

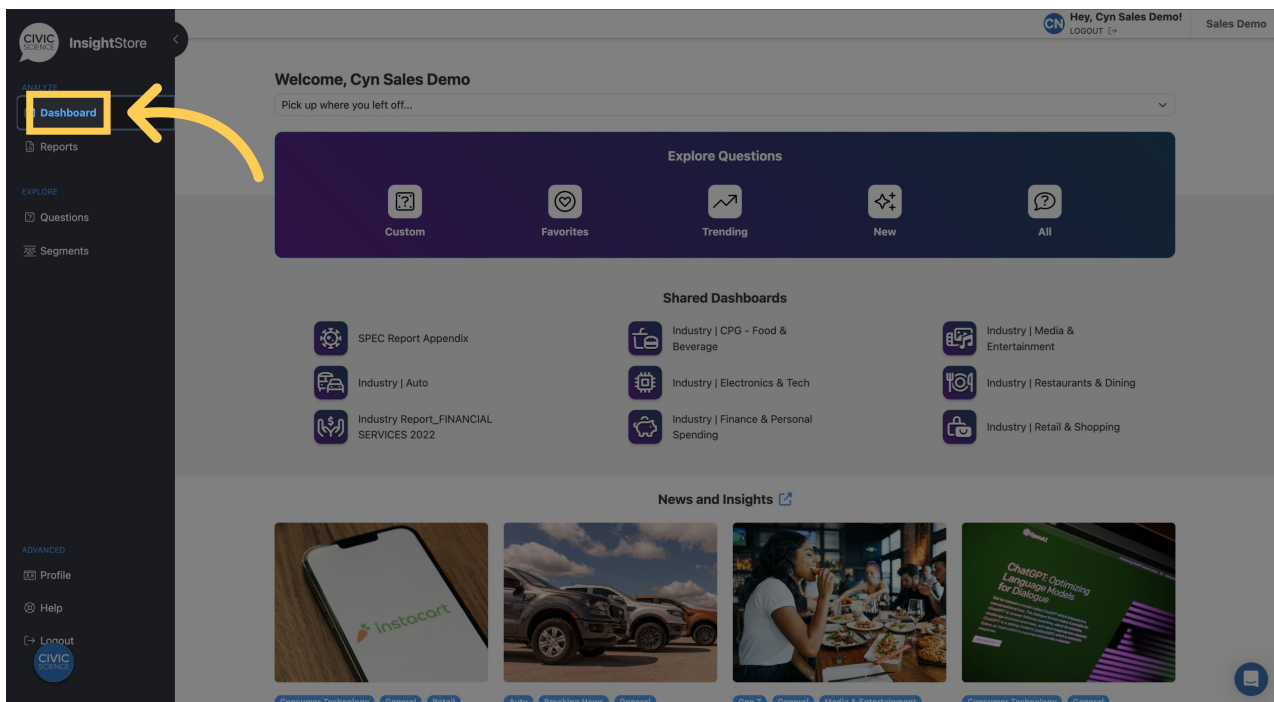
# Video: adding an insights dashlet

01/02/2025 1:53 pm EST

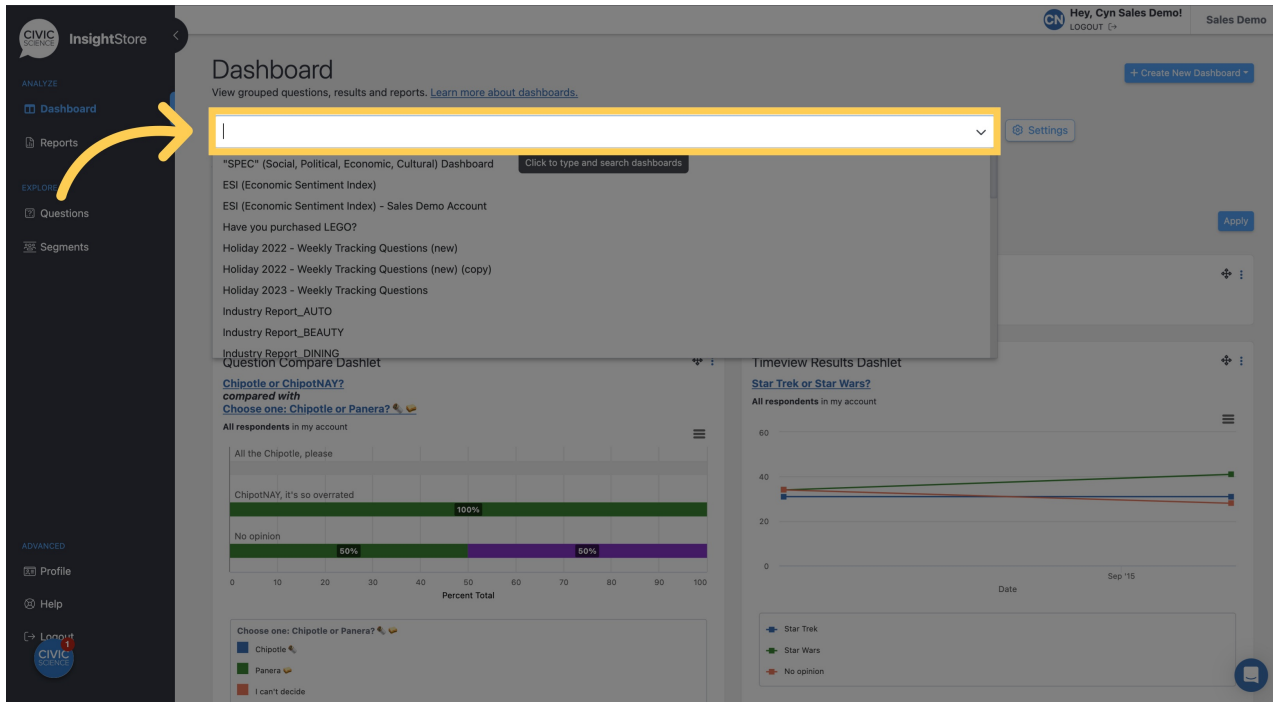
This guide will teach you how to add, move, and edit an insights dashlet to a dashboard.

