

# Video: adding a comment dashlet

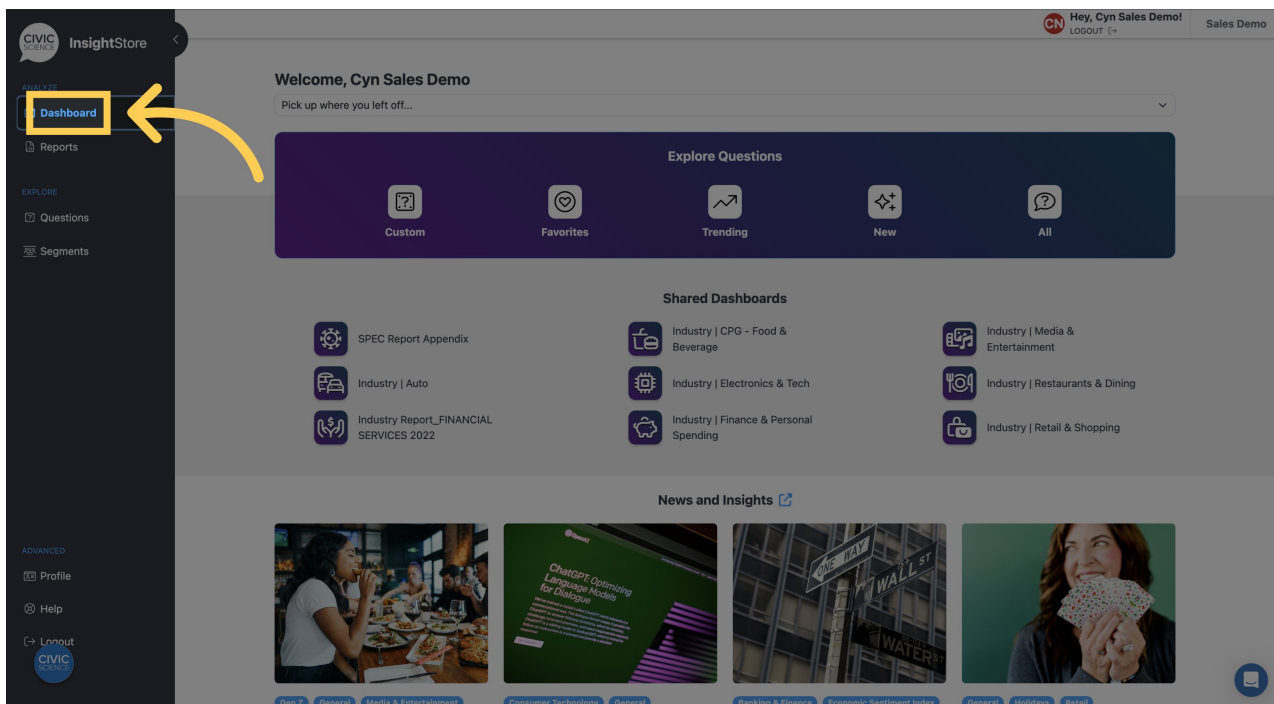
01/31/2024 1:28 pm EST

This guide will walk you through the steps to add a comment dashlet to a dashboard.

