

Navigating Dashboard View in iBuy

With the addition of Contracts+ and future modules to iBuy there is a need to have multiple Dashboards within iBuy for users and the different roles. If you are a user with multiple roles there is a possibility that multiple dashboards may exist for you.

To find out if you have access multiple dashboards and to set the home page in iBuy to a specific Dashboard, please follow the steps below.

1. Log in to iBuy.
2. Click the black silhouette in the top right corner.
3. Click **Dashboards**.
4. Select the Dashboard tab you would like to set as your home page.
5. Click the black silhouette in the top right corner.
6. Click **Set My Home Page**.
7. Click **Current Page**.
8. Click **Save Changes**.
9. Click the **Home** icon from the left navigation. The Dashboard you set as the default is now your Home Dashboard.

After you have setup your profile, you will see the names of the Dashboards across the top of your iBuy screen. You may click the name from the Home page at any point to view those. You can always go back to reset the home page to another dashboard.

