

Dashboard

Your dashboard provides a custom view of the most important information to you within PACE. You can completely customize it to show only the information you need in the layout you desire.

Dashboard

Customize

Must Read Posts

ANNOUNCEMENT

MUST READ

Team Building Trip Scheduled

By Kori Watkins

10 Views

My Calendar

October 2019

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	1	2	3	4	5	6
Communit Outreach	Bird Box Movie	Bird Box Movie	alec	Communit Outreach	Store Staffing	Communit Outreach
7	8	9	10	11	12	13
Evaluation and Task	Store Staffing	Communit Outreach	Company Event	Book Club	Communit Outreach	Store Staffing
14	15	16	17	18	19	20
Communit Outreach	Communit Outreach	Communit Outreach	Communit Outreach	Store Staffing	Store Staffing	Communit Outreach
21	22	23	24	25	26	27
Communit Outreach	Store Staffing	Communit Outreach	Company Event	Book Club	Communit Outreach	Communit Outreach

Quick Links

Quick Links

This widget gives you the ability to add a simple link list or a link list with images and icons.

Surveys

Sample Survey 2 (1 Question)

1/1484 0%

Sample Survey (1 Question)

1/1484 0%

Employee Engagement Survey (9 Questions)

0/1486 0%

Sample Survey (8 Questions)

2/1480 0%

Wikis

Creating Exciting and Interesting Wikis

Natural Markets

Submitting an Expense Form

Natural Markets

Books For Sale/ Up For Grabs

Natural Markets Book Club

Teams

Lawrence Grand Opening!

Oct 27, 2019 07:15 PDT

Natural Markets Book Club

Oct 25, 2019 23:45 PDT

Lunch and Learn Club

Oct 24, 2019 10:45 PDT

Human Resources

Oct 15, 2019 10:21 PDT

People

Jarrett Shotts

Outstanding...

Jesse Whitehead

Go To Reso...

Lexi Cegelski

Outstanding...

Upcoming Birthdays

Abigail Stanton's birthday is on January 14th

Say Happy Birthday

Alan Desbiens's birthday is on January 15th

Say Happy Birthday

Aleck Bernhard's birthday is on January 16th

Say Happy Birthday

Alfred Zemlak's birthday is on January 17th

Say Happy Birthday

Questions

When is the next meeting?

Kori Watkins - Oct 24, 2019 10:11 PDT

0 Answer

How do I request PTO?

Kori Watkins - Jul 03, 2019 08:41 PDT

1 Answer

Are we going to be moving forward with the other store in Wesley...

Kori Watkins - Sep 04, 2019 14:45 PDT

0 Answer

Dashboard

Customize

28

29

30

31

1

2

3

Store Staffing

Communit Outreach

Lawrence Store

Bird Box Movie

Store Staffing

4

5

6

7

8

9

10

Evaluation and Task

Store Staffing

Book Club

Company Event

Notifications

Jarrett Shotts has commented on greeting given to Lexi Cegelski by Kori Watkins - So glad you were born!

Oct 22, 2019 14:27

Lexi Cegelski has joined group Lunch and Learn Club

Oct 11, 2019 13:35

Lexi Cegelski has mentioned you in a comment on Kori Watkins's update - Kori W thank you!

Oct 10, 2019 09:25

Events

My Events

This widget gives a list of events that you are attending, may be attending and events you are invited to.

Recognitions

Jarrett Shotts received Outstanding Teammate Award award from Kori Watkins - "Thanks for all your help with the project"

Oct 24, 2019 10:39 PDT

Jesse Whitehead received Go To Resource Award award from Kori Watkins - "Thanks for always taking the time to help me!"

Oct 03, 2019 10:42 PDT

Jarrett Shotts received Outstanding Teammate Award award from Kori Watkins - "Thanks for always being willing to help!"

Jul 15, 2019 07:35 PDT

Lexi Cegelski received Outstanding Teammate Award award from Kori Watkins - "Thanks for being a total rockstar! You are the best teammate ever!"

