DASHBOARD FOR ALL OPEN CASES

Description: This quick guide provides steps for subscribing to a dashboard. Information included:

- How to view all open cases dashboard
- Additional knowledge resources

Related resources on MyFSU Service Center page

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HOW TO VIEW ALL OPEN CASES FROM DASHBOARD

1. Click on **Dashboards** in your navigation bar or menu
2. Select **All Dashboards** on the left
3. Click on **myFSU Service Center Open Cases**. To update dashboard, click the **Refresh** button. **Note:** You cannot refresh a dashboard more than once a minute
4. Click the **Subscribe** button, to receive emailed results from this dashboard
5. Select **Frequency** and based on this selection update for **Time**, **Days**, or **When** for how often to refresh
6. Check bot next to **Receive new results by email when dashboard is refreshed**.
7. Use **Edit Recipients** to add others to the email.
8. Click on drop-down arrow next to **Dashboards** click on **myFSU Service Center Open Cases** whenever you wish to view dashboards. Remember to refresh.
How to subscribe to all open cases dashboard