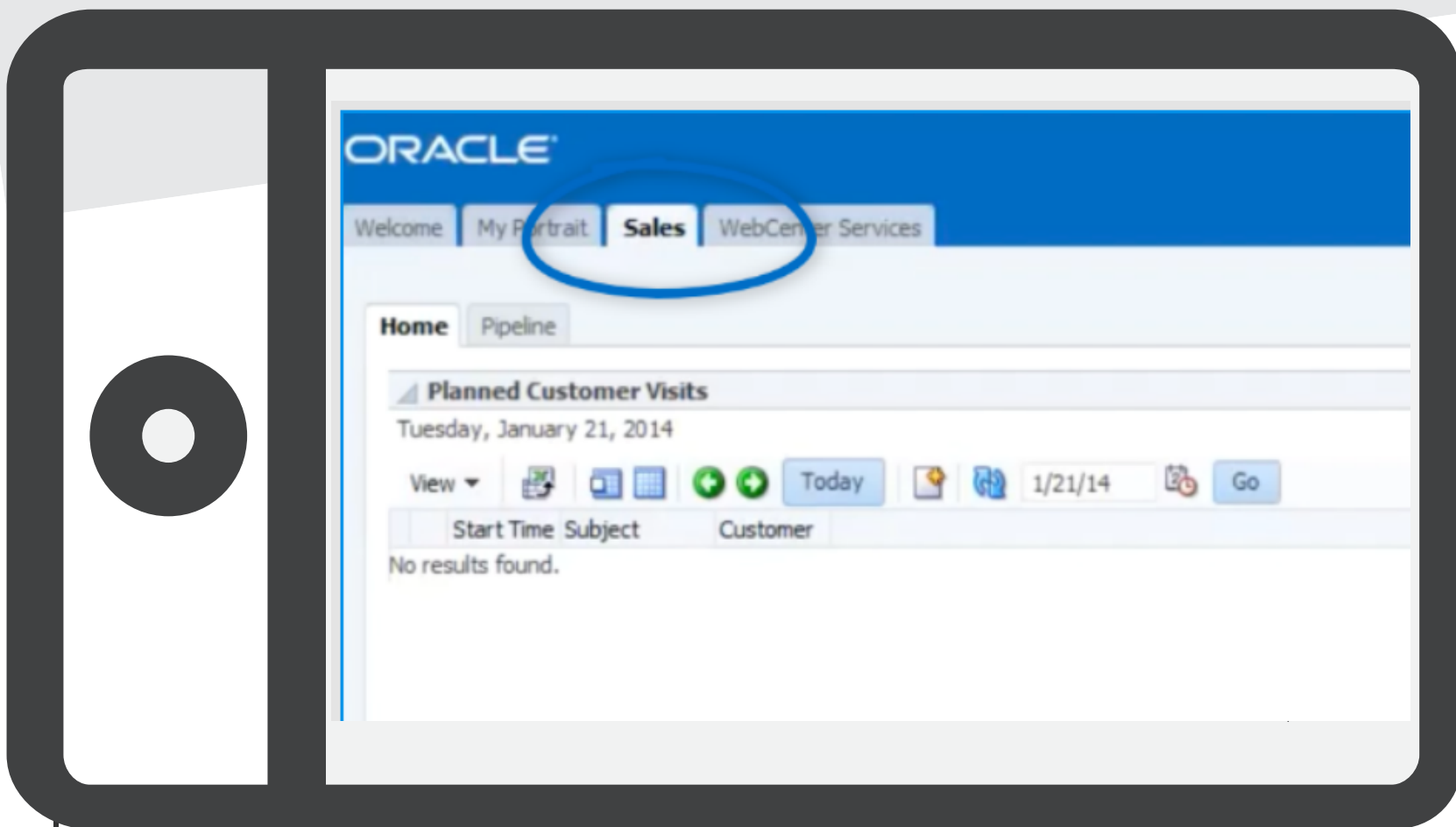


Changing the Sales Training Dashboard

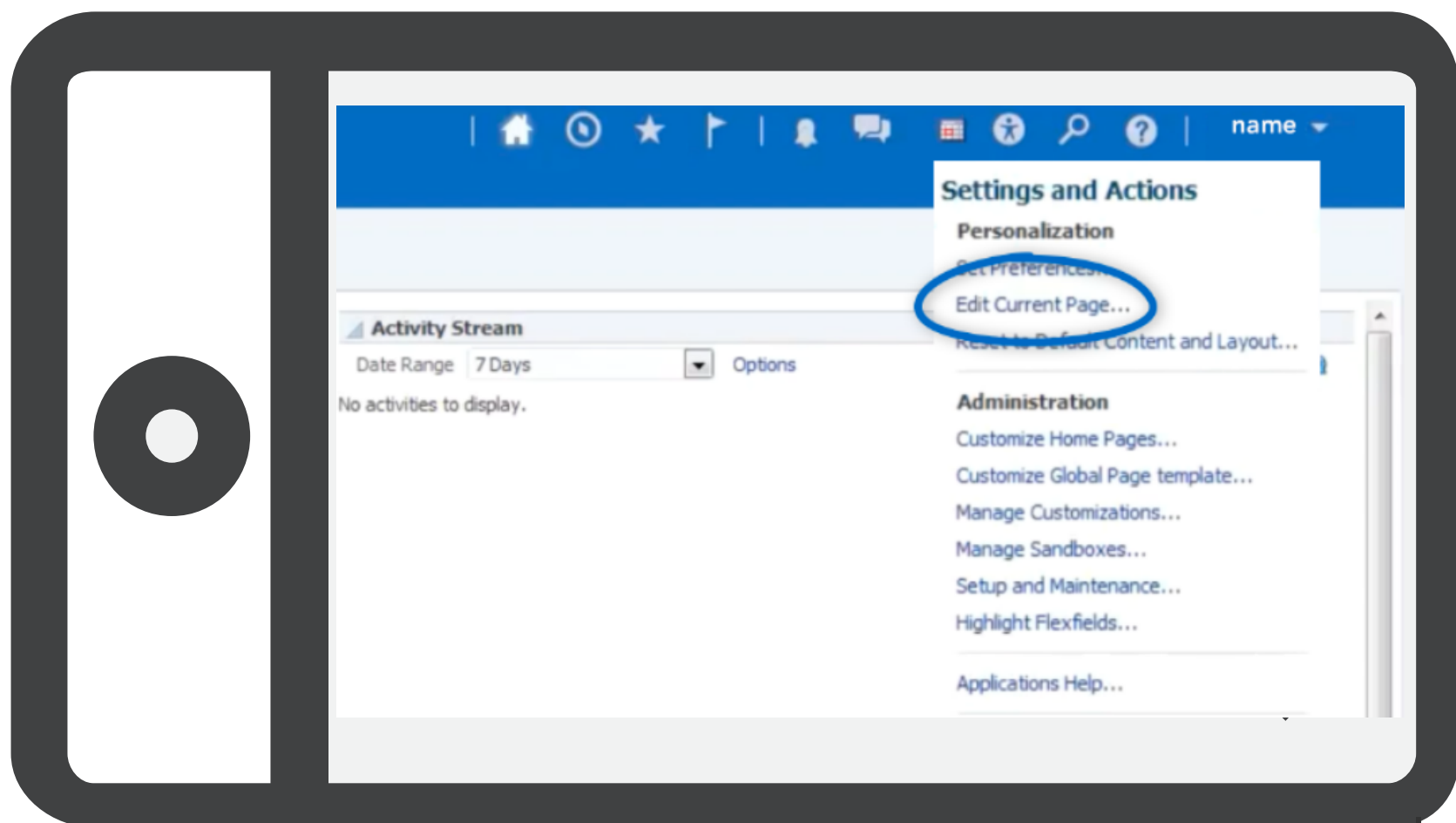


1

Sales Tab

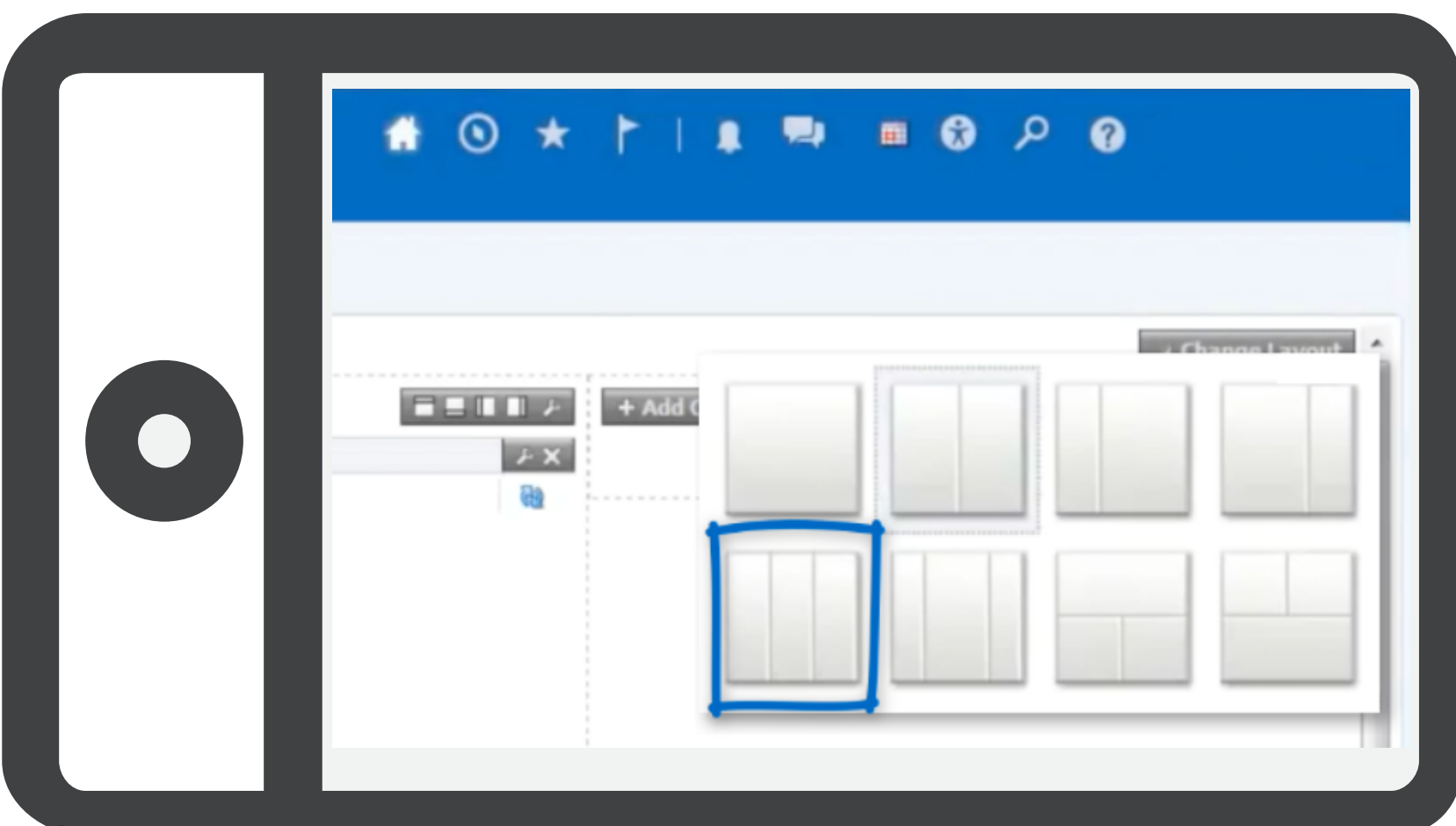
Select the Sales tab to change the layout of your dashboard.

2



Edit Current Page

Enter the personalizations menu and choose Edit Current Page.