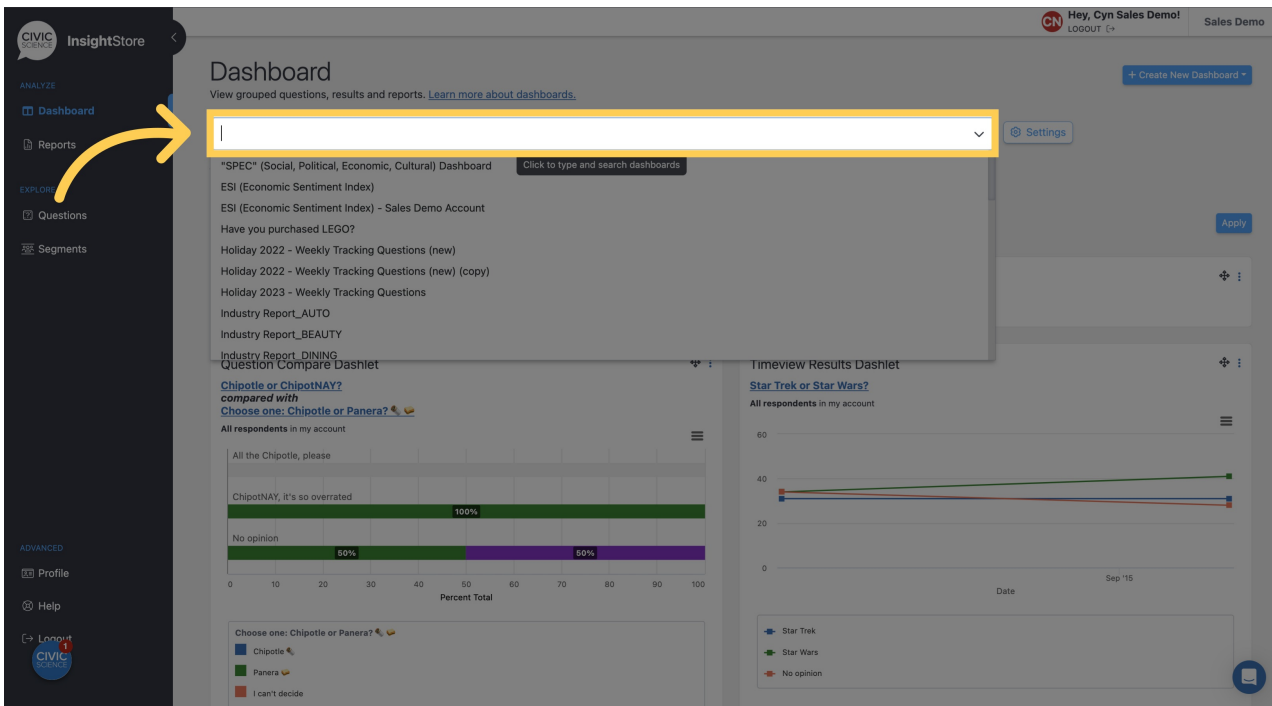
Your browser does not support HTML5 video.

1. Go to [insightstore.civicscience.com](https://insightstore.civicscience.com)

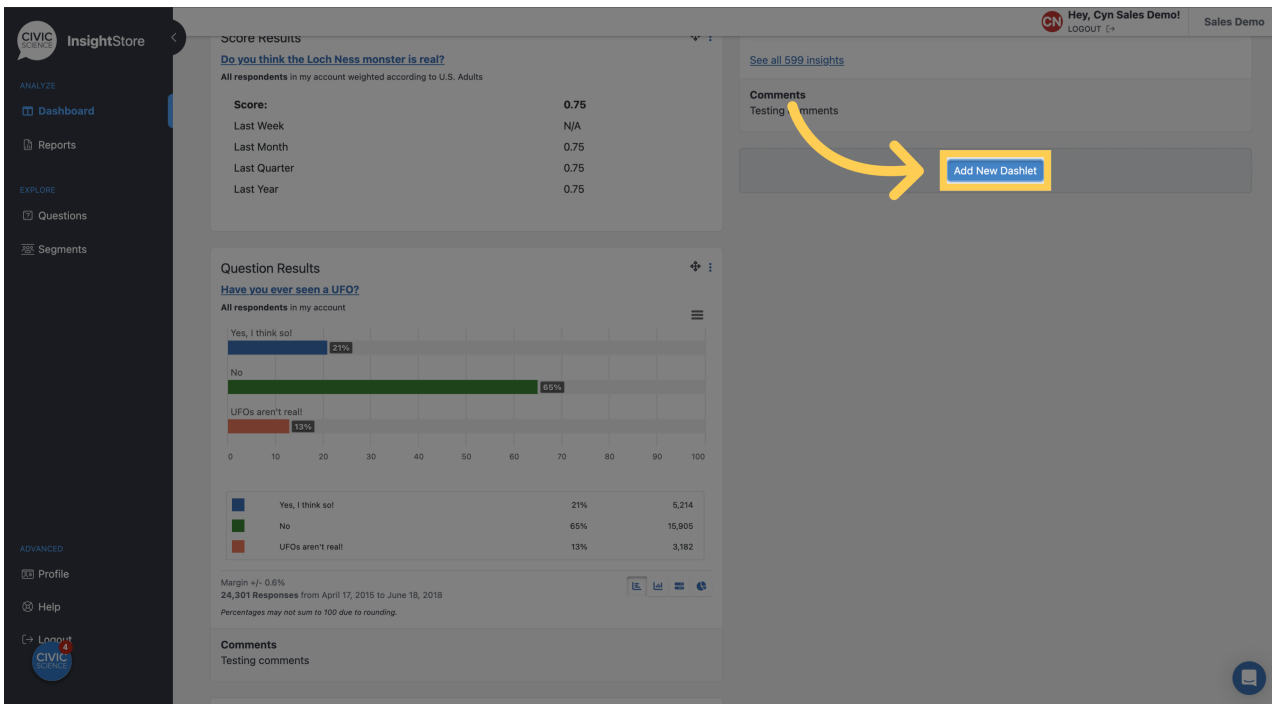
2. From the landing page, click *Dashboard* in the left navigation pane.



