

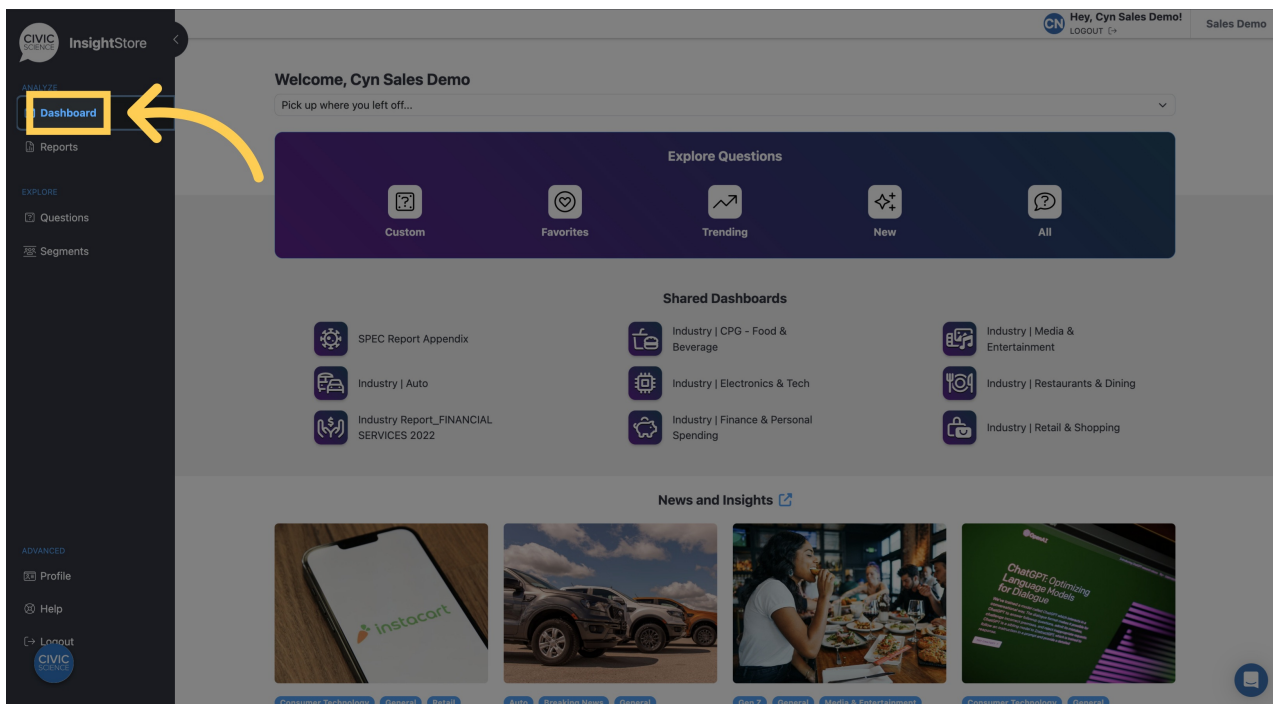
Video: adding an insights dashlet

01/31/2024 1:28 pm EST

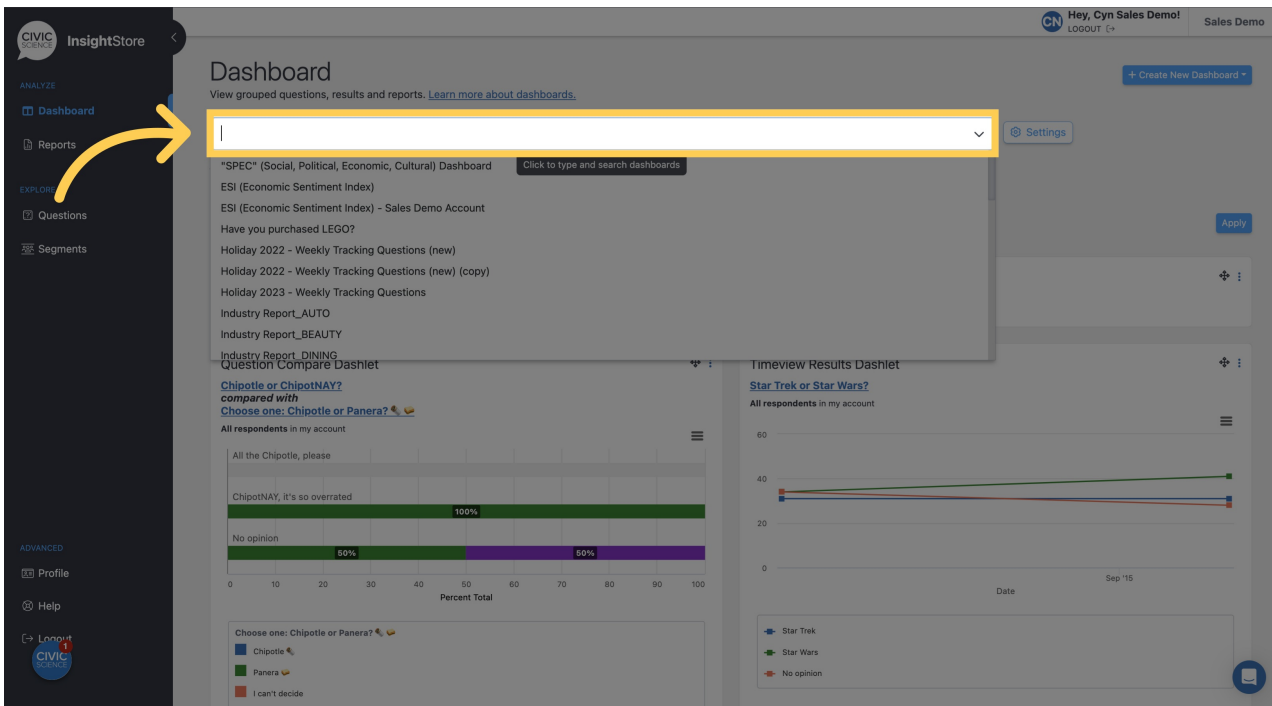
This guide will teach you how to add, move, and edit an insights dashlet to a dashboard.