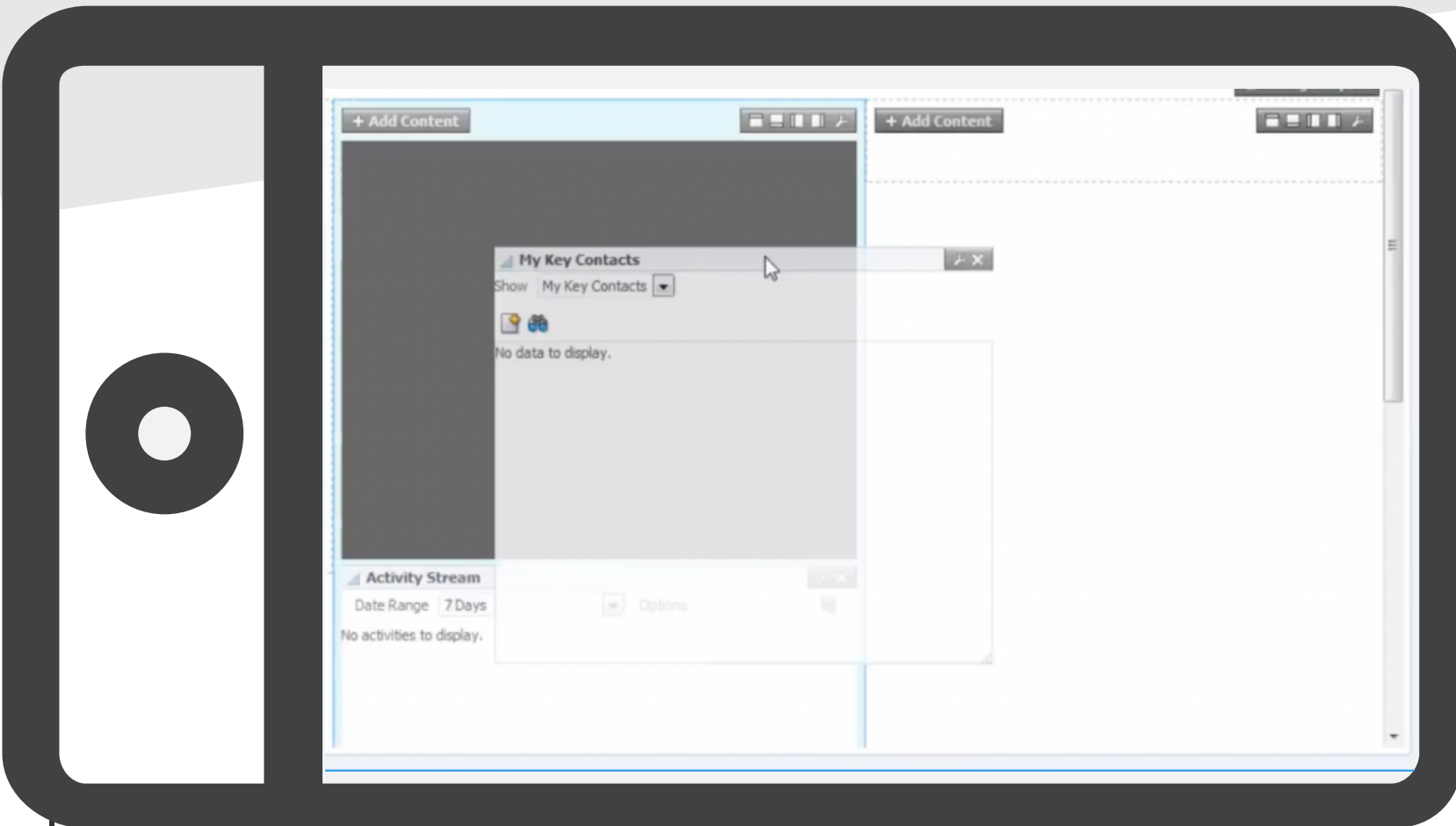


3

Choose Your Layout

From this page tune many aspects of the dashboard, including adding, removing, or re-arranging existing content. Let's select the three-equal column layout.