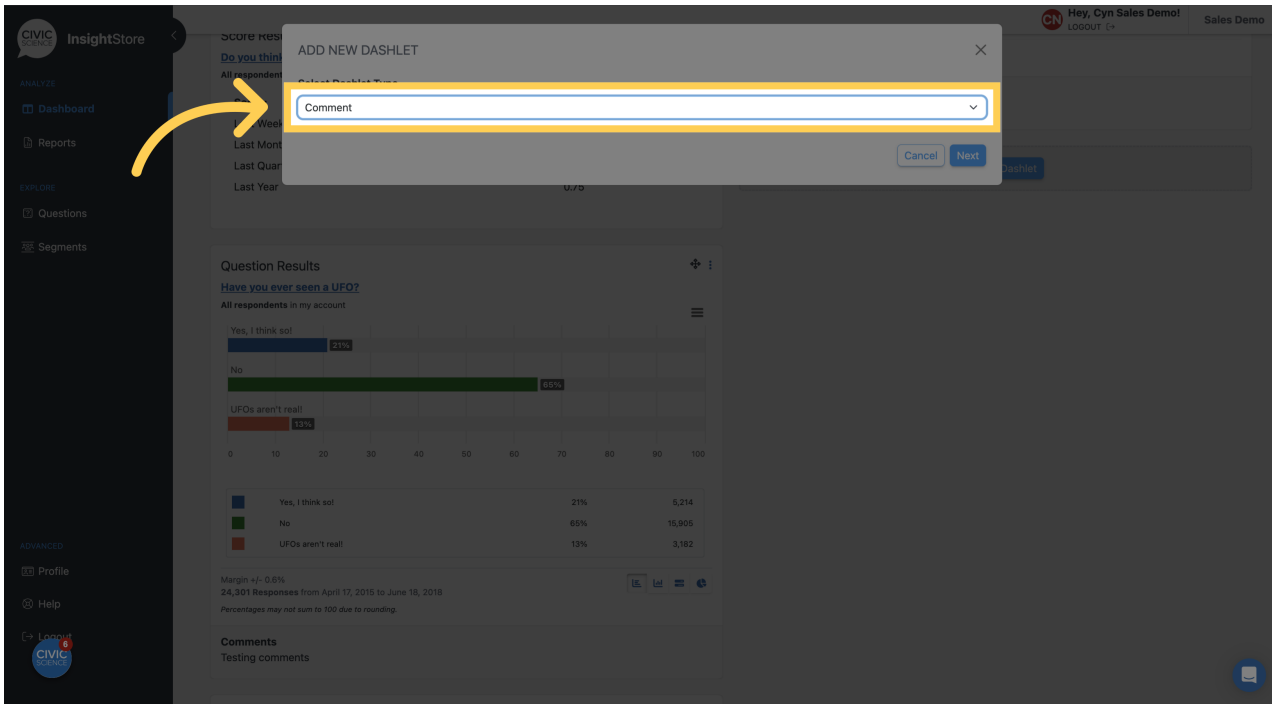
3. Choose your dashboard from the dropdown menu.



