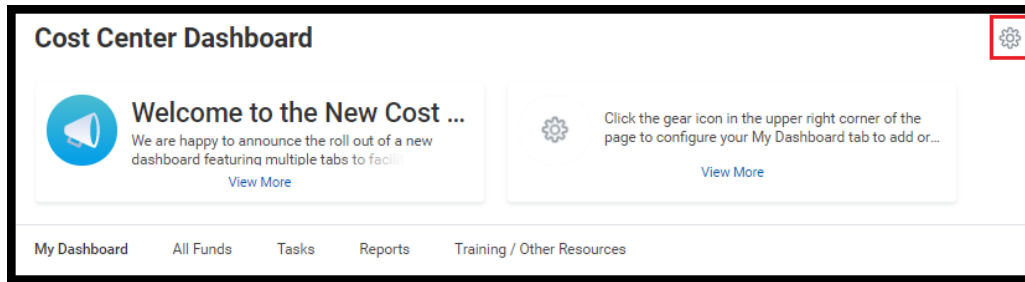


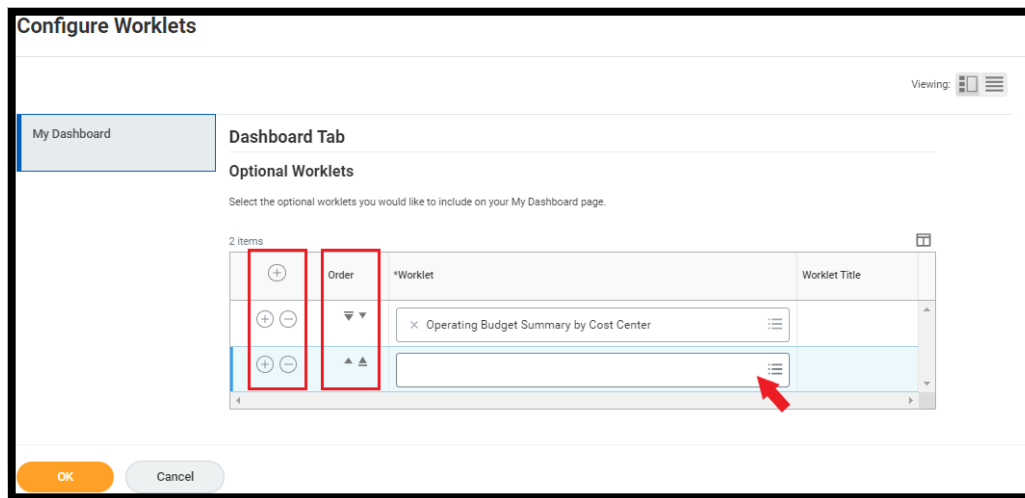
## Cost Center Dashboard: Configuring My Dashboard tab

The My Dashboard tab on the Cost Center Dashboard can be configured to add or remove reports to better meet your financial reporting needs and preferences:

1. Navigate to the Cost Center Dashboard and click on the gear icon in the upper right corner of the page:



2. This will bring you to the Configure Worklets screen for the My Dashboard tab, where you can add/remove rows to include additional reports from the list of available reports in the dropdown. Your screen will look similar to this:



 Note: The Operating Budget Summary by Cost Center report is the default report for the My Dashboard tab. You can keep, move or remove this report to accommodate your preference.

3. Click the orange OK button to save your preferences. You can repeat these steps at any time to modify the content of your My Dashboard tab.