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

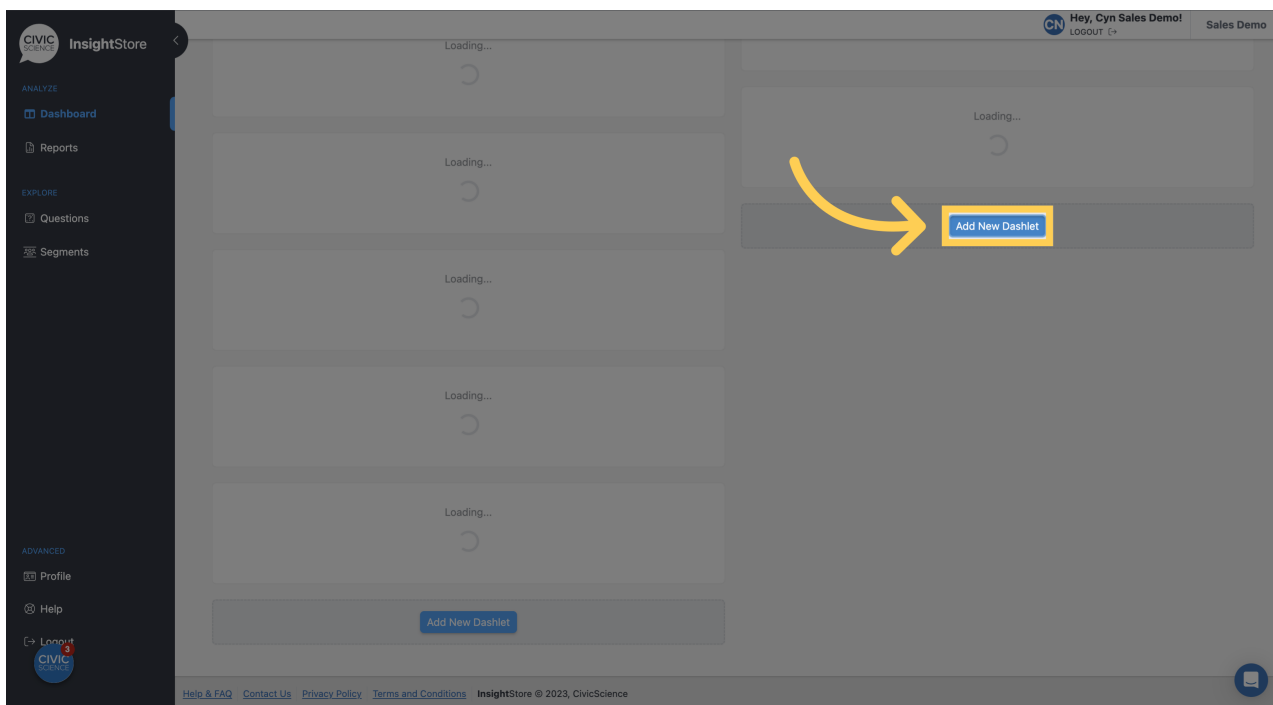
2. From the landing page, click *Dashboard* in the left navigation pane.



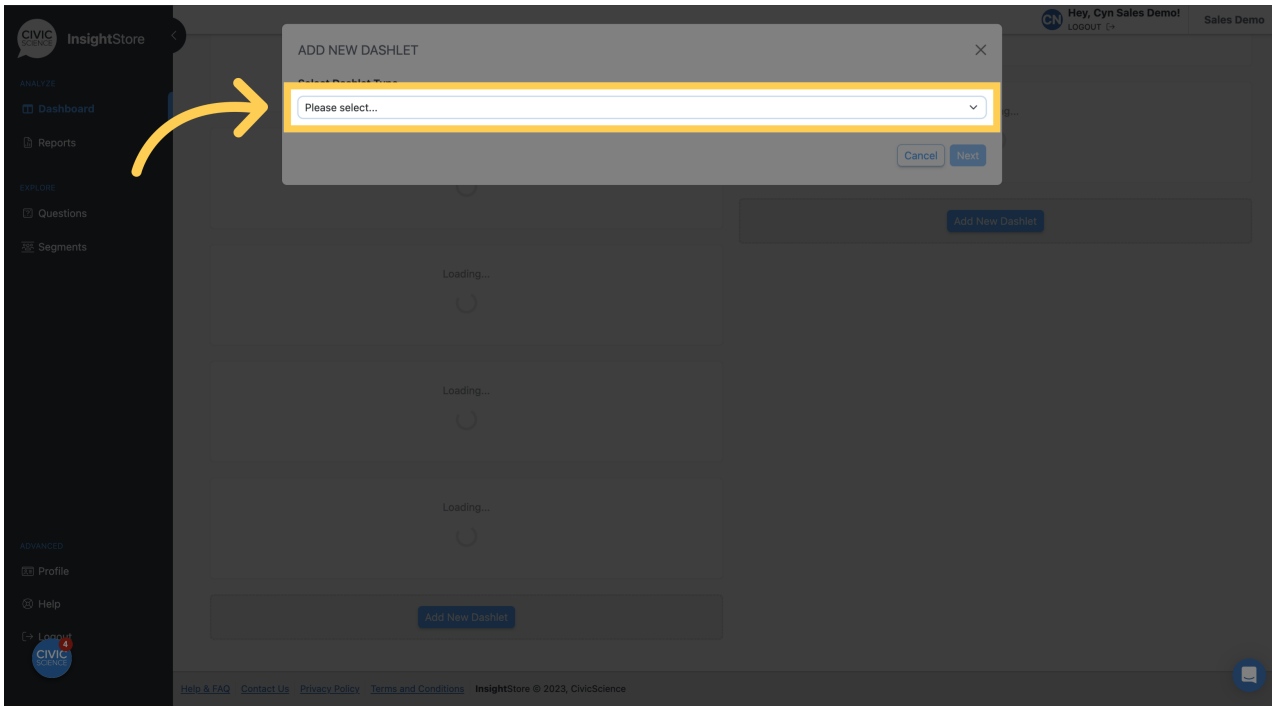
### 3. Select your dashboard from the dropdown menu.