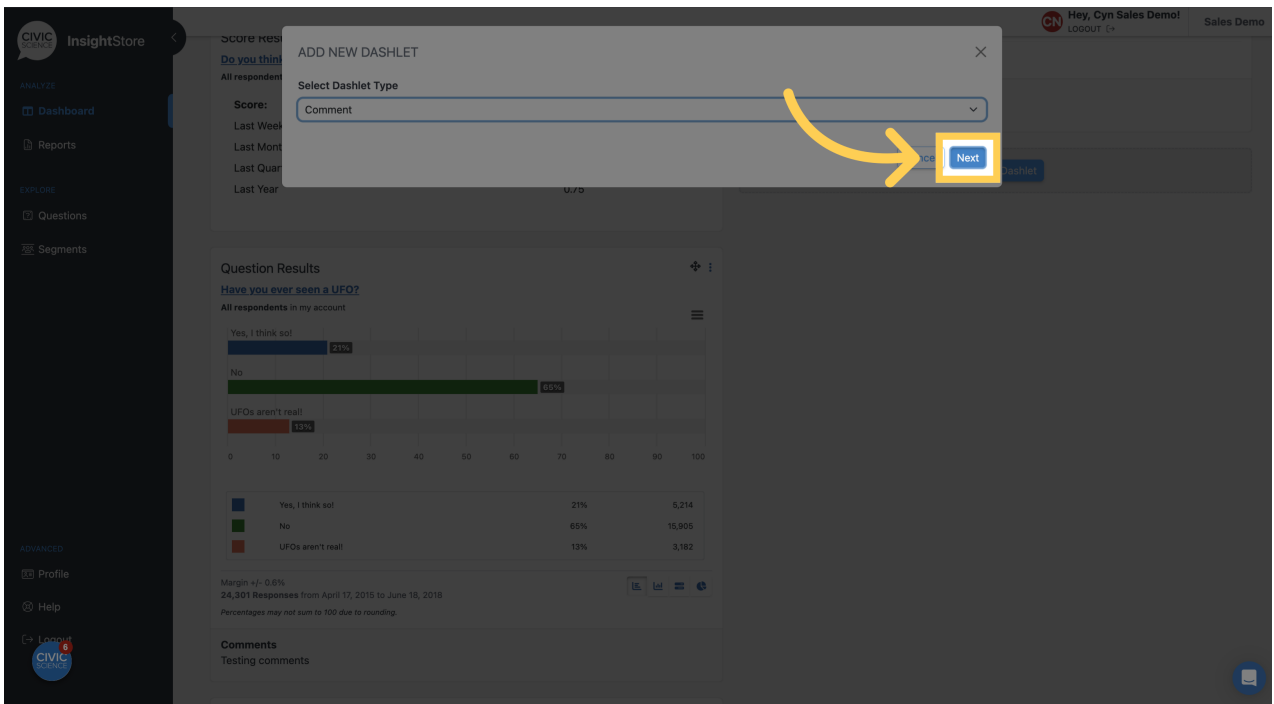
4. Go to the bottom of the dashboard and click **Add New Dashlet**.



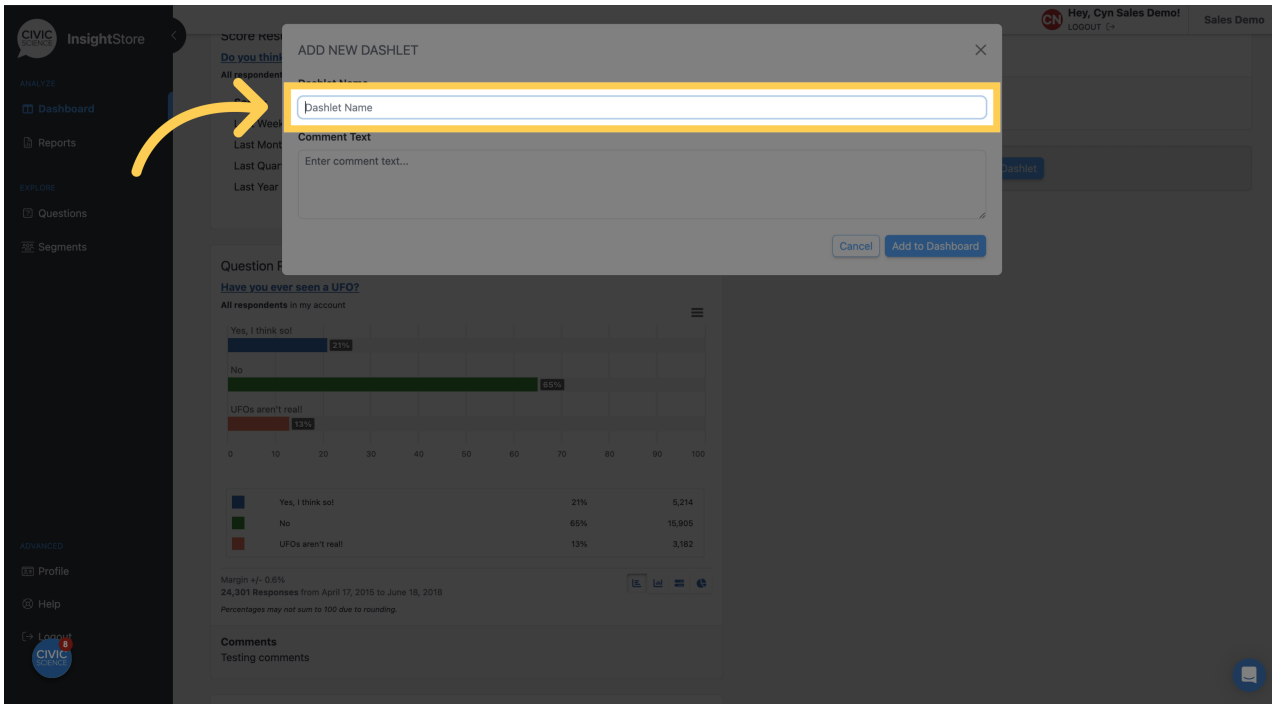
5. Select **Comment** from the dropdown menu.