Changing the Sales Training Dashboard

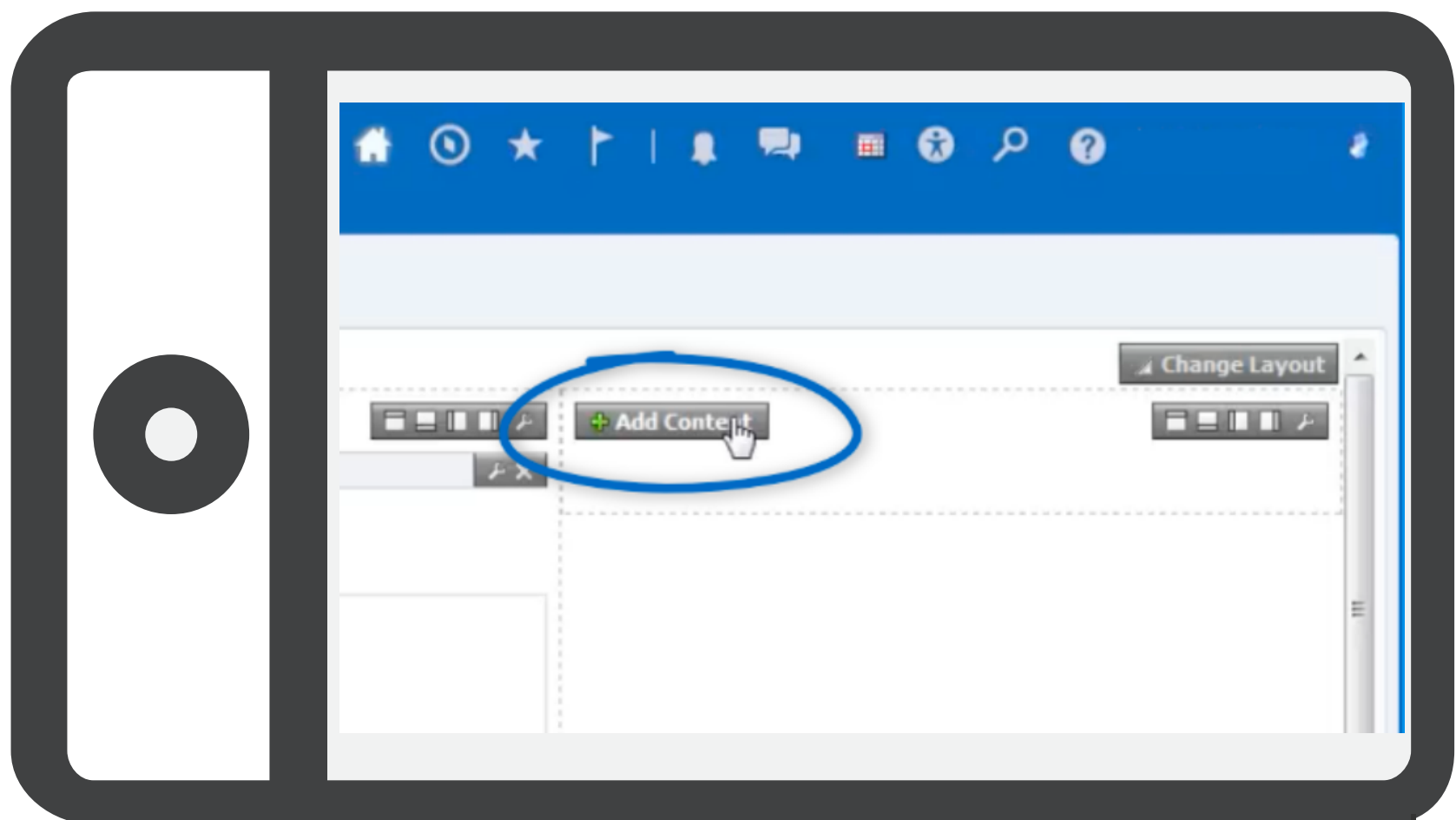


4

Move Content

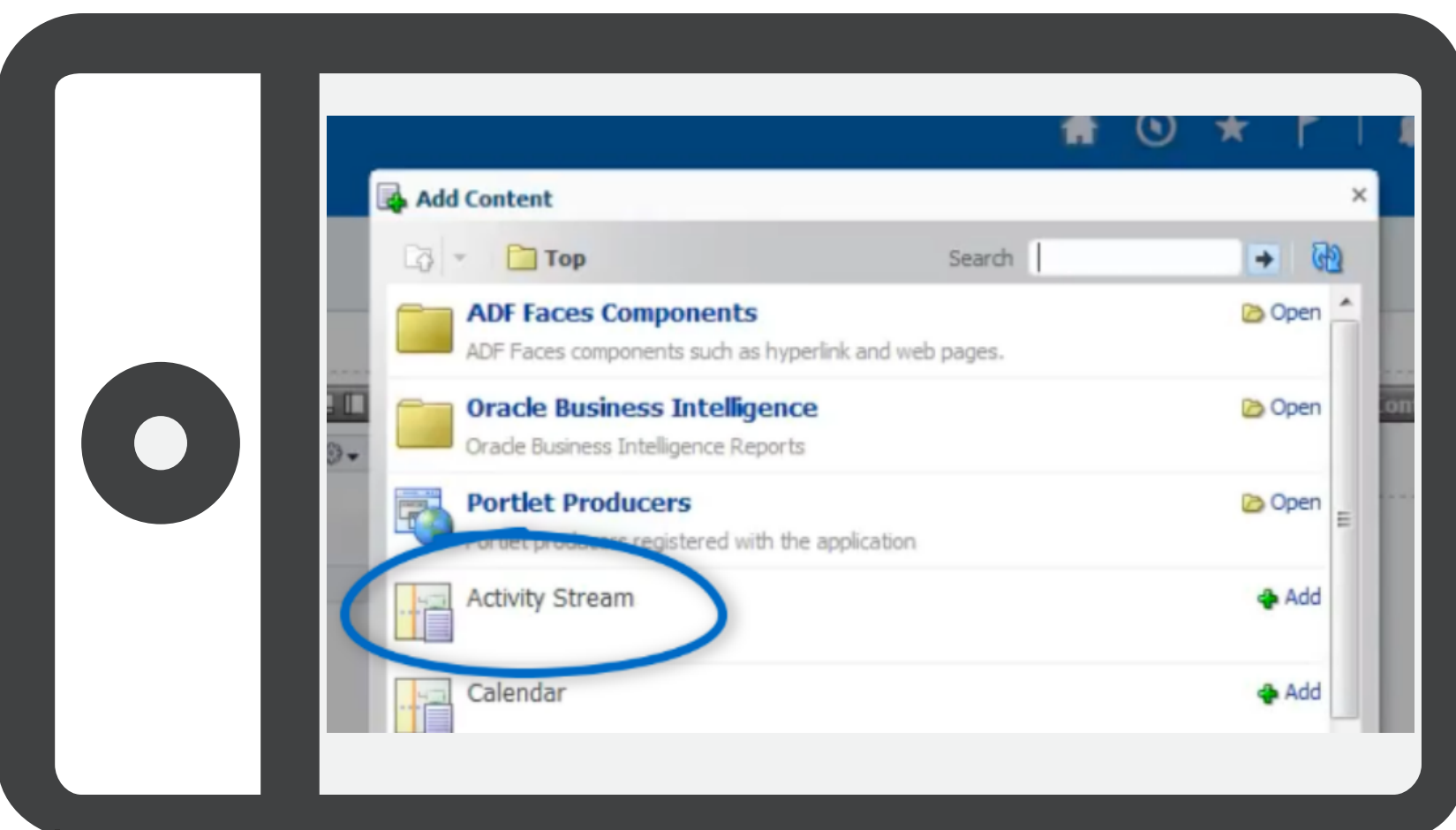
The layout can be changed by dragging content boxes to another location on the screen. The existing content moves to accommodate the content just moved.