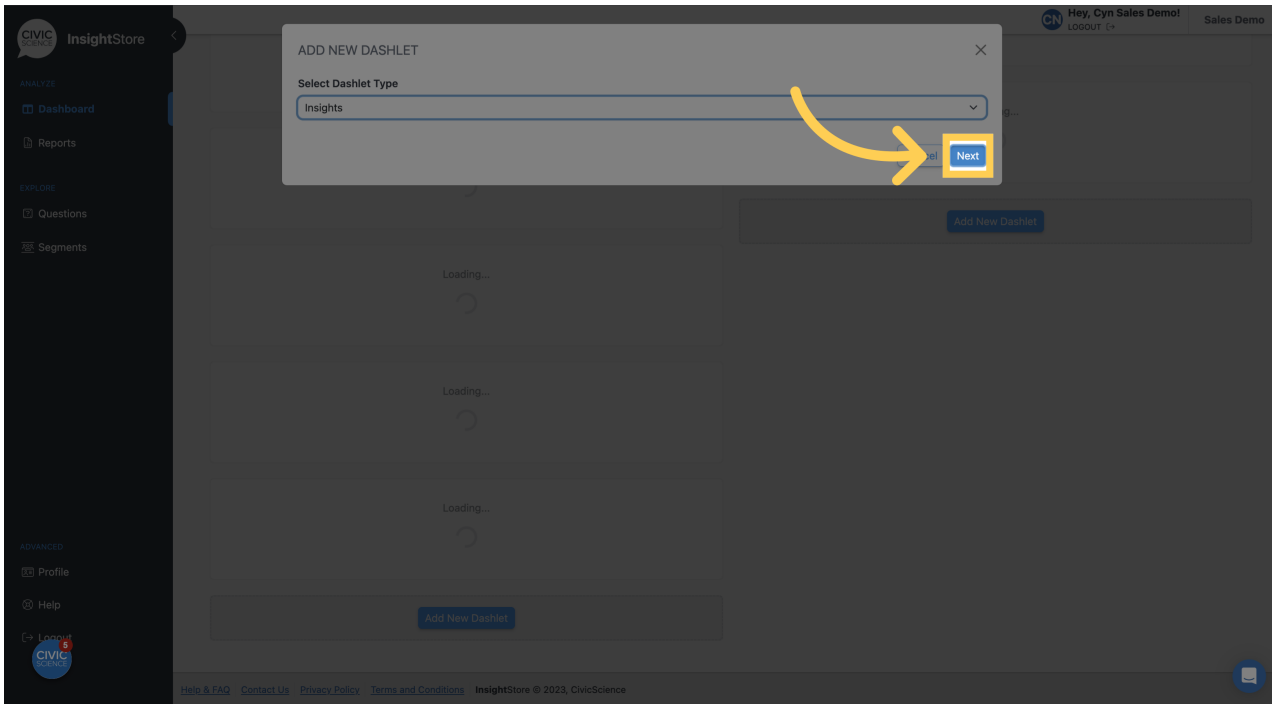
### 4. Navigate to the bottom of the dashboard and click *Add New Dashlet*.



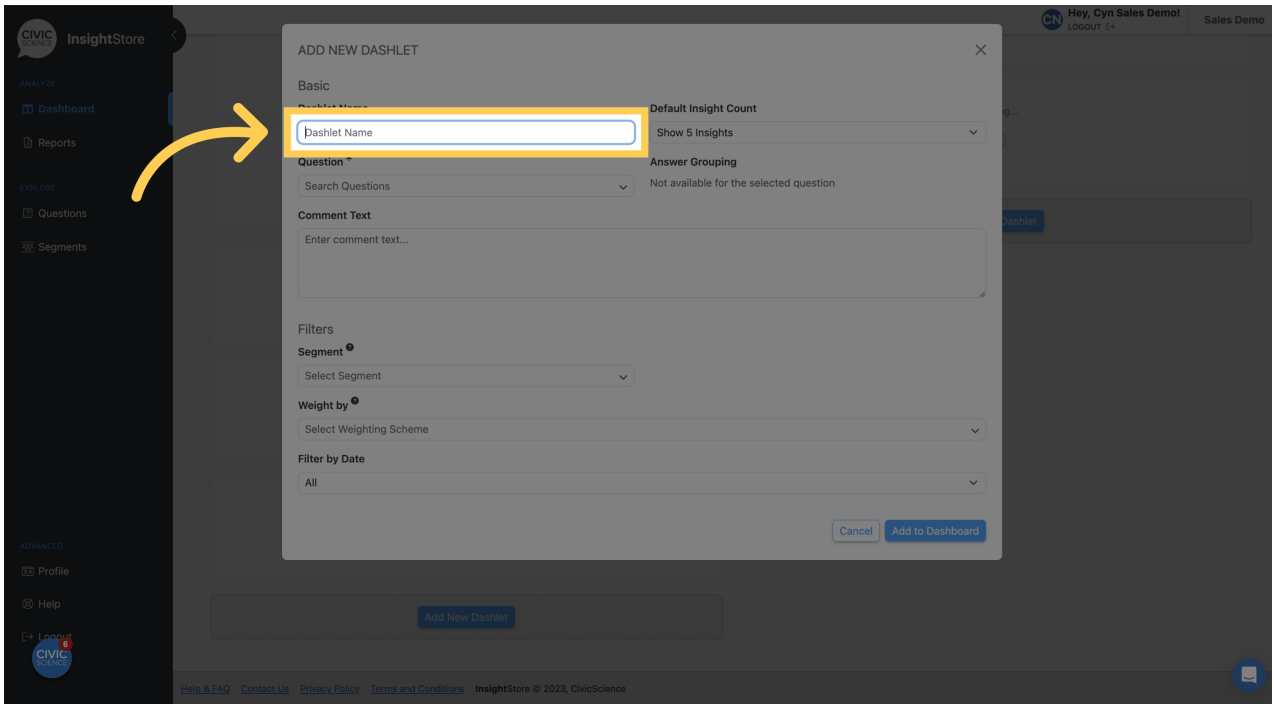
### 5. Choose *Insights* from the dropdown list.