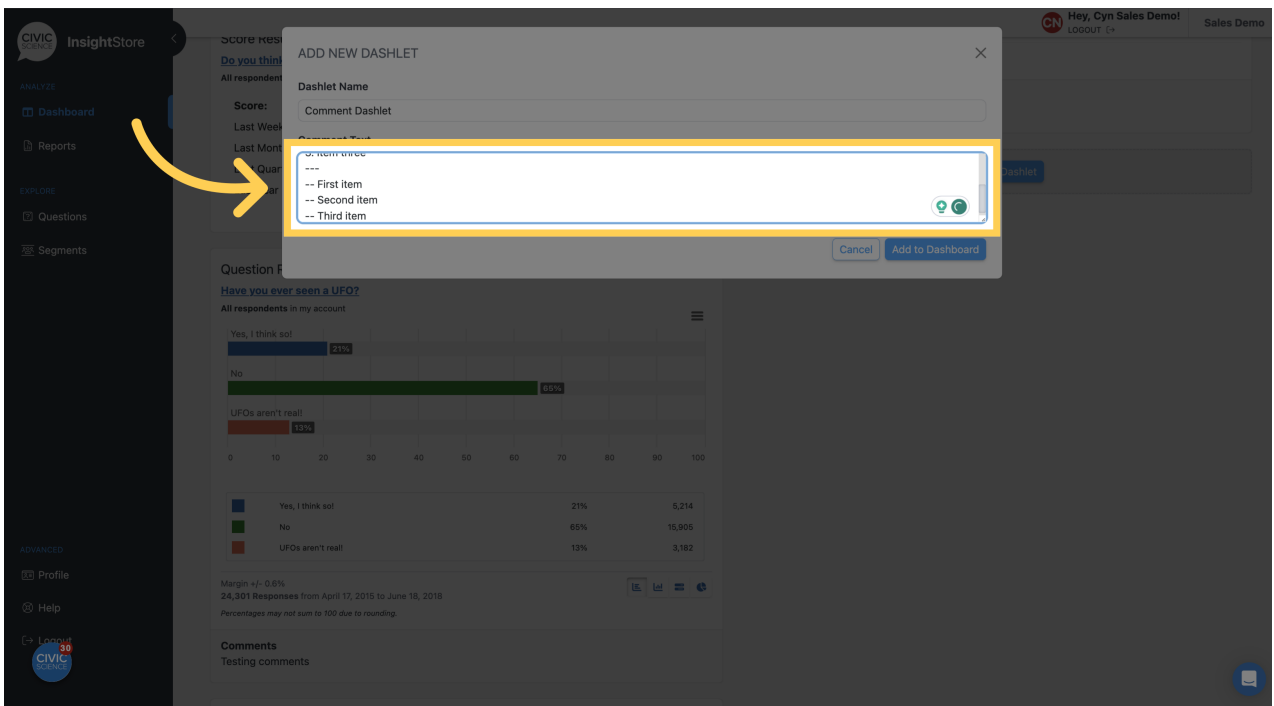
6. Click *Next* to continue.



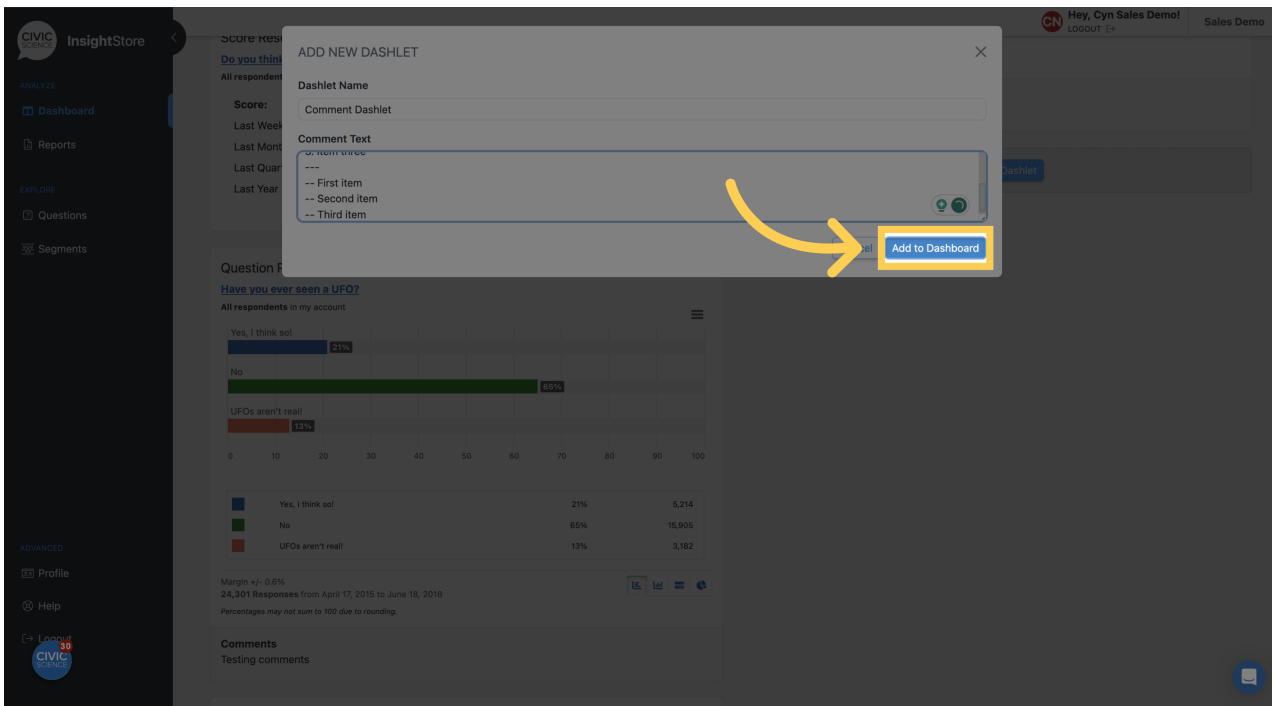
7. Give your dashlet a descriptive name.



