

USER GROUP SESSION SUMMARY

UKG Ready Dashboard Basics

www.sability.com



OVERVIEW:

This User Group session focused on Dashboard Basics for UKG Ready. Our presenter, Sability's Deidra Ochoa, shared her knowledge on setting up dashboards and tabs, widgets, layout profiles, charts, and provided live demonstrations in the test environment.

SUMMARY:

Dashboards enable individuals across an organization to have accessible and customizable information. To configure and customize, navigate to Menu > Settings > Profile/Policies > Dashboard Layout > Dashboard Tab Library > Content Widget Library, Dashboard Layout Profiles, and Dashboard Tab Library. Users can add a new tab to the Library by specifying Tab Type, Name, and Description. Users may preview and select a predesigned role template (Employee, Manager, Administrator, Generic) or create new. Templates can be edited, customized, and saved. Selecting "Publishing Changes" will push edits to all users with the tab on their profile. Up to nine widgets can be added per tab, including standard options like Announcements, My Benefits, My Pay, Documents, My Team and more. Widgets beginning with "My" are typically used on the employee level. Customizable content widgets can also be added for images, links, and videos such as an orientation video, employee spotlight, or company mission and culture.

HOW TO - CHARTS ON DASHBOARDS:

- Create report or chart
- In the dashboard, click "+ Add" then "Reports/Charts"
- Select the desired report or chart to add
- Once added, can drop down different views, adjust the size of the widget, or rename the widget

PRESENTER



DEIDRA OCHOA

Sability Consultant, UKG Ready

**[CLICK HERE TO
WATCH THE
FULL SESSION!](#)**

CONTACT US:

- 404.521.2001
- info@sability.com
- www.sability.com

USER GROUP:

If you're interested in participating in our next User Group session, join our LinkedIn Group "Sability UKG User Group" or reach us at customersuccess@sability.com