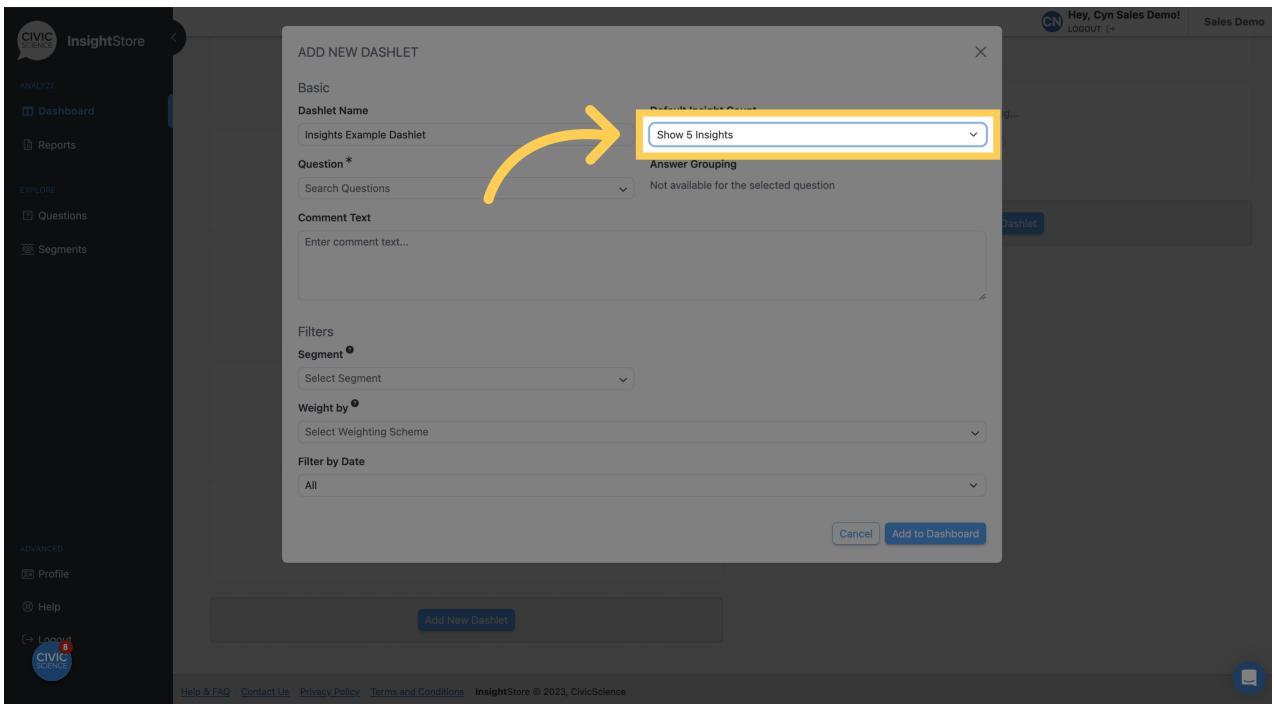
## 6. Click Next.