Jul 03, 2019 10:24 PDT

Posts

KWatkins Update 9-4-19

Completed This Week Closed Evans deal Cold calls (75) Progress This Week Scheduled 7 demos for next week Plan for Next Week 7 demos

By Kori Watkins - 3 Views

Sep 04, 2019 14:23 PDT

Kori Watkins Weekly Status Update

Completed This Week Completed item 1 Completed item 2 Completed item 3 Progress This Week Progress item 1 Progress item 2 Progress item 3 Plan for Next...

By Kori Watkins - 2 Views

Sep 04, 2019 14:12 PDT

ANNOUNCEMENT

MUST READ

Team Building Trip Scheduled

We will have a team building trip to go white water rafting on Tuesday, September 3rd.

By Kori Watkins - 10 Views

Aug 27, 2019 12:21 PDT

Office Closed for Renovations

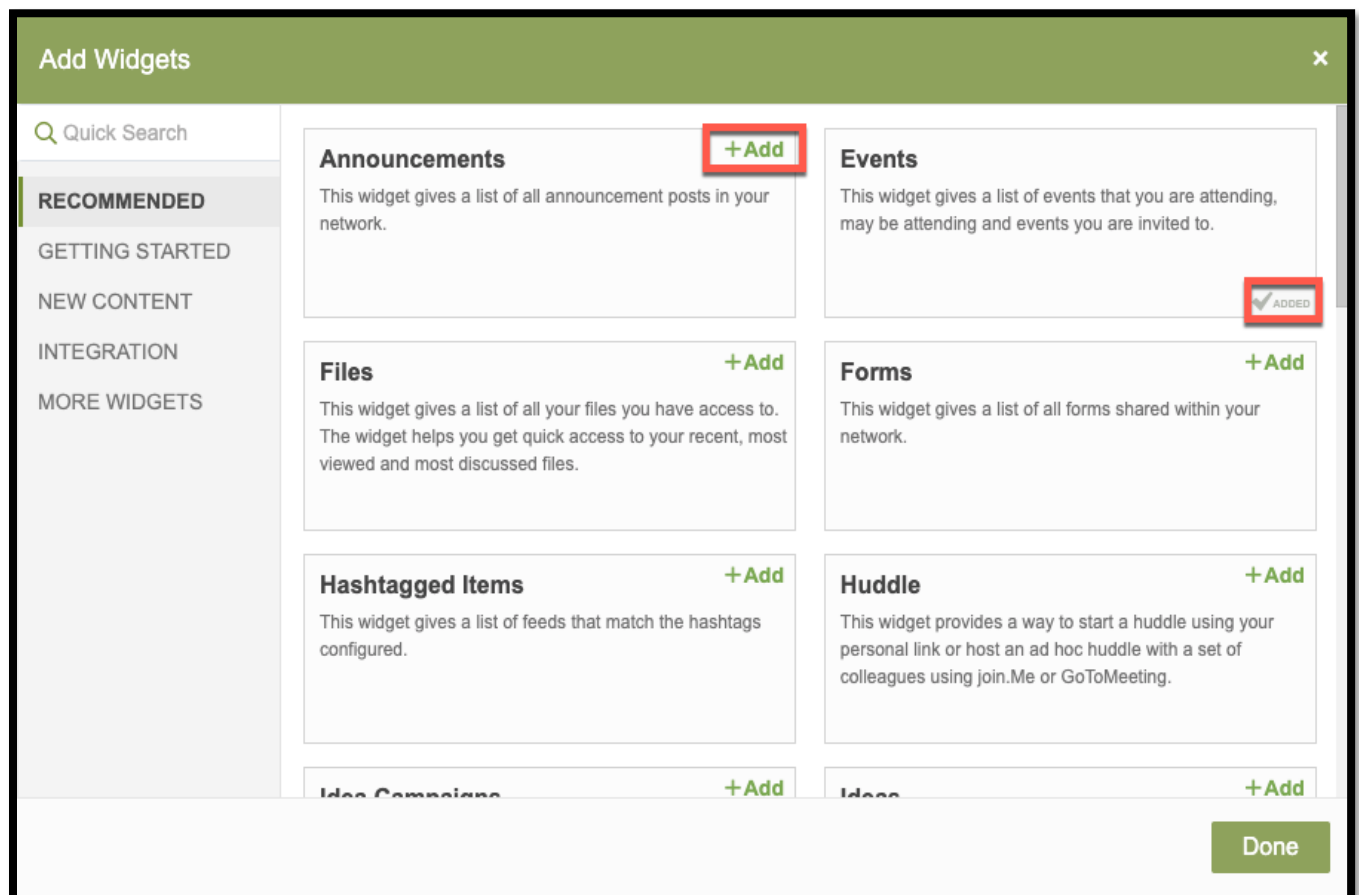
Customizing your dashboard is easy.

