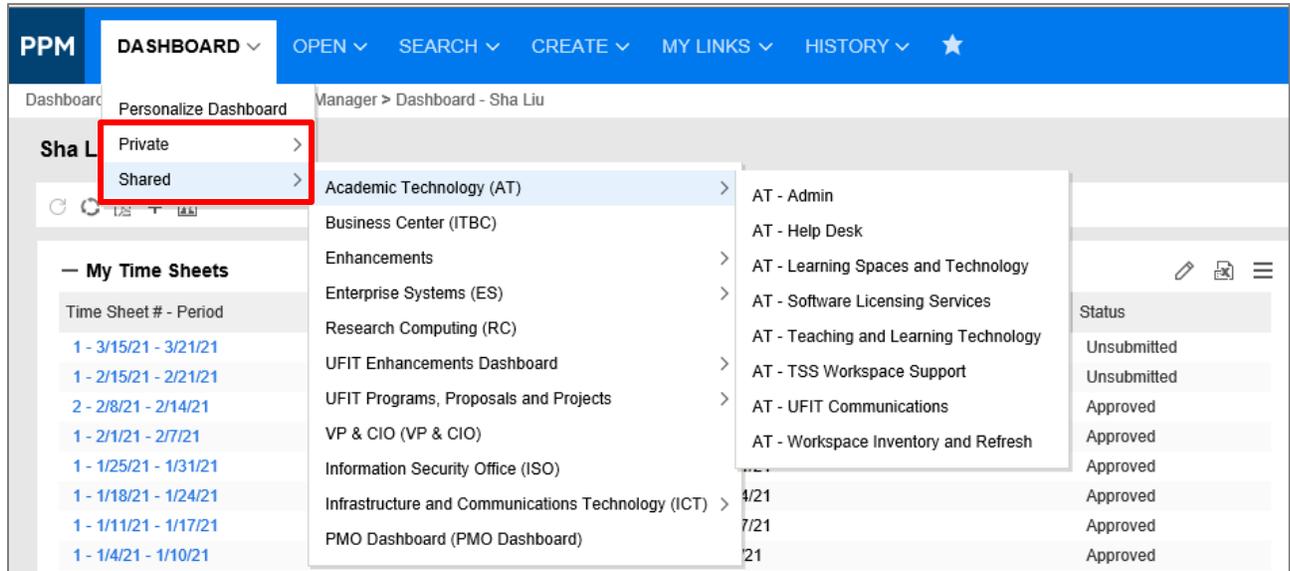


How to Set Up Your PPM Dashboard

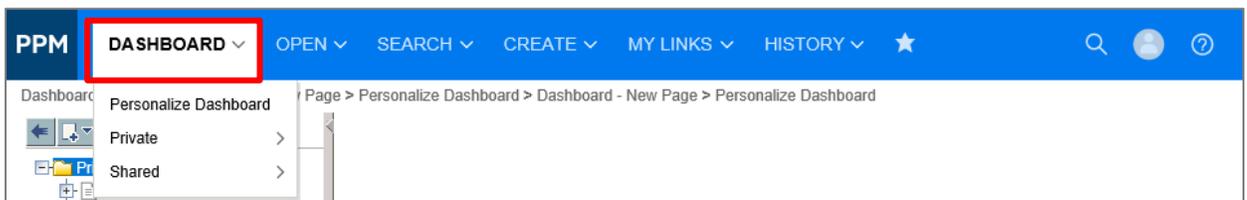
The PPM Dashboard, located on the menu bar, provides the core of the standard user interface. It is a real-time web page view into your application portfolio. With the PPM Dashboard, teams always know their current status. Managers can get a real-time insight into the applications.

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

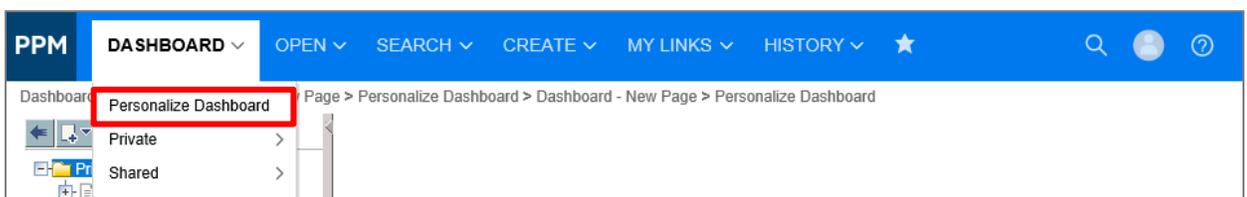


You can personalize the PPM **Private Dashboard** by adding PPM Dashboard pages with configurable portlets to it. Here is how.