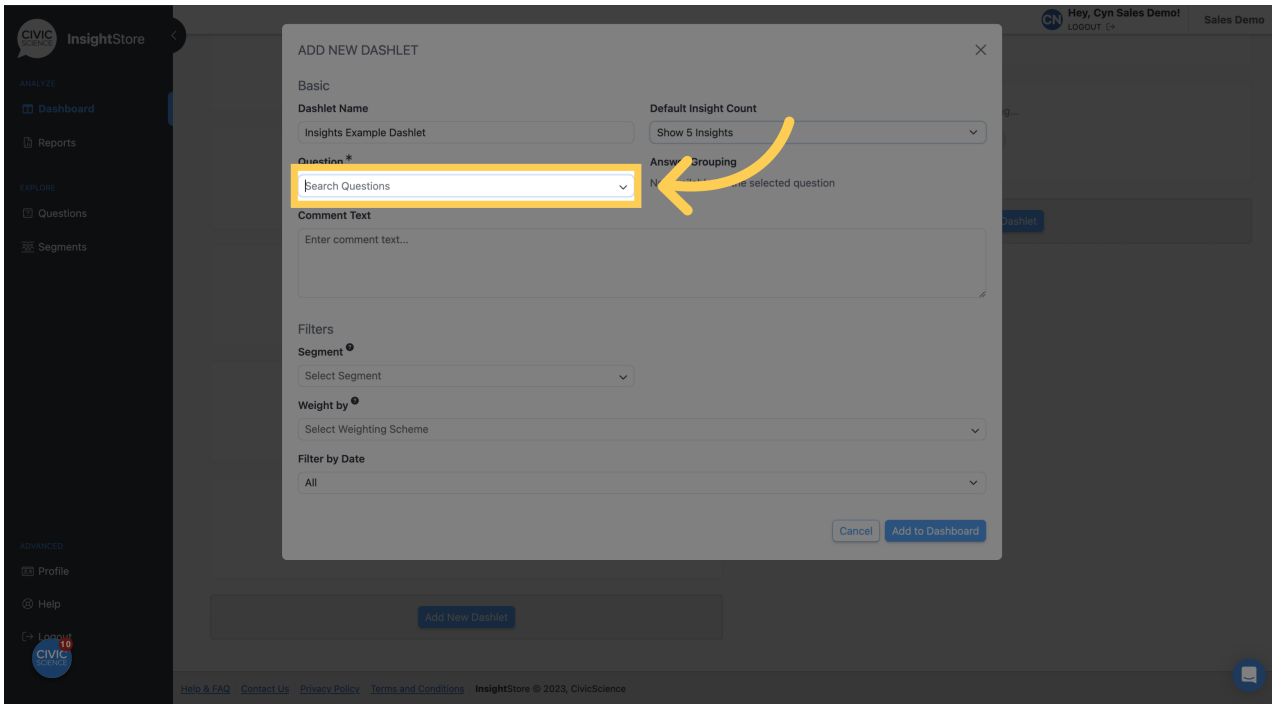
## 7. Give your dashlet a descriptive name.



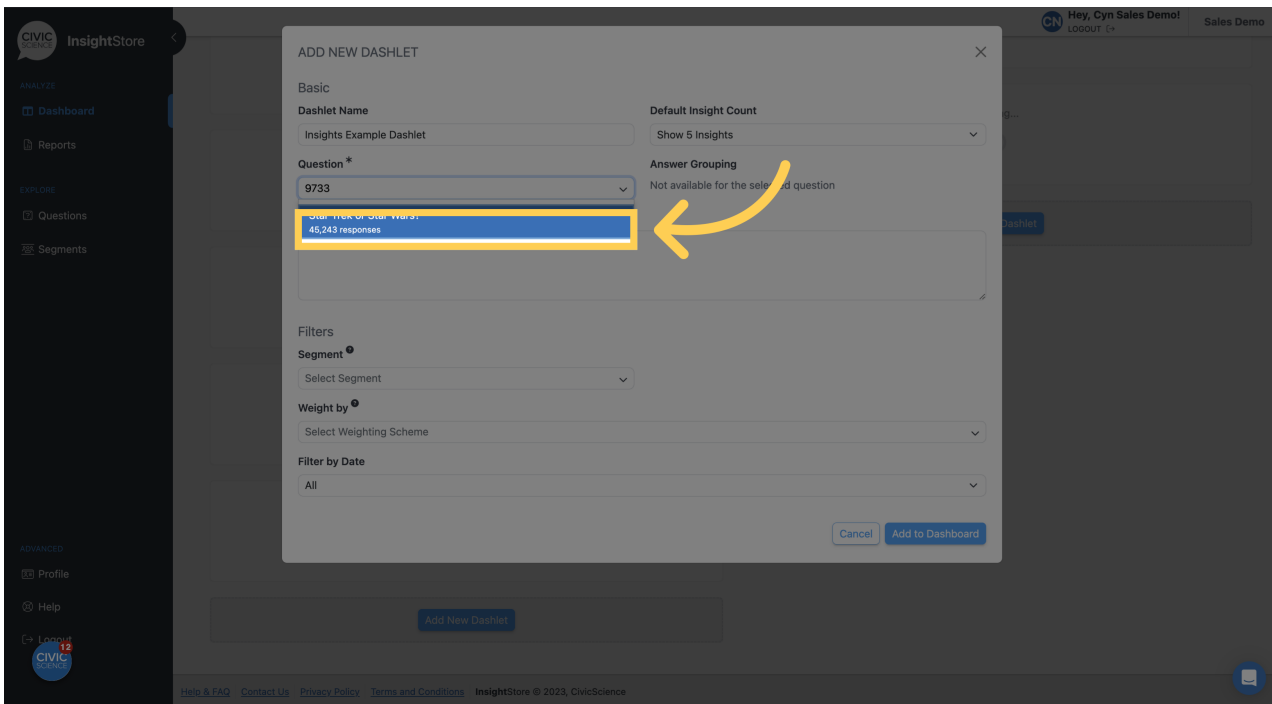
8. Select the number of insights to display.