1. From the top bar in the dashboard, click on **Customize**



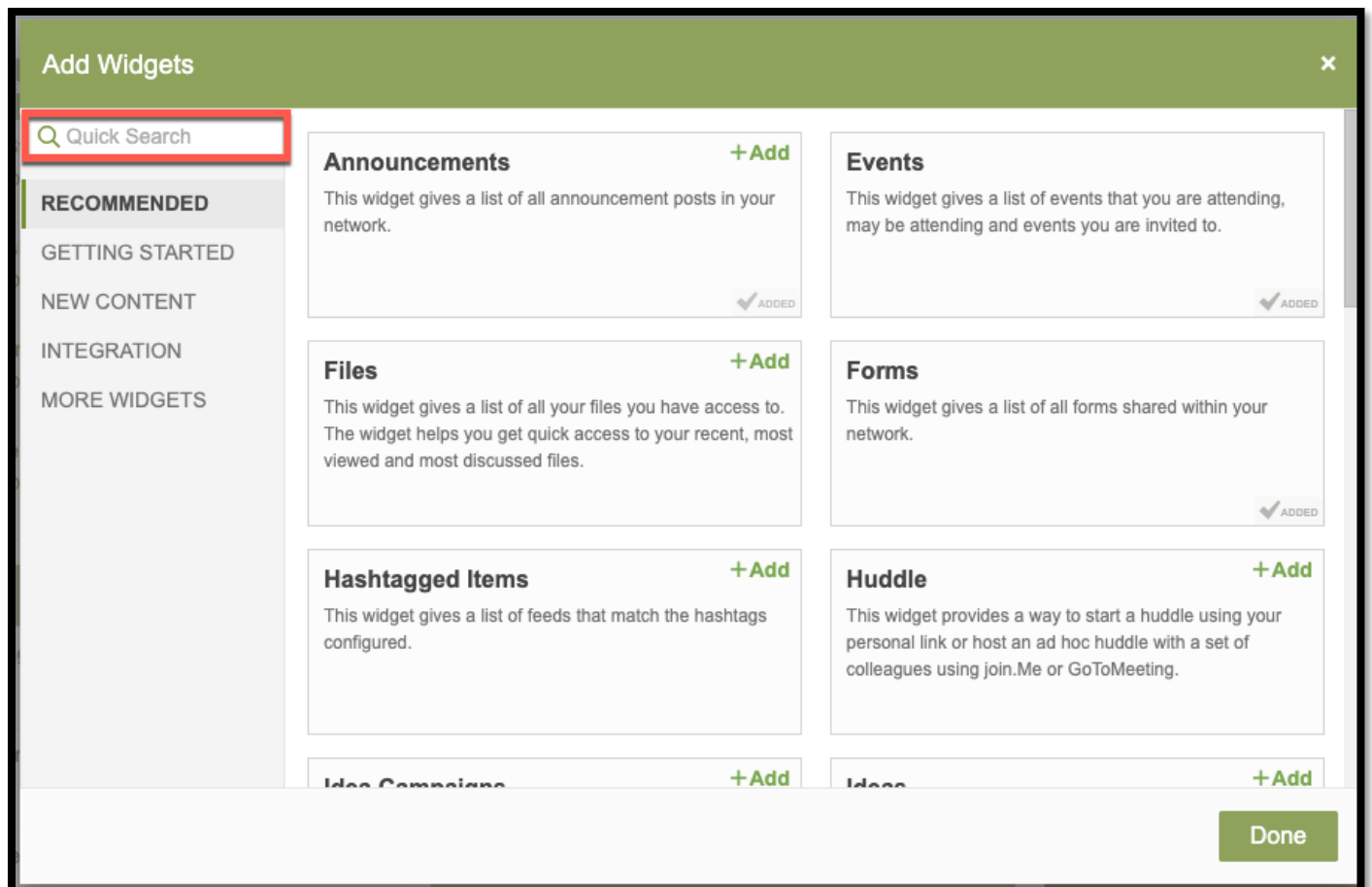
2. Next, scroll through the available widgets. To add a widget, click on **+Add**. If a widget has already been added you will see **✓ Added** in the bottom right of the widget box. The system allows for duplicate additions of several of the widgets:

