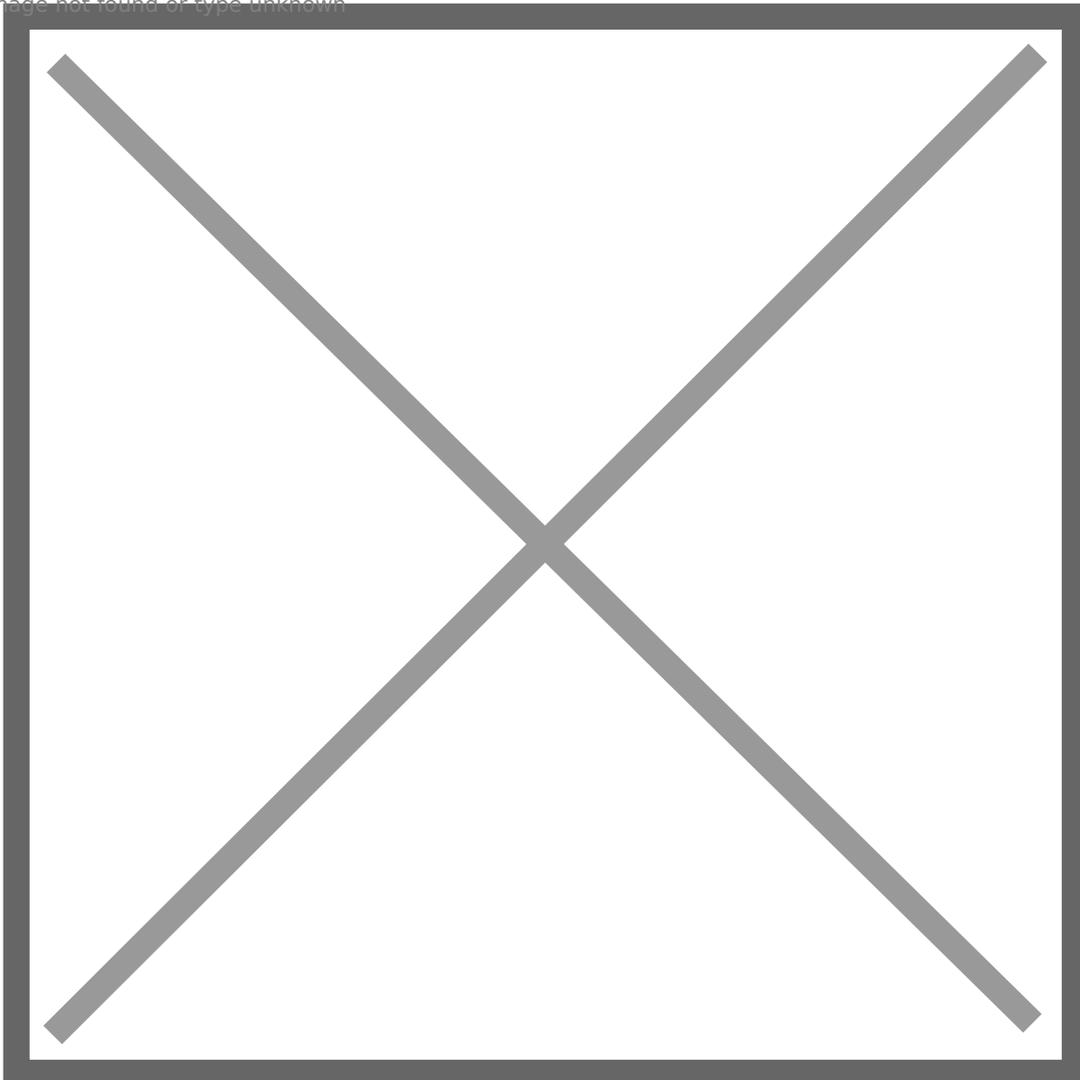


How to Rearrange the Dashboard

The dashboard utilises a simple drag and drop system to rearrange tiles on the dashboard screen. Moving a tile will pin it in position without the need to save, and you can rearrange all tiles to suit your needs.