5



Add Content

Let's also add new content to the column.

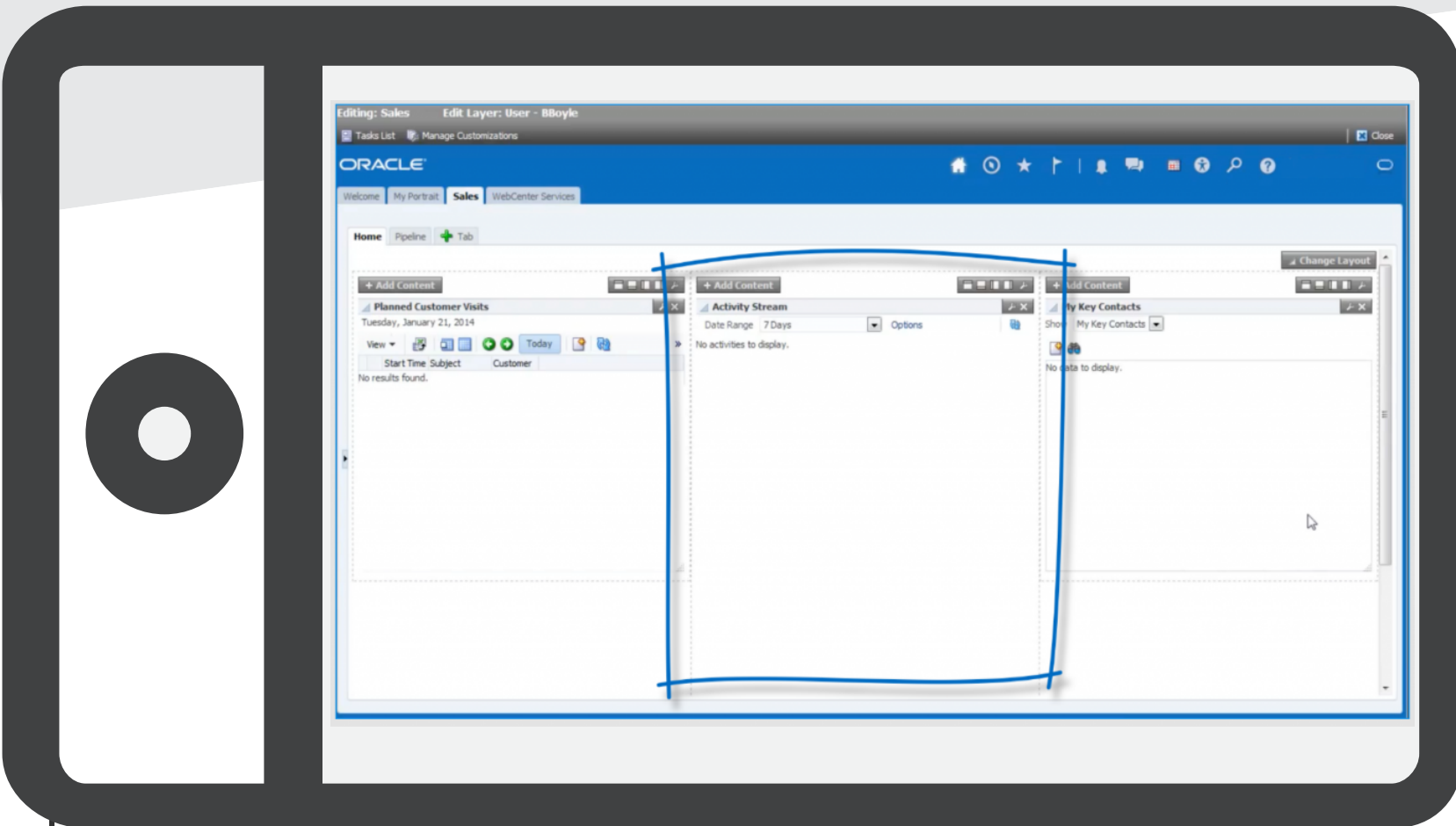


6

Choose Your Content

Select the content type and add it to the layout. The new column can display any added or rearranged content as desired.