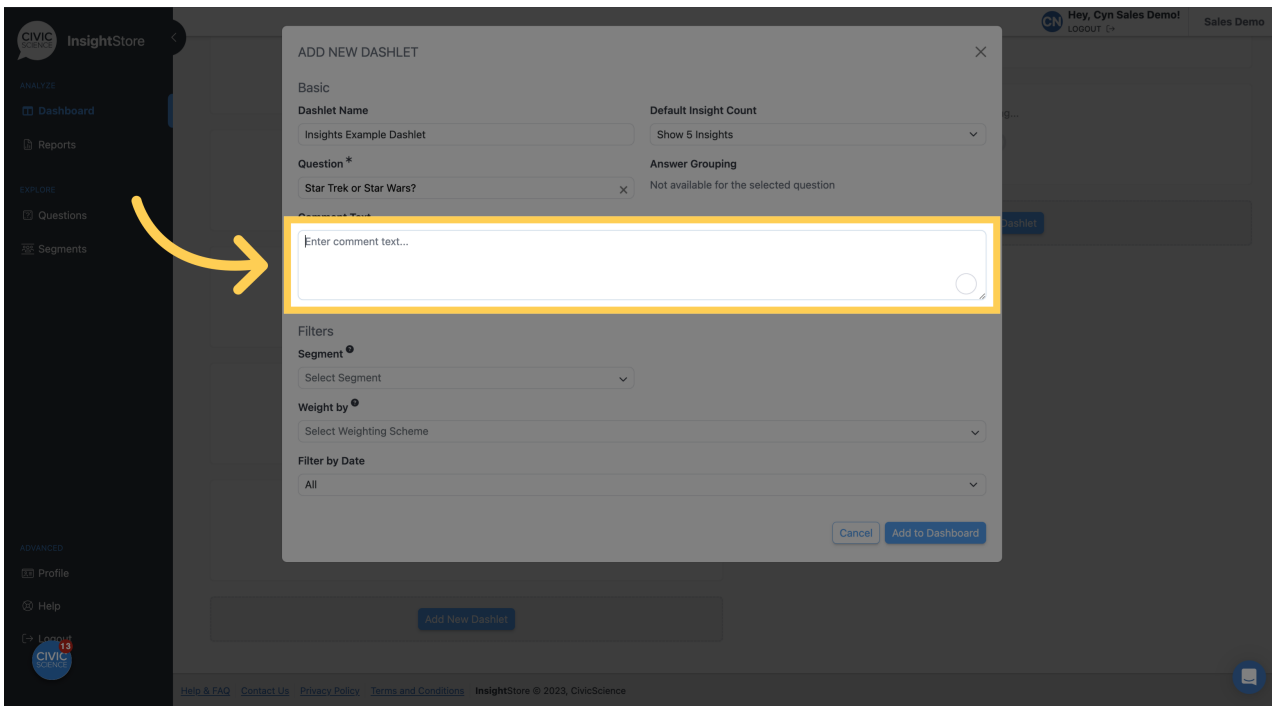
9. Enter a question ID or search criteria.



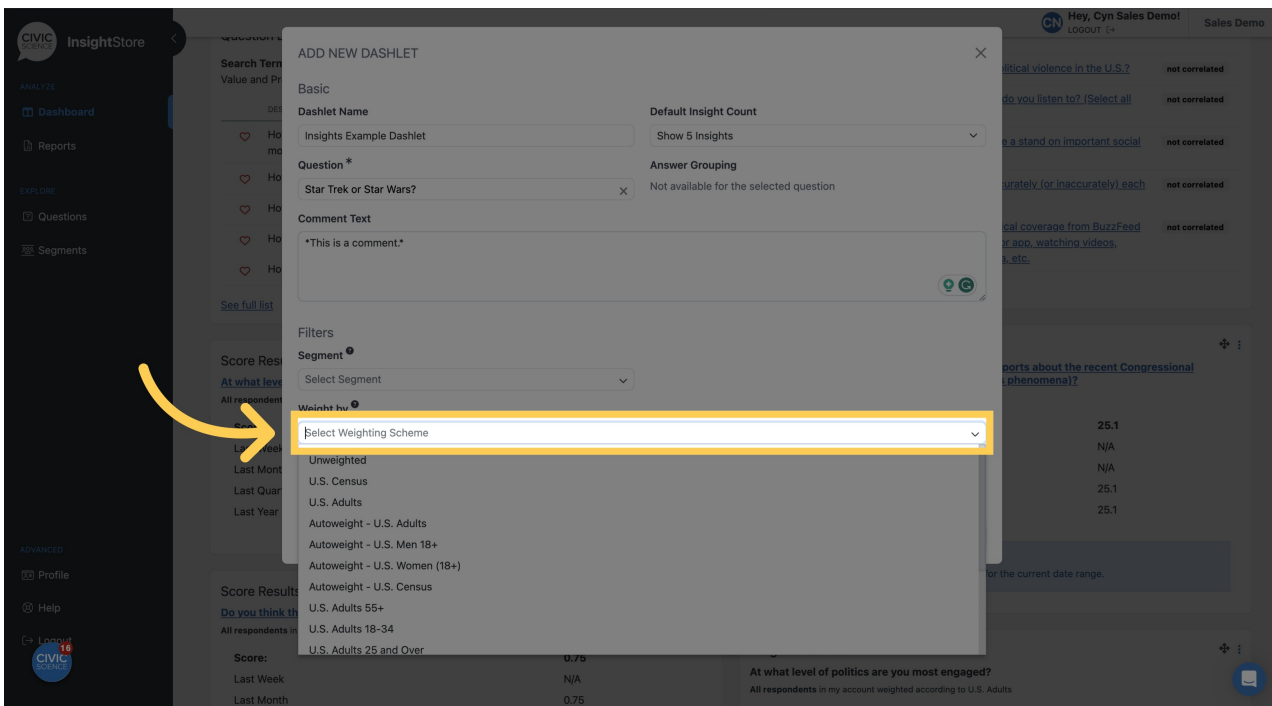
10. Choose your question from the search results list.