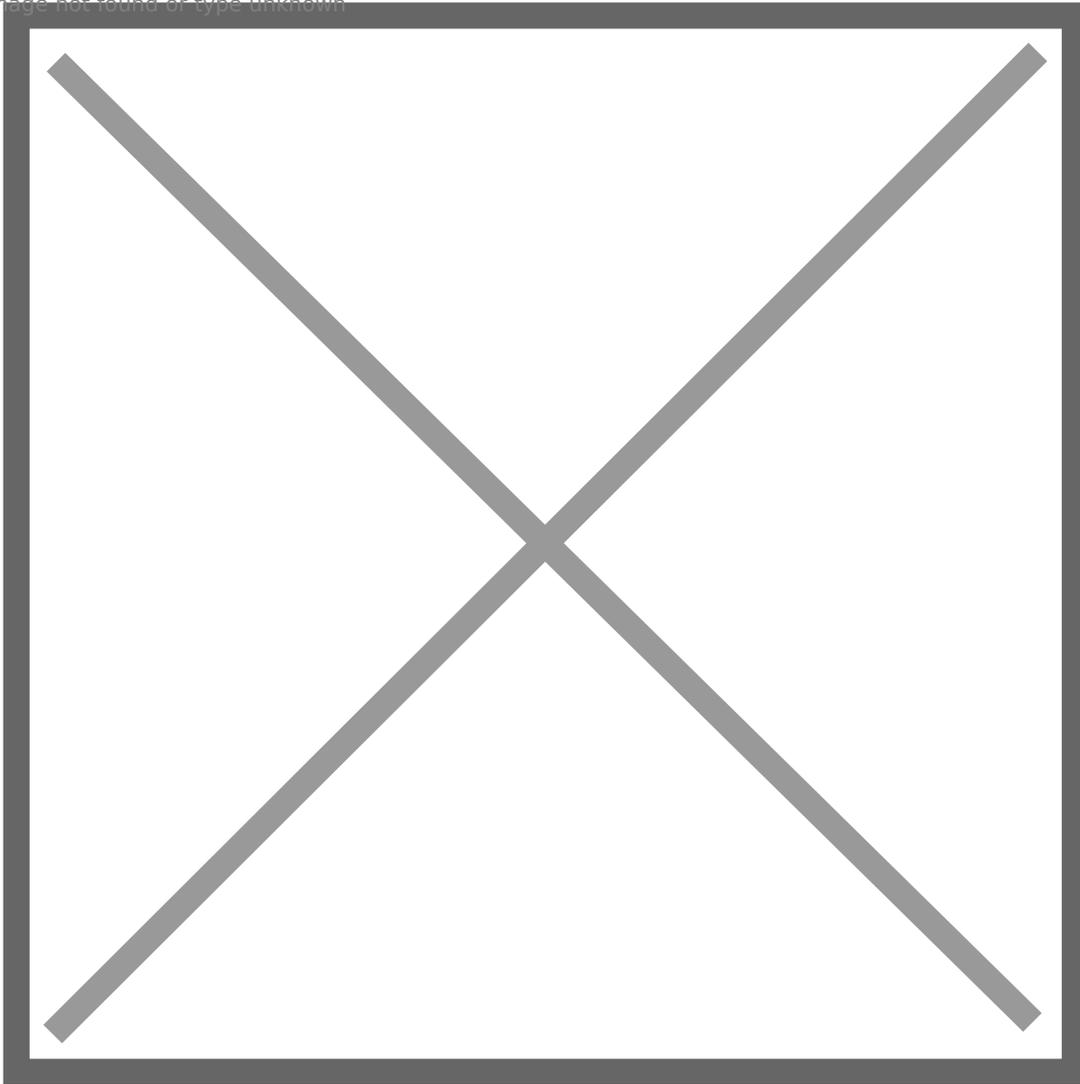
1. Navigate to your CMS.
2. Click the "Dashboard" icon on the top navigation bar.