Changing the Sales Training Dashboard

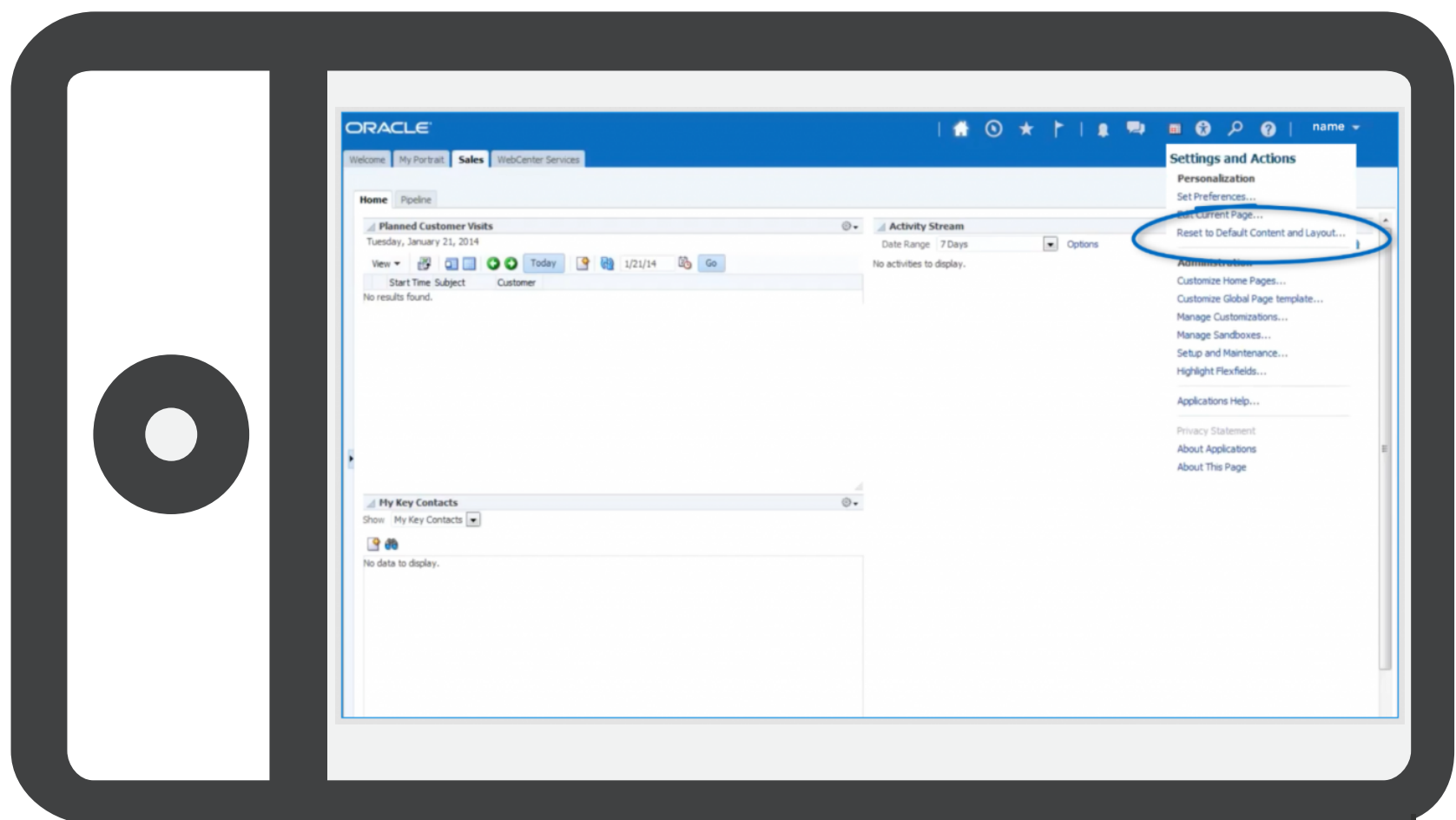


7

New Content

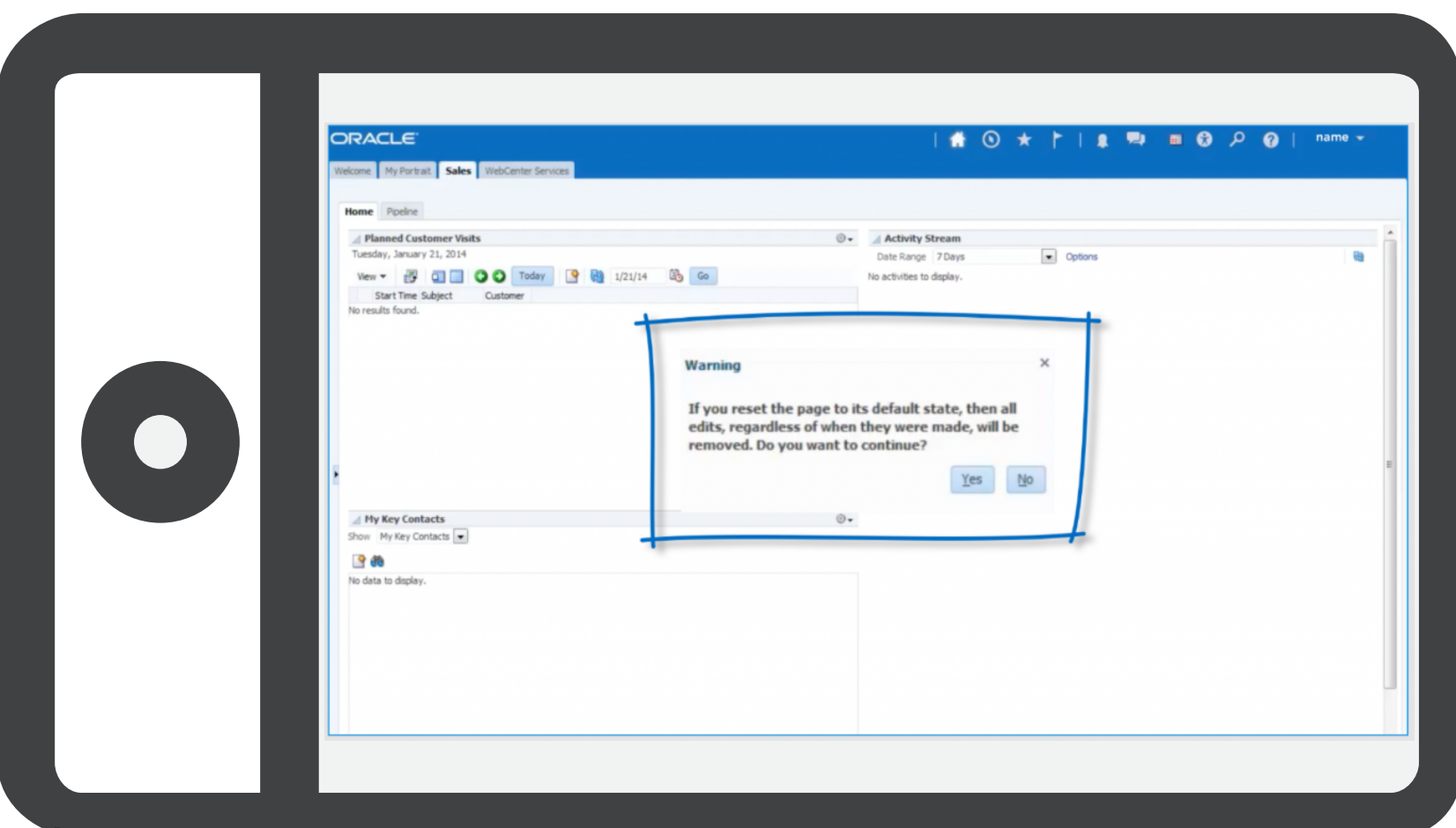
The existing content that was just added can display any added or rearranged content as desired.

8



Default Layout

If needed return to the standard layout by applying the default layout from the personalization menu.



9

Confirm Your Changes

Confirm your changes or decline and return to the previous layout.