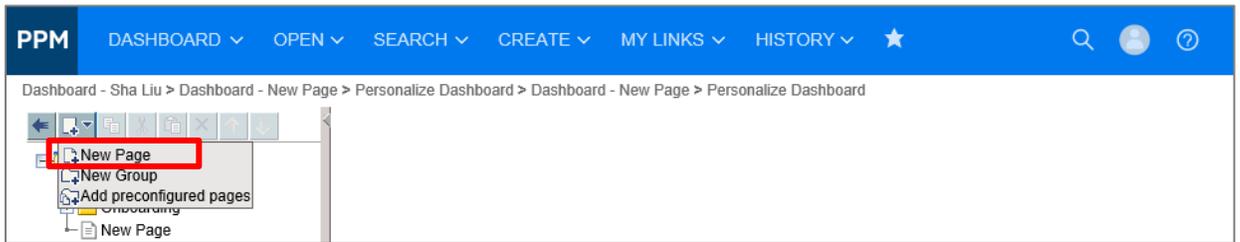
1. Log into PPM at <https://ppm.erp.ufl.edu/> with your GatorLink username and password. If you have any login issues, please email PPMSupport@ad.ufl.edu.
2. Once you login successfully, click **Dashboard** on the top navigation.



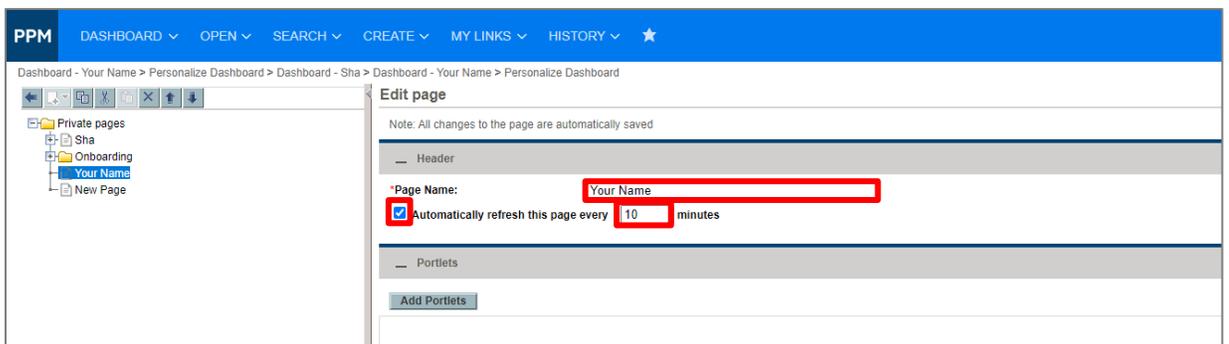
3. Click **Personalize Dashboard**.



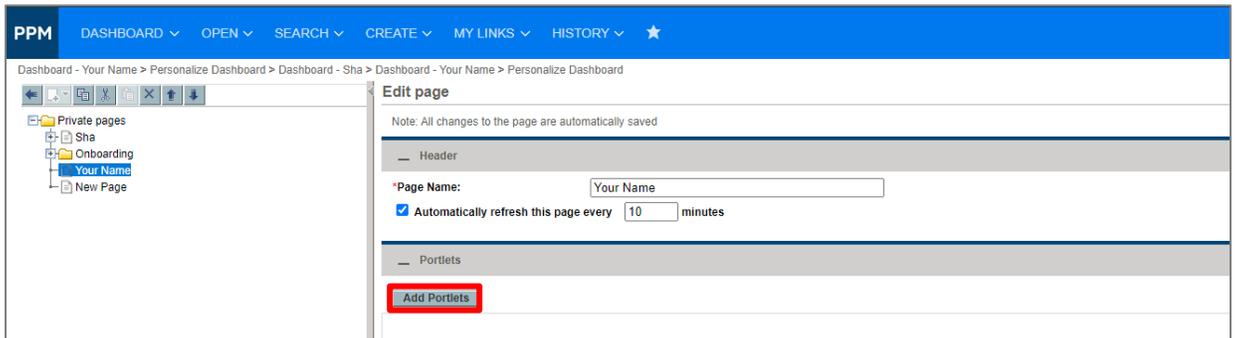
4. Click Create **New Page** button.