Announcements	Media Center	Questions
Basic Text Box	Multimedia	Quick Links
Custom Events	Must Read Posts	Rich Text Box
Custom Links	My Enterprise Apps	Rich Text Box with Media
Files	One Drive	Slider
Google Drive	People	Stream
Hashtagged Items	Podcasts	Table, Form & Chart Widget
iFrame Embed	PowerBI	Twitter & Twitter Embed



3. You can also **search** for widgets.

To search for a desired widget, click in the **Quick Search** box. You can type in the name of the widget or keywords. For example, if you wanted to find and add a widget for GoToMeeting, simply type GoToMeeting into the search box. The search engine will filter the widgets to only display widgets pertaining to GoToMeeting.



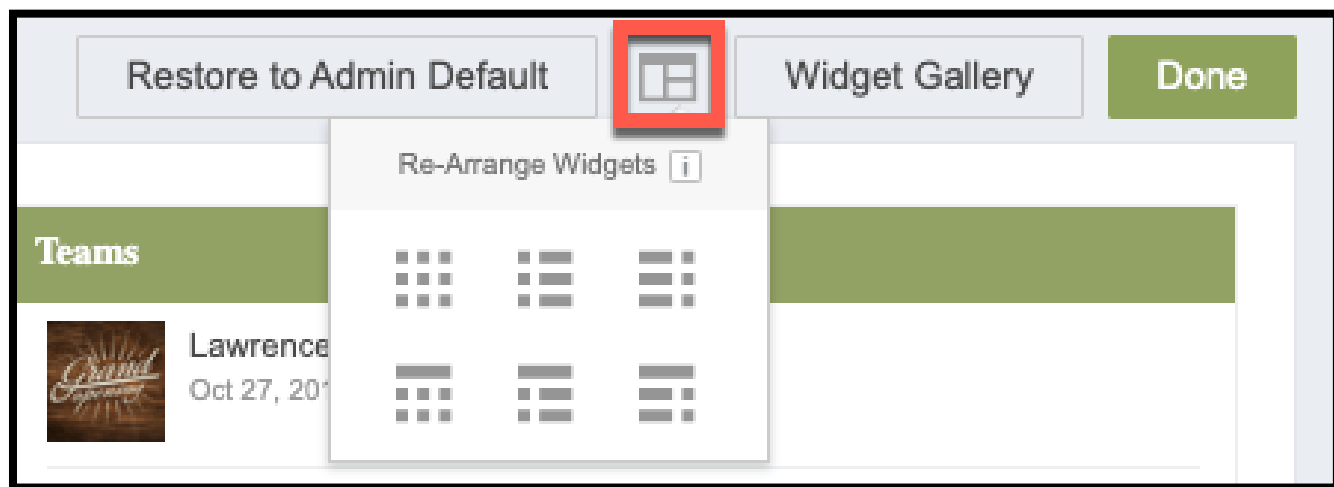
Widgets in PACE

- Once you have added all the widgets you want to add, you can move them around in a layout that best suits your needs. To do this, simply drag and drop them.

The screenshot displays a comprehensive dashboard with the following sections:

- Notifications:**
 - Jarrett Shotts has commented on greeting given to Lexi Cegelski by Kori Watkins - **So glad you were born!** (Oct 22, 2019 14:27)
 - Lexi Cegelski has joined group **Lunch and Learn Club** (Oct 11, 2019 13:35)
 - Lexi Cegelski has mentioned you in a comment on Kori Watkins's update - **thank you!** (Oct 10, 2019 09:26)
- Badges:**
 - Kori Watkins has unlocked the **OLYMPIAN** badge (Oct 03, 2019)
 - Lexi Cegelski has unlocked the **OLYMPIAN** badge (Oct 03, 2019)
 - Jarrett Shotts has completed **LEVEL 4** (Oct 02, 2019)
 - April Thomas has unlocked the **OLYMPIAN** badge (Oct 01, 2019)
- Wikis:**
 - Following a Hashtag: Natural Markets
 - Creating Exciting and Interesting Wikis: Natural Markets
 - Submitting an Expense Form: Natural Markets
 - Books For Sale/ Up For Grabs: Natural Markets Book Club
- Surveys:**
 - Sample Survey 2 (1 Question)
- Quick Links:**
 - Quick Links (Design button)
- Questions:**
 - When is the next meeting? (0 Answers)
 - How do I request PTO? (1 Answer)
 - Are we going to be moving forward with the other store in Wesl... (0 Answers)
 - Are we going to be moving forward with the other store in Wesl... (0 Answers)
- My Calendar:**
 - October 2019
 - Calendar grid showing events like 'Comms Outre', 'Store Staff', 'Comp Event', 'Book Club', and 'Store Staffing'.
- Teams:**
 - Lawrence Grand Opening! (Oct 27, 2019 07:15 PDT)
 - Natural Markets Book Club (Oct 25, 2019 23:45 PDT)
 - Lunch and Learn Club (Oct 24, 2019 10:46 PDT)
 - Human Resources (Oct 15, 2019 10:21 PDT)
- People:**
 - Jarrett Shotts (Outstanding...)
 - Jesse Whitehead (Go To Reso...)
 - Lexi Cegelski (Outstanding...)
- Upcoming Birthdays:**
 - Abigail Stanton's birthday is on January 14th (Say Happy Birthday)
 - Alan Desbiens's birthday is on January 15th (Say Happy Birthday)
 - Alek Bernhard's birthday is on January 16th (Say Happy Birthday)
 - Alfred Zemlak's birthday is on January 17th (Say Happy Birthday)
- Posts:**
 - KWatkins Update 9-4-19
 - Completed This Week Closed Evans deal Cold calls (75) Progress This Week Scheduled 7 demos for next week Plan for Next Week 7 demos

Filter Widgets



1. Some of the widgets allow you to filter the information in them. To filter a widget, hover over the top bar of the widget and select the funnel icon.



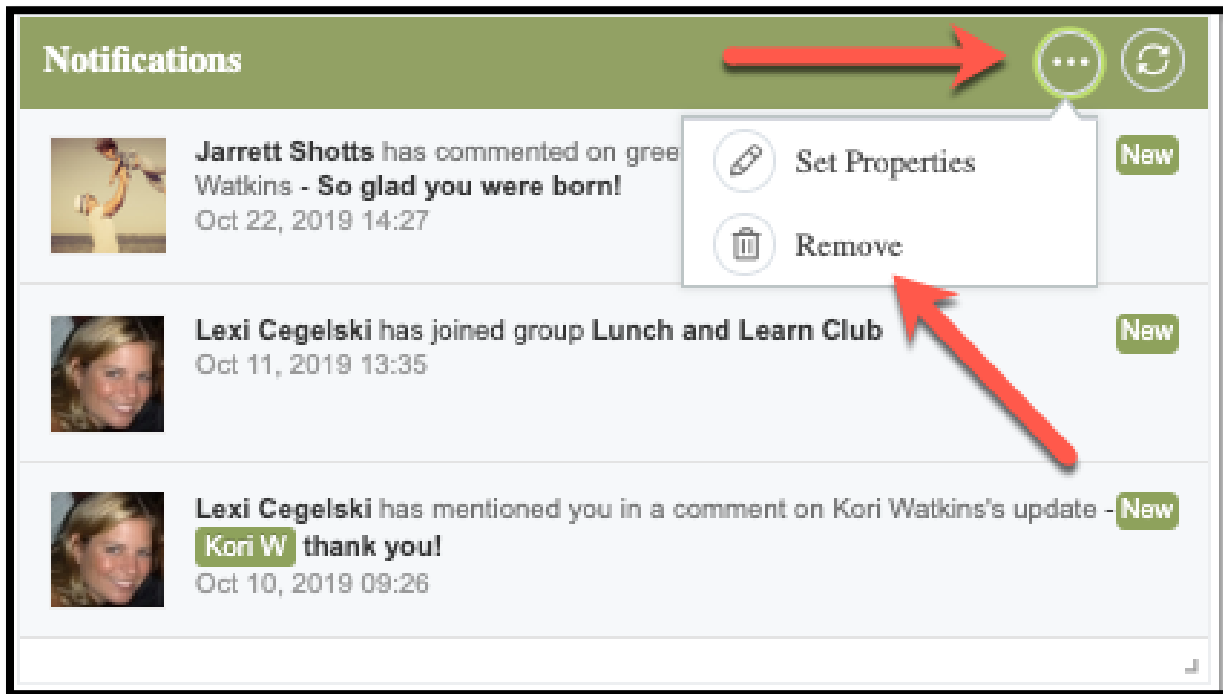
You can filter the following widgets:

Activities	Notes	Questions
Announcements	Notifications	Recognitions
Custom Events	Office 365 App Links	Stream
Events	Opportunities	Table, Form & Chart Widget
Files	Outlook Mail	Tasks
G Suite App Links	Outlook Tasks	Teams
Ideas	Pages	To Do List
Must Read Posts	Podcasts	Upcoming Holidays
My Calendar	Posts	Wikis

Delete Widgets

You can remove widgets that you have added to your dashboard.

1. First, click on **Customize** in the top right side of the screen.
2. Then, click on the three dots for the widget you want to delete and select **Remove**.



***Administrators can load widgets onto your dashboard that are locked down. These widgets cannot be removed or modified.*

List of Widgets

PACE provides the following widgets:

- **Activities:** This widget gives a list of all events. The most recent events appear at the top.
- **Action Center:** With the action center take actions on your pending items. For example, complete compliance training, get recertification, etc. As a manager you can also see the pending and completed important items of your direct reports. Reminders come in-built with the action center.
- **Announcements:** This widget gives a list of all announcement posts in your network.
- **Admin Portal Shortcut:** For network administrators, this widget is a shortcut to access the admin portal where you have full control of the administration and management of your network.
- **Airbrake:** This widget gives a list of notifications of all Airbrake feeds. Most recent feeds show up at the top.
- **All Ideas Summary:** This widget gives a bird's-eye view of where ideas are in the different idea life cycle stages.
- **Badges:** This widget gives a list of badges colleagues in your domain have unlocked. They are listed in chronological order by the date they were received.
- **Basic Text Box:** With this widget, you can add plain text.
- **Beanstalk:** This widget gives a list of notifications of all Beanstalk feeds. Most recent feeds show up at the top.
- **Colleague Suggestions:** This widget gives suggestions about colleagues you may want to follow.
- **Colleagues I Follow:** This widget gives a list of colleagues whom you are following.
- **Custom Events:** This widget gives a list of upcoming events for out of office, travel, training, workshop, seminars, fundraisers, team outings or any other custom event type that has setup by your domain admin for your company
- **Custom Links:** This is a widget that gives you a consolidated list of the custom links that have been added to your primary navigation bar on the left.
- **Delve:** The Delve widget allows users to track and view trending documents around them from Office 365. It also allows users to view people around them and their trending documents.
- **DLP Policy Alerts:** This widget lists the personally identifiable information (PII) that is found in the domain across all content types. Domain and compliance admins should add this widget to their dashboard to monitor and protect sensitive information.
- **Events:** This widget gives a list of events that you are attending, maybe attending and events you are invited to.
- **ExpensAble Approvals:** This widget gives a list of notifications of your expense approvals and summary from ExpensAble. Most recent approvals show up at the top.
- **Files:** This widget gives a list of all your files you have access to. The widget helps you get quick access to your recent, most viewed, and most discussed files.
- **Forms:** This widget gives a list of all forms shared within your network.