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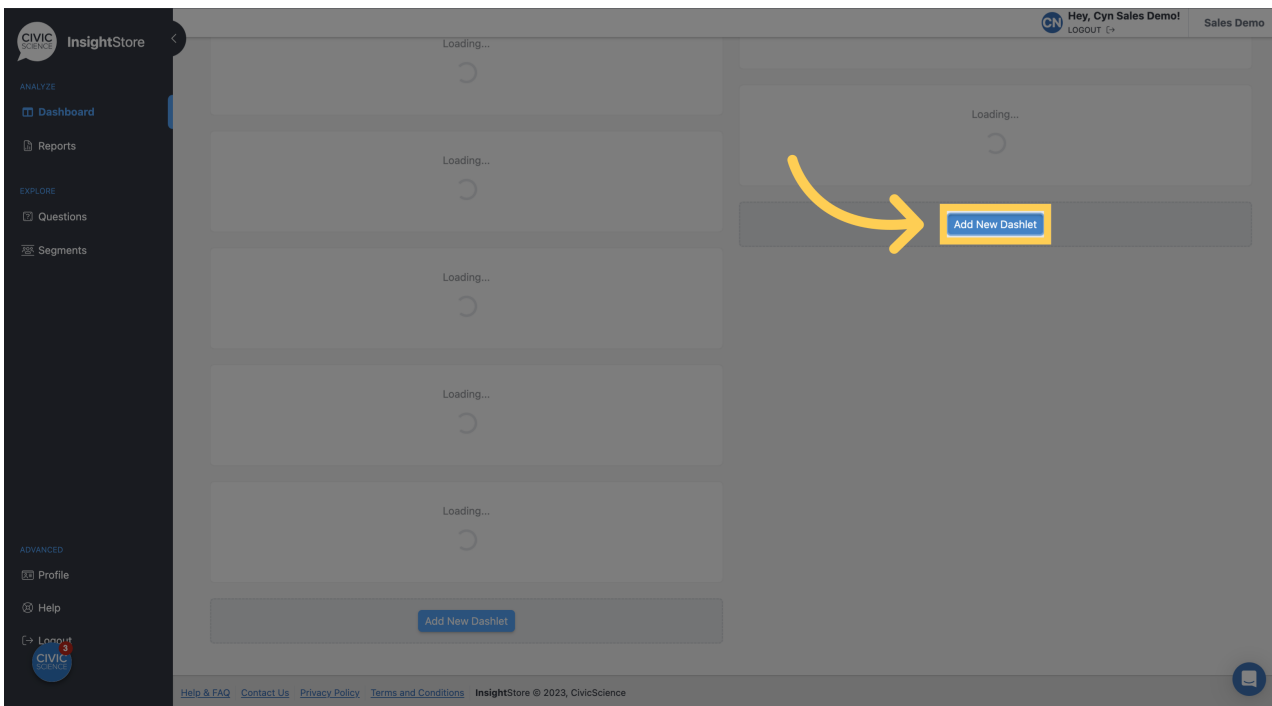
1. Go to insightstore.civicscience.com.
2. From the landing page, click *Dashboard* in the left navigation pane.