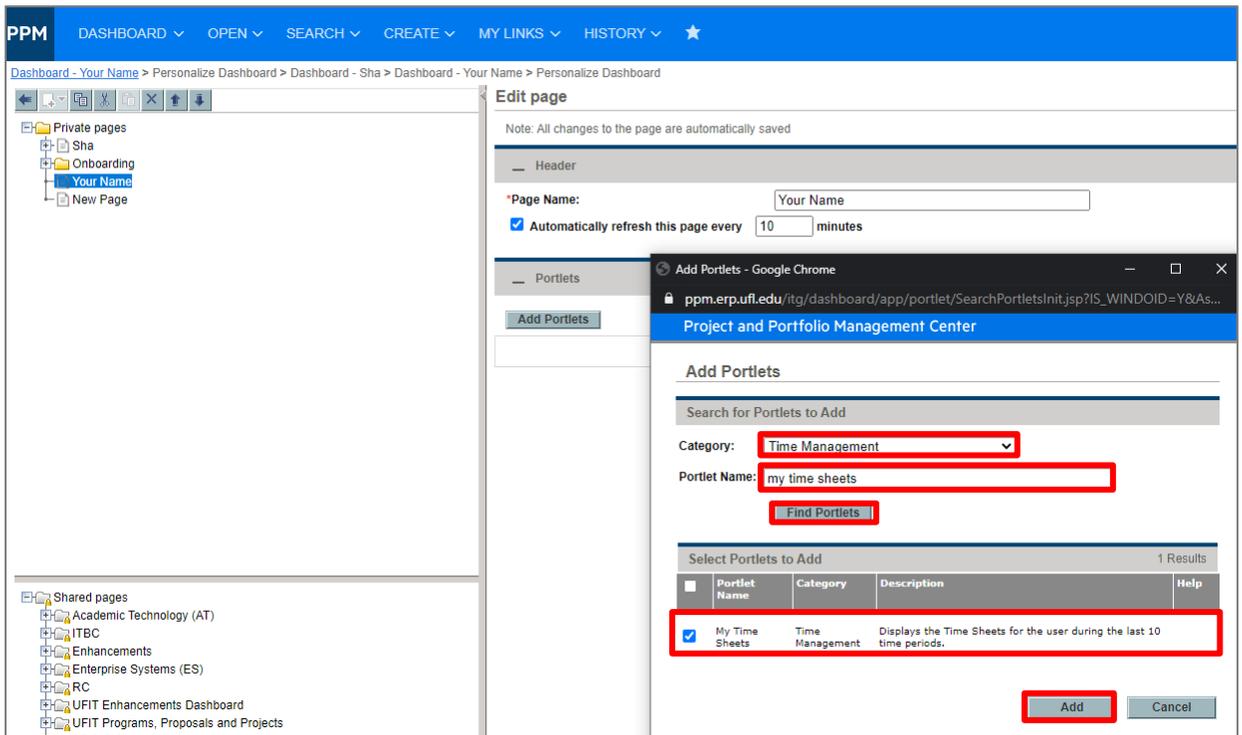
5. Input **Your Name** as the Page Name. **Check** the box “Automatically refresh this page” and set it to every “10” mins.



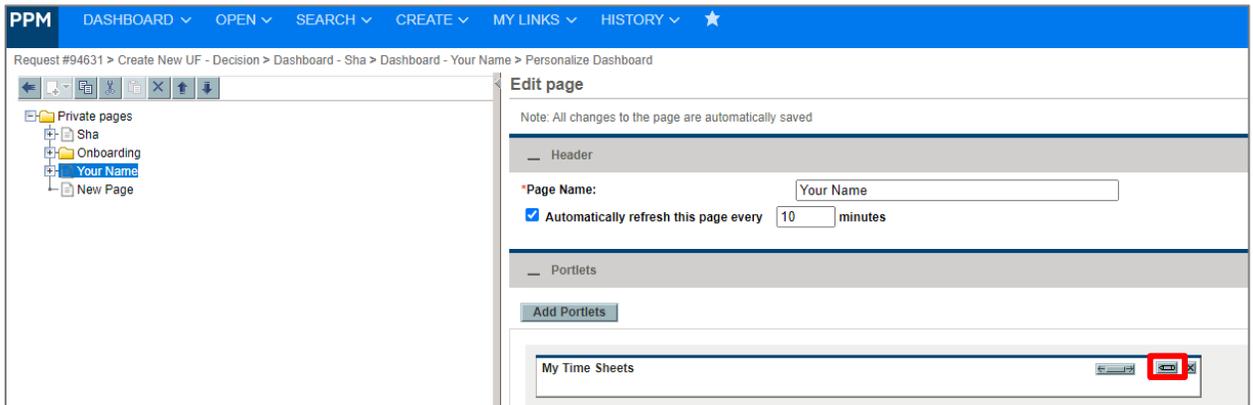
6. Click **Add Portlets**. You will see a pop-up window.