- **G Suite App Links:** Displays SSO based links to your Google Suite Apps
- **Getting Started Mission:** This widget helps you to get your users acquainted with the system by marking their completed tasks in a checklist on using MangoApps.
- **Google Calendar:** This widget gives you easy and convenient access to your google calendar.
- **Google Drive:** This widget gives list of folders and files for Google Drive
- **GitHub:** This widget gives a list of notifications of all GitHub feeds. Most recent feeds show up at the top.
- **Group Suggestions:** This widget gives suggestions about active groups you may want to join.
- **Hashtagged Items:** This widget gives a list of feeds that match the hashtags configured.
- **Huddle:** This widget provides a way to start a Huddle (1-on-1 or a group chat) using a personal link or host an ad hoc Huddle with a set of colleagues using join.me or GoToMeeting.
- **Ideas:** This widget gives a list of all ideas posted in your network. Newer ideas show up on top. The widget helps you get quick access to your new, top votes, and most discussed ideas.
- **Idea Campaigns:** This widget gives a list of the latest idea campaigns started in your network. Newer idea campaigns show up on top.
- **iFrame Embed:** This widget provides a way to embed a piece of code from external sources. Use this widget to embed JavaScript/iFrame code for the weather, stock, countdown timers, etc.
- **Invite Colleagues:** This widget can be used to invite new colleagues into your network. You can also view the status of your invites from this widget.
- **Jira:** This widget gives a list of notifications of all Jira feeds. Most recent feeds show up at the top.
- **Libraries:** Organize, manage and share company-wide resources like employee forms, workplace policies, compliance documents, procedures, etc.
- **MailChimp:** This widget gives a list of notifications of all MailChimp feeds. Most recent feeds show up at the top.
- **MangoApps Resources:** This widget gives a list of links to MangoApps help resources like training videos, help center, etc. The content of this widget can be edited within the widget.
- **Media Center:** This widget gives a list of images, videos, presentations, and audio files that have been posted in your network.
- **Microsoft Teams:** This widget allows your users to access their favorite Microsoft teams and channels in one click.
- **Module Links:** This widget gives a list of all your modules.
- **Multimedia:** This widget provides a way to add media. You can upload new media or pick from existing media.
- **Must Read Posts:** This widget gives a list of posts that have been marked as must read in your network. Must read posts that are posted most recently show up on top.

- **My Calendar:** This widget shows user events and reminders. It also shows team events relevant to the user and full company events.
- **My Departments:** This widget gives a list of all the departments you belong to. Departments are listed alphabetically by name.
- **My Enterprise Apps:** This widget lists enterprise applications used inside your company, and set up via SSO Applications. The widget can combine apps provisioned inside MangoApps, Okta and OneLogin.
- **My Projects Task Summary:** This widget gives a bird's-eye view of your project's health, pending vs. completed task counts, and project's deadline dates. It also displays the most recently active projects.
- **My Task Summary:** This widget shows a count of your pending, completed, and delegated tasks for the selected period in a bar chart.
- **My Teams Calendar:** This widget shows teams due dates, milestone due dates, and events across all your teams. Choose from month/week/day view.
- **My Team Forms:** This widget is the list of all forms in your projects, groups and departments
- **New Media:** This widget gives a list of images, videos, and audio files that have been posted in your network. Images, videos, and audio files that are posted most recently show up on top.
- **New Relic:** This widget gives a list of notifications of all New Relic feeds. Most recent feeds show up at the top.
- **Notes:** Notes is a quick way to jot down something that needs to be remembered and have that information always available to you.
- **Notifications:** This widget gives a list of all notifications. Most recent notifications show up at the top.
- **Office 365 App Links:** Display shortcuts for all the Office 365 Apps.
- **Office Locations:** This widget lists addresses of your worldwide offices. It also shows local office hours, no. of employees at the location and the emergency contact person for the location.
- **One Drive:** This widget gives list of folders and files of OneDrive
- **Opportunities:** This widget gives a list of all your opportunities. The widget helps you for quick access to your pinned or recent opportunities.
- **Outlook Calendar:** This widget gives you easy and convenient access to your outlook calendar.
- **Outlook Mail:** This widget gives you easy and convenient access to your new emails. You also get direct access to your drafts and sent email from the widget.
- **Outlook Tasks:** This widget gives you easy and convenient access to your pending tasks. You can mark them completed in the widget and that would update them in Microsoft outlook.
- **Pages:** This widget gives a list of all your pages. The widget helps you for quick access to your recent or most viewed pages.
- **Pending Approvals:** This widget gives a list of approvals that are pending on you. These requests include user invitation, team membership, and document and flagged content approvals.