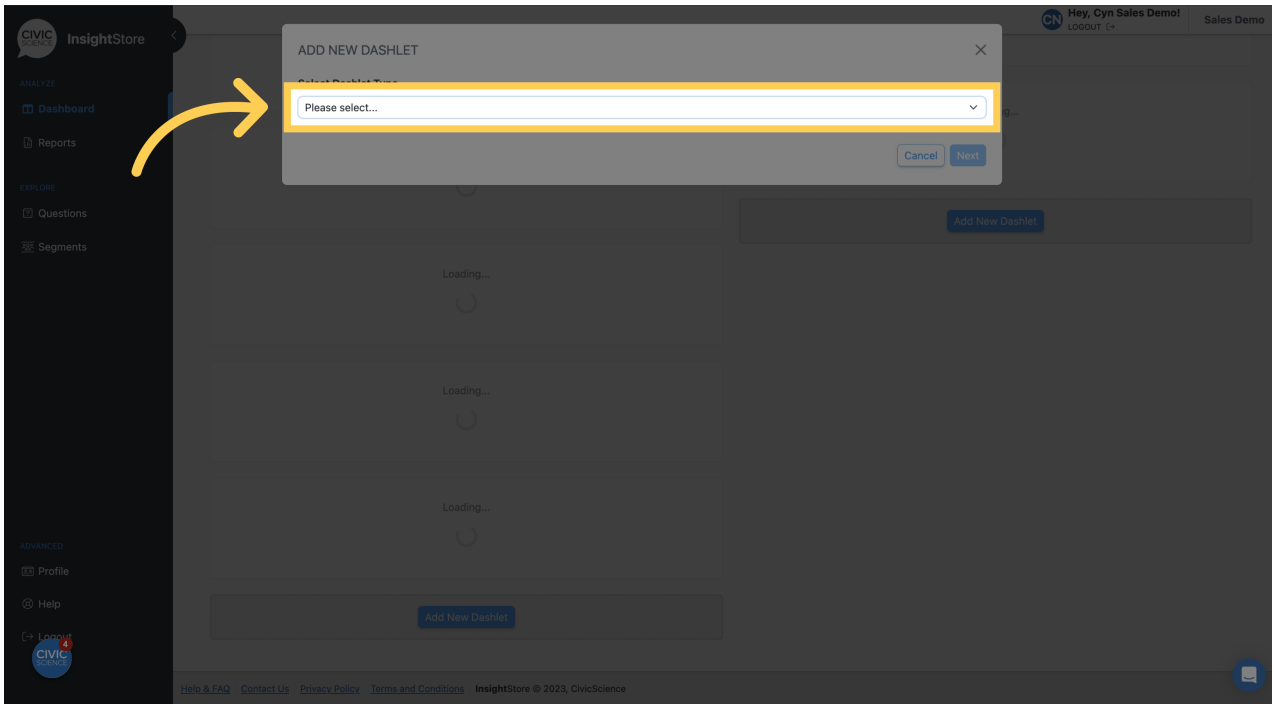
3. Select your dashboard from the dropdown menu.