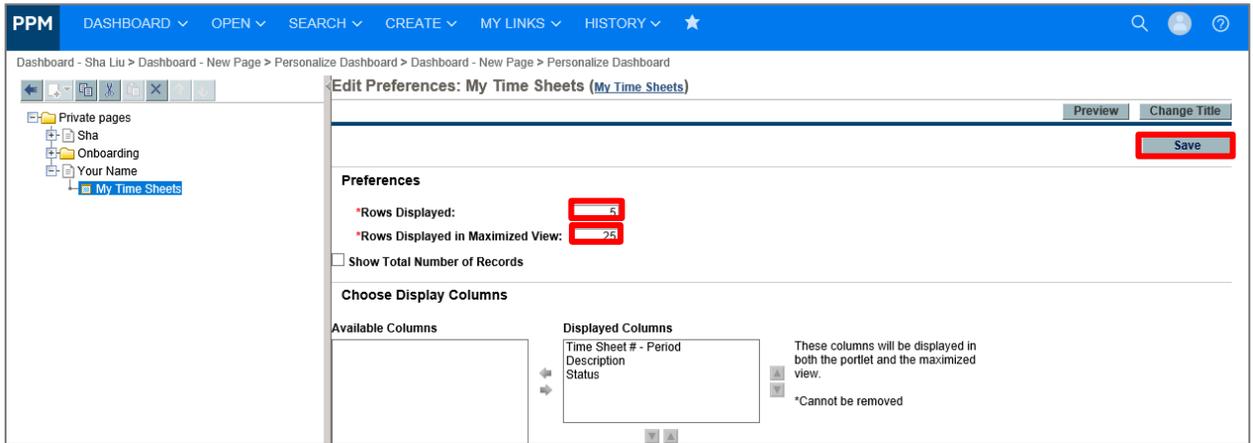
- Choose **Time Management** Category and input **"My Time Sheets,"** then click on **Find Portlets.** Select **My Time sheets** Portlet, then click **Add.**



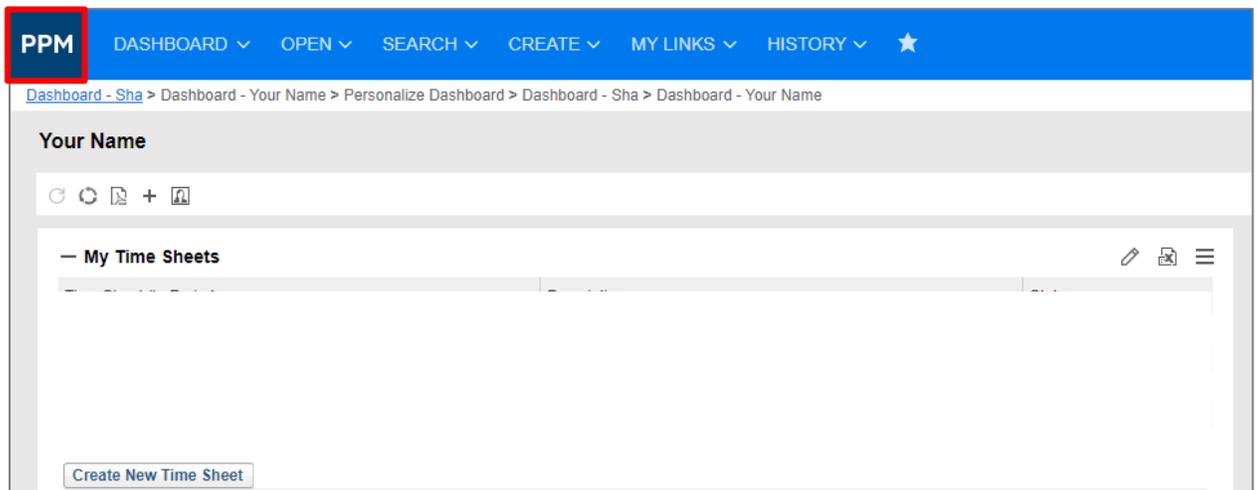
- Click the Pencil button on the Portlet to set up your **Preferences.**



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



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



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