- **People:** This widget allows you to show a list of recent joiners, recent awardees, people with upcoming work anniversaries, experts, domain admins, members of a team, or a custom list of people.
- **Pingdom:** This widget gives a list of notifications of all Pingdom feeds. Most recent feeds show up at the top.
- **Podcasts:** This widget gives a list of all voice-enabled posts. The widget helps you get quick access to your pinned, recent, and most active podcasts.
- **Polls:** This widget gives a list of polls that have been done in your network. Polls that are posted most recently show up on top.
- **Posts:** This widget gives a list of all your team posts, company posts, and blogs of people you follow. The widget helps you for faster access to your pinned, recent, or most viewed posts.
- **PowerBI:** This widget gives a graphic view of the PowerBI reports. This widget supports RLS.
- **Questions:** This widget gives a list of questions that have been posted in your network. Questions that are posted most recently show up on top.
- **Quick Links:** This widget gives you the ability to add a simple link list or a link list with images and icons.
- **Quizzes:** This widget gives you a list of all recent quizzes that you can take. It's easy access to start or resume the quizzes at any time.
- **Recognitions:** This widget gives a list of all awards given within your network to an individual or a public or private team. The widget helps you get quick access to individual and team awards.
- **Rich Text Box:** With this widget, you can add text with formatting, links, images and videos. You can also update the HTML and CSS source directly.
- **Rich Text Box with Media:** This widget provides a way to add image/video along with text, links, photos, and external media. You can update the HTML and CSS source directly.
- **RSS Feeds:** This widget provides a way to subscribe to RSS feeds from one or more external sources.
- **SharePoint:** The SharePoint widget displays a list of SharePoint sites and allows users to access them in one click.
- **Shortcuts:** This is a widget that gives you a consolidated list of the shortcuts that have been added to your primary navigation bar on the left.
- **Slack:** This widget gives a list of notifications of all Slack feeds. Most recent feeds show up at the top.
- **Slider:** This widget provides a way to add image/video along with plain text. The content scrolls automatically after a certain time interval.
- **SSO Applications:** This widget lists the Single Sign-On (SSO) apps integrated with MangoApps for direct signing/logging in for users on your domain. SSO can be setup with enterprise applications such as Salesforce, NetSuite, Cornerstone, Kronos, SuccessFactors, Workday, Namely, Zoom, Zendesk, SharePoint, and more.
- **Stream:** This widget allows for easy embed and integration of Microsoft stream videos and channels.

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- **Surveys:** This widget gives you a list of all recent surveys that you can take. It's easy access to start or resume the surveys at any time.
 - **Table, Form & Chart Widget:** This widget allows you to embed a table, form or chart on dashboard, company and team page. In the table the users can search, sort and add new entries directly. In the form, users can fill and submit it. Charts enable you to visualize and summarize records of the table in colorful ways.
 - **Tasks:** This widget gives the list of your pending, completed or delegated tasks and milestones across all your projects. The list of pending and delegated tasks is arranged by the due date, completed tasks are arranged by the last accepted date and milestone activity with the most recently active milestones on top.
 - **Teams:** This widget gives a list of all your teams. The widget helps you get quick access to your pinned, recent and most active teams.
 - **To Do List:** Organize your to-dos and make the visible to your manager, coworkers or keep them private.
 - **To Do Summary:** Summary of your pending to-dos, recently completed to-dos and shared to-dos organized by sections
 - **Trash Can:** This widget gives a list of all deleted items that are in your network's trash can. Deleted items in the trash can will be permanently removed automatically after the number of days set by the admin.
 - **Twitter:** This widget gives a list of notifications of all Twitter feeds. Most recent fees show up on the top.
 - **Twitter Embed:** Use this widget to embed Twitter feeds. It can be used to display photos and videos uploaded to Twitter.
 - **Upcoming Birthdays:** This greeting widget lists colleagues whose birthdays are coming up in the next 7 days.
 - **Upcoming Holidays:** This widget lists the company holidays for your location/country. Company holidays are days when the office is closed.
 - **Wikis:** This widget gives a list of all your published wikis you have access to. The widget helps you get quick access to your pinned, recent, most viewed, and most discussed wikis.
 - **Zendesk:** This widget gives a list of notifications of all Zendesk feeds. Most recent feeds show up at the top.