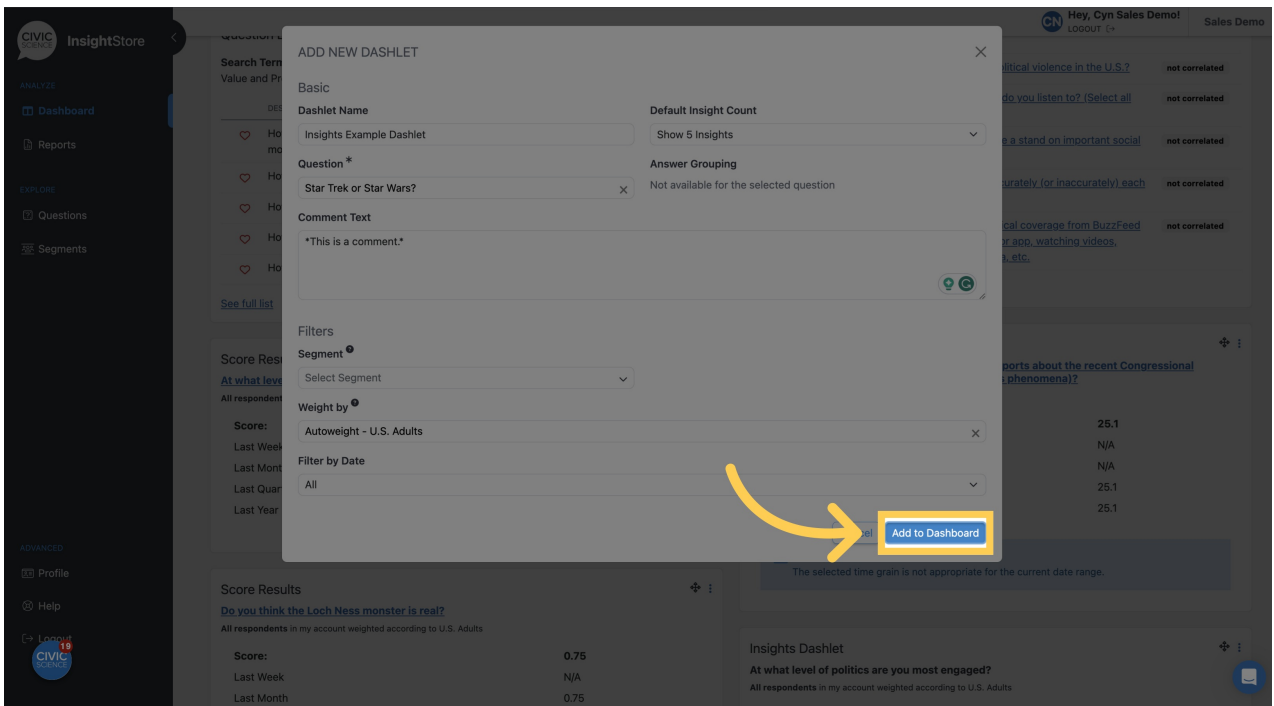
11. Enter any comment text. You may format it with basic markdown.



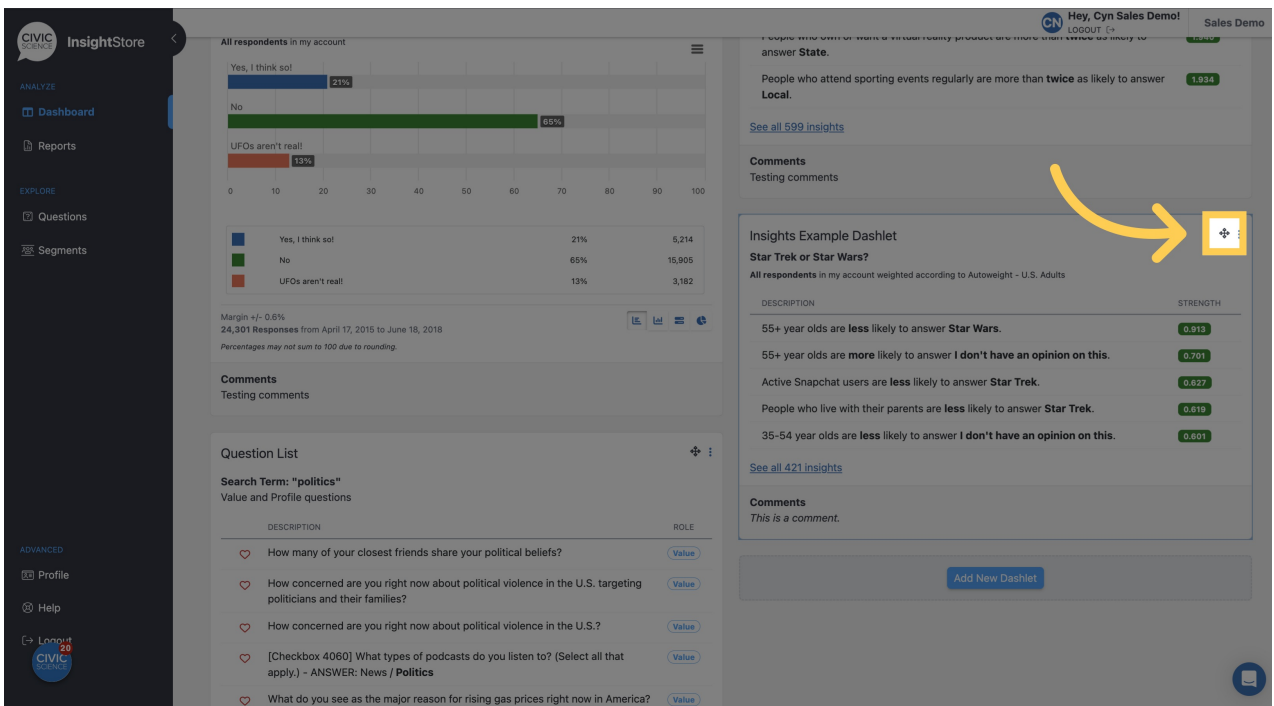
12. Select a weighting scheme. If you do not apply one, the data will be unweighted.



13. Click *Add to Dashboard* and see your new dashlet.



14. To move the dashlet, click on the move cursor symbol and drag the dashlet to its desired position.



15. To edit the dashlet, click the kebab menu.

InsightStore

ANALYZE

- Dashboard
- Reports

EXPLORE

- Questions
- Segments

ADVANCED

- Profile
- Help
- Logout

Hey, Cyn Sales Demo! LOGOUT

Sales Demo

All respondents in my account

Yes, I think so! 21%

No 65%

UFOs aren't real! 13%

Category	Percentage	Count
Yes, I think so!	21%	5,214
No	65%	15,905
UFOs aren't real!	13%	3,182

Margin +/- 0.6%

24,301 Responses from April 17, 2015 to June 18, 2018

Percentages may not sum to 100 due to rounding.