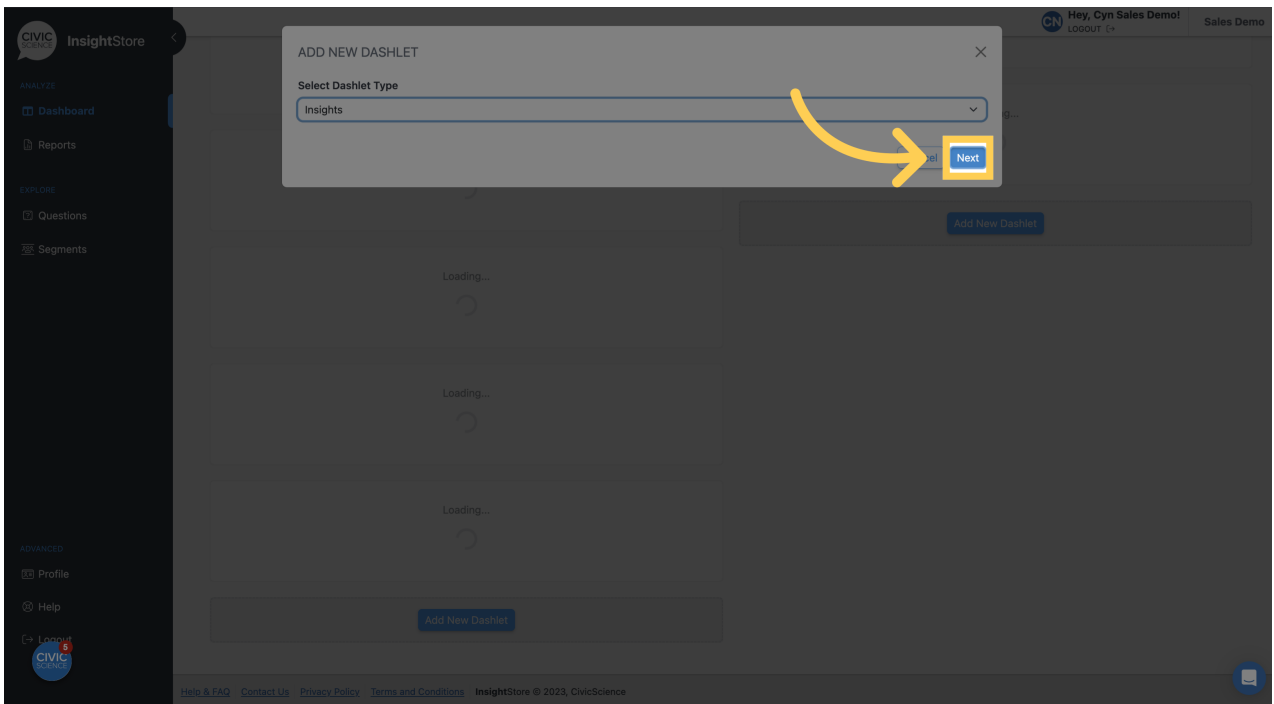
4. Navigate to the bottom of the dashboard and click **Add New Dashlet**.