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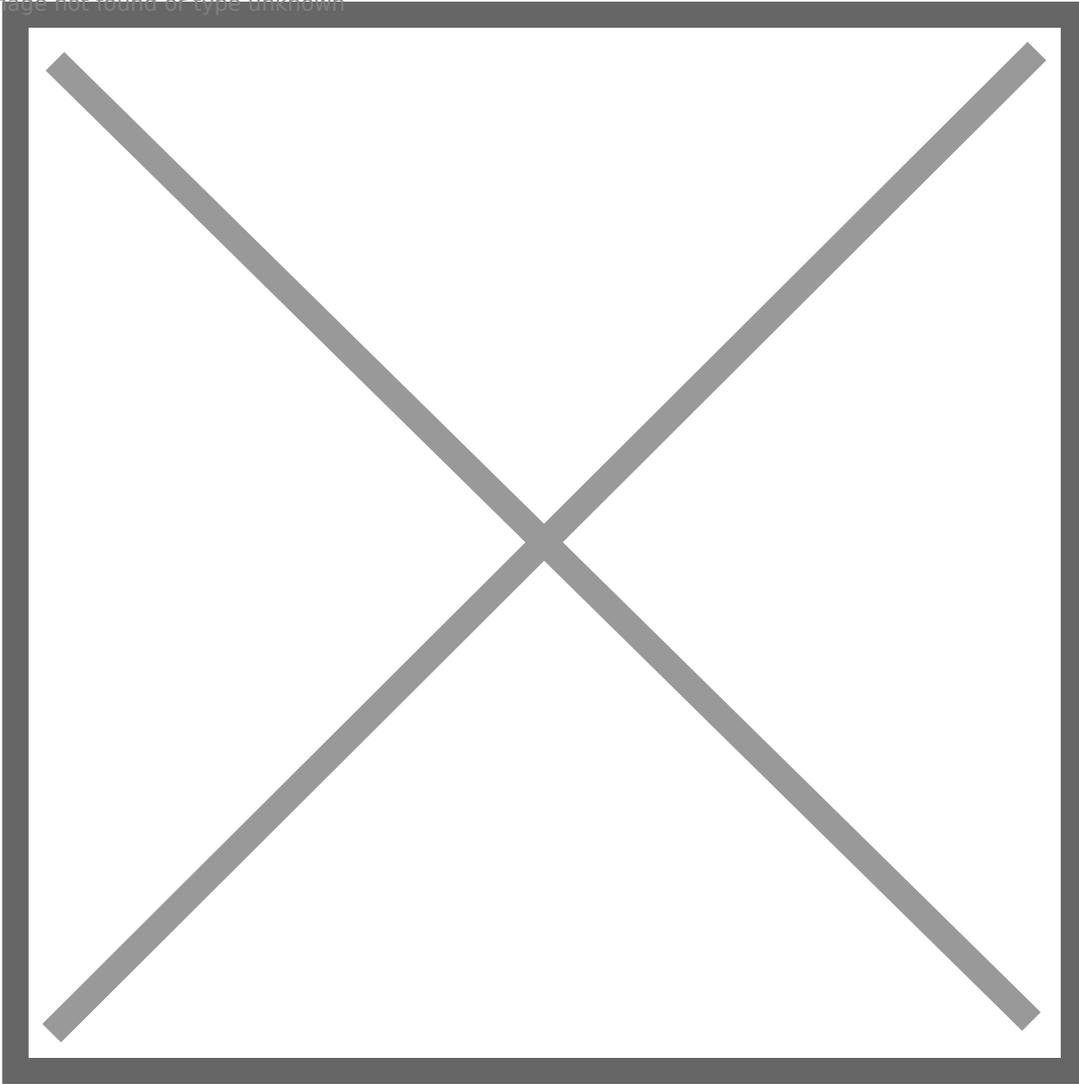
3. Simply click and hold the tile that you wish to move, and drag it to a new location. In this case, we are moving the "Last 30 Days" tile.

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4. This has been moved below both the "Orders" and "Baskets" tiles.

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