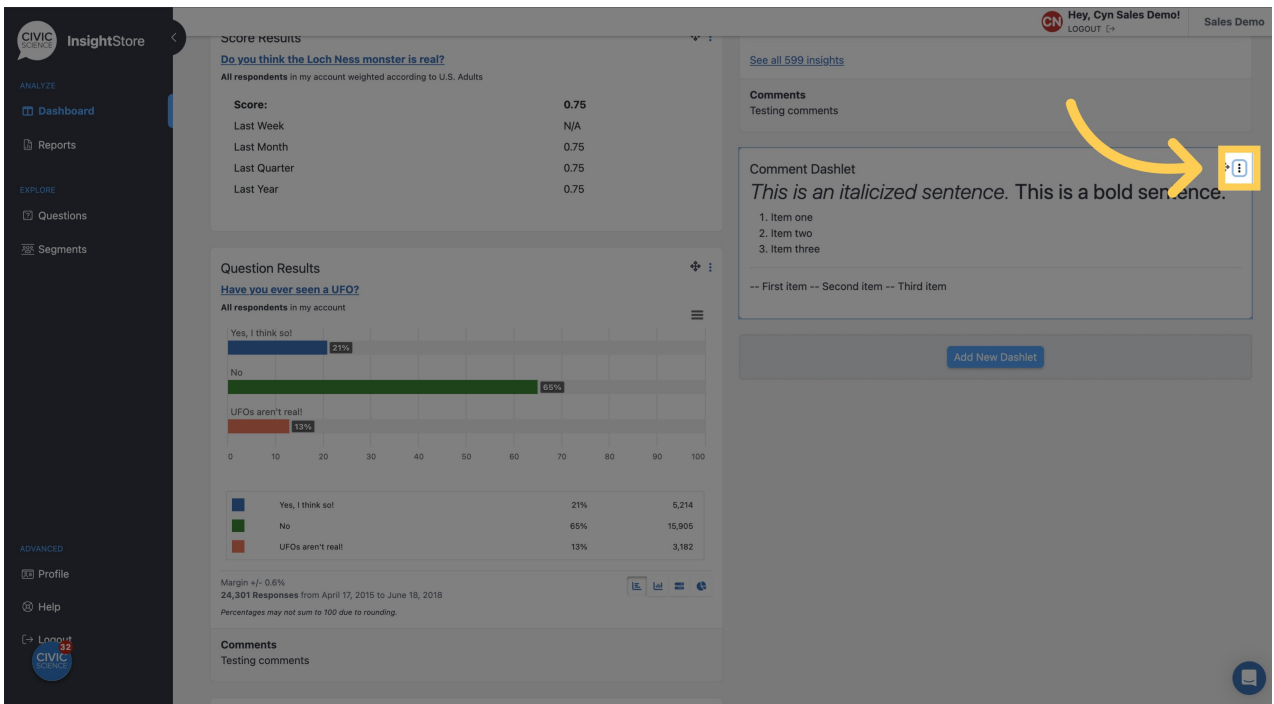
8. Enter the comment text. You may use [basic markdown](#) for formatting.



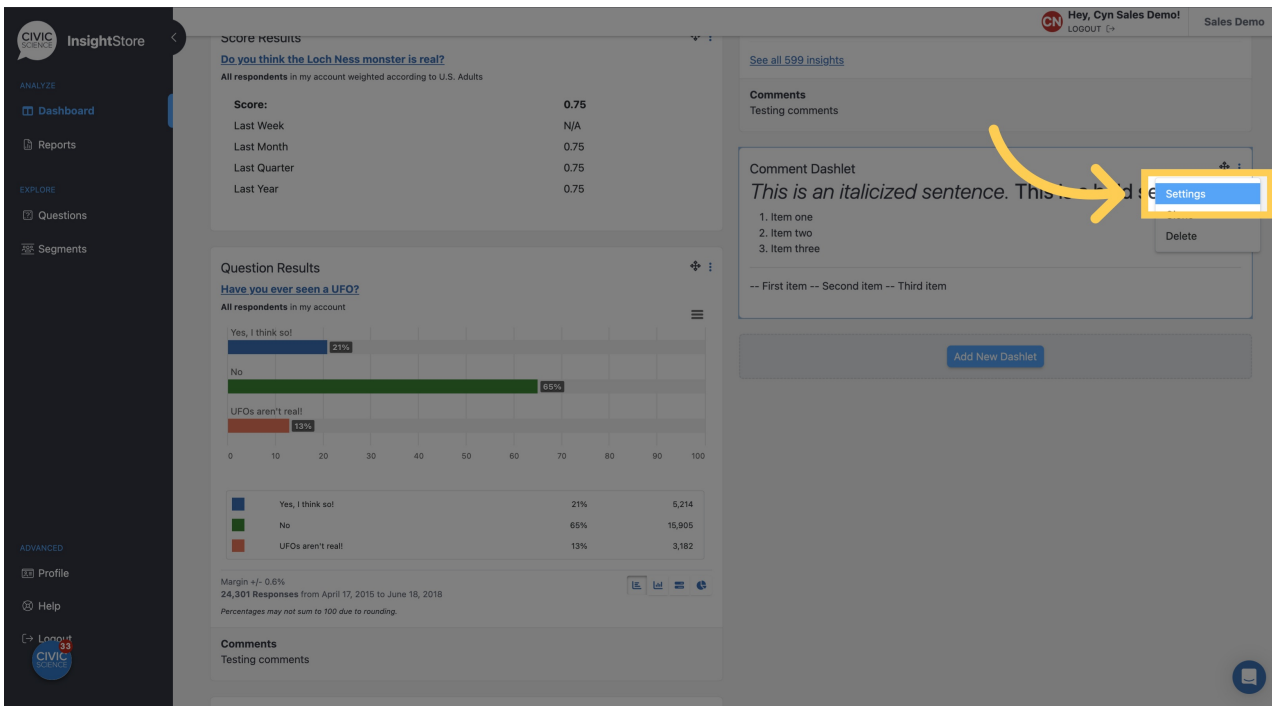
9. Click *Add to Dashboard* and view your new dashlet.



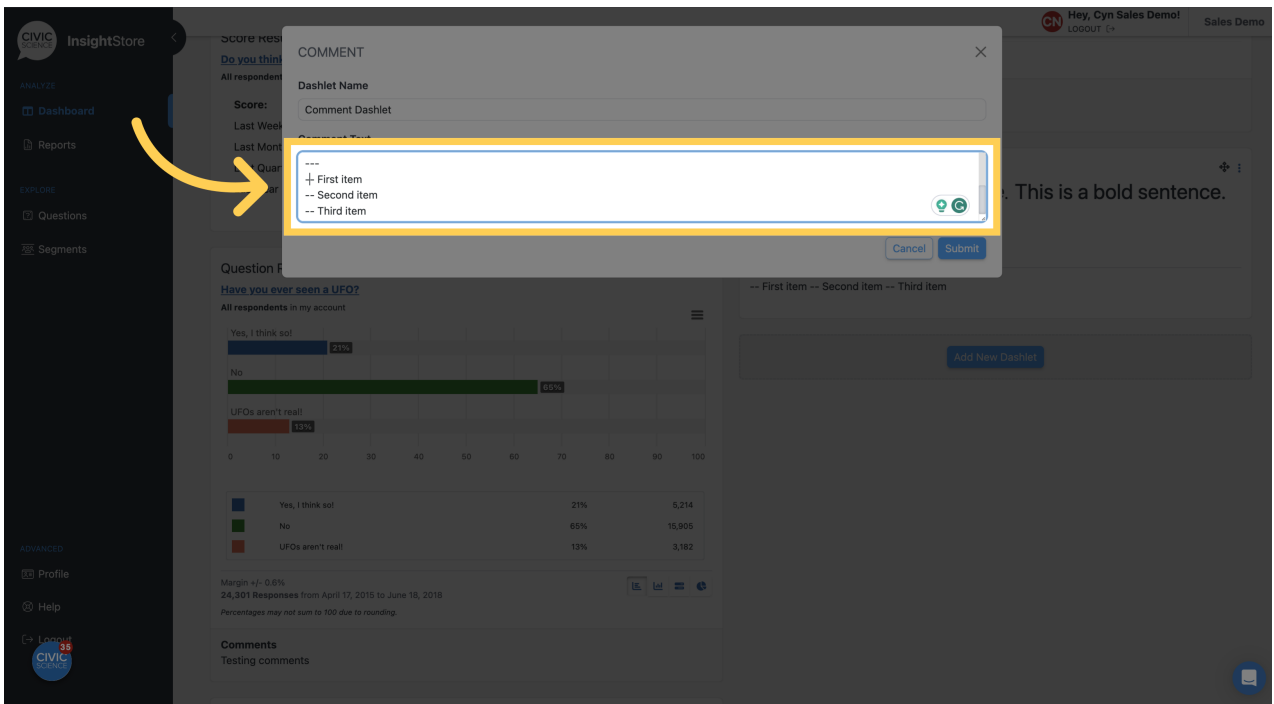
10. Click the kebab menu to edit the dashlet.