Comments

Testing comments

Question List

Search Term: "politics"

Value and Profile questions

DESCRIPTION	ROLE
How many of your closest friends share your political beliefs?	Value
How concerned are you right now about political violence in the U.S. targeting politicians and their families?	Value
How concerned are you right now about political violence in the U.S.?	Value
[Checkbox 4060] What types of podcasts do you listen to? (Select all that apply.) - ANSWER: News / Politics	Value
What do you see as the major reason for rising gas prices right now in America?	Value

Insights Example Dashlet

Star Trek or Star Wars?

All respondents in my account weighted according to Autoweight - U.S. Adults

DESCRIPTION	STRENGTH
55+ year olds are less likely to answer Star Wars.	0.913
55+ year olds are more likely to answer I don't have an opinion on this.	0.701
Active Snapchat users are less likely to answer Star Trek.	0.827
People who live with their parents are less likely to answer Star Trek.	0.619
35-54 year olds are less likely to answer I don't have an opinion on this.	0.601

See all 421 insights

Comments

This is a comment.

Add New Dashlet

## 16. Click Settings.

InsightStore

ANALYZE

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Hey, Cyn Sales Demo! LOGOUT

Sales Demo

Score Results

Do you think the Loch Ness monster is real?

All respondents in my account weighted according to U.S. Adults

Score:	Value
Last Week	N/A
Last Month	0.75
Last Quarter	0.75
Last Year	0.75

Insights Example Dashlet

Star Trek or Star Wars?

All respondents in my account weighted according to Autoweight - U.S. Adults

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Comments

This is a comment.

Question Results

Have you ever seen a UFO?

All respondents in my account

No Timeview Results

The selected time grain is not appropriate for the current date range.

Insights Dashlet

At what level of politics are you most engaged?

All respondents in my account weighted according to U.S. Adults

DESCRIPTION	STRENGTH
People who own or want an augmented reality product are more than 3x as likely to answer State.	2.978
Regular upscale restaurant diners are more than 3x as likely to answer State.	2.428
People who own or want an augmented reality product are more than twice as likely to answer Local.	1.993
People who own or want a virtual reality product are more than twice as likely to answer State.	1.940
People who attend sporting events regularly are more than twice as likely to answer Local.	1.934

See all 599 insights

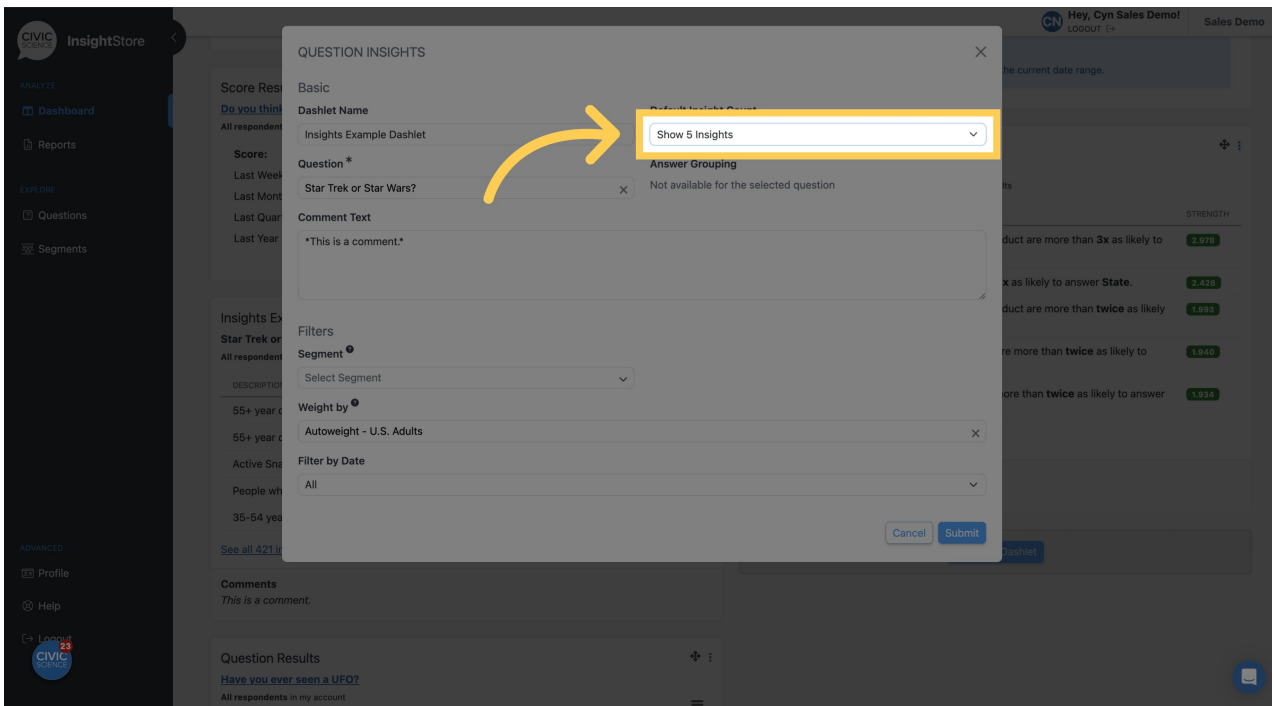
Comments

Testing comments

Add New Dashlet

## 17. Make your changes.





18. Click **Submit** to save your changes.