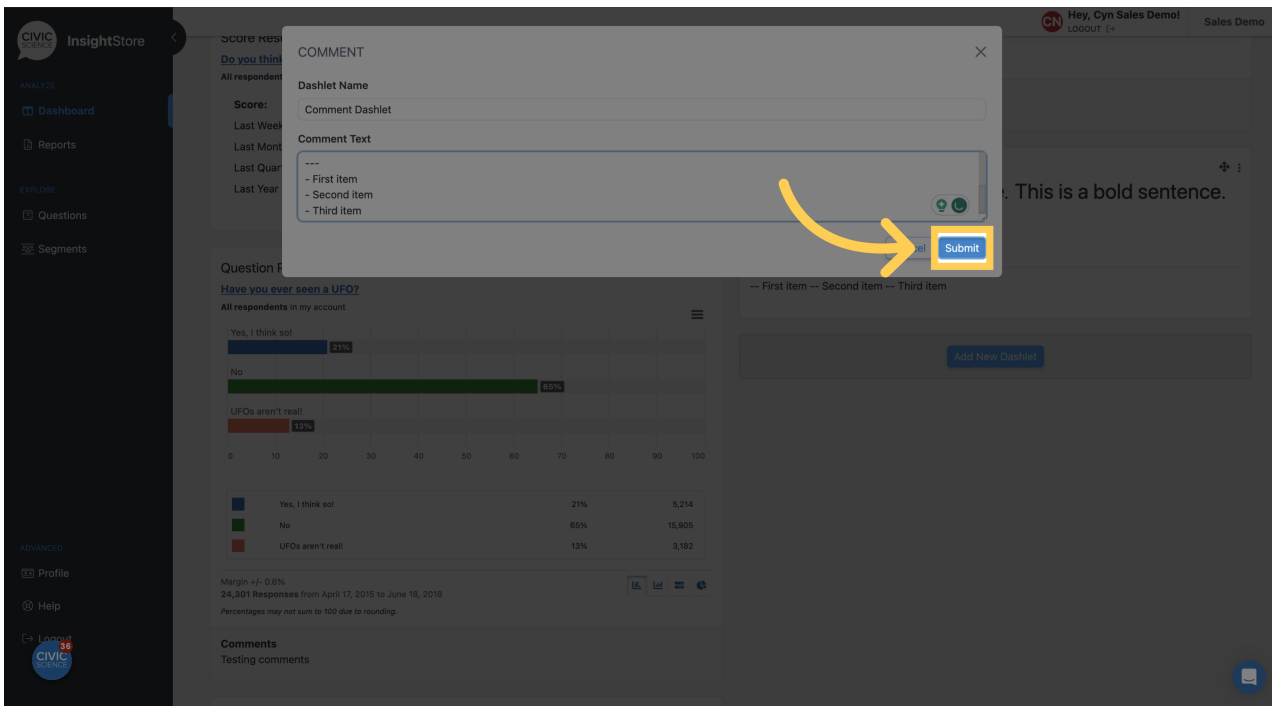
11. Click *Settings*.



## 12. Make any desired changes.



## 13. Click *Submit* to save the changes, then view your revised dashlet.



14. To move the dashlet, click on the move cursor symbol. Drag the dashlet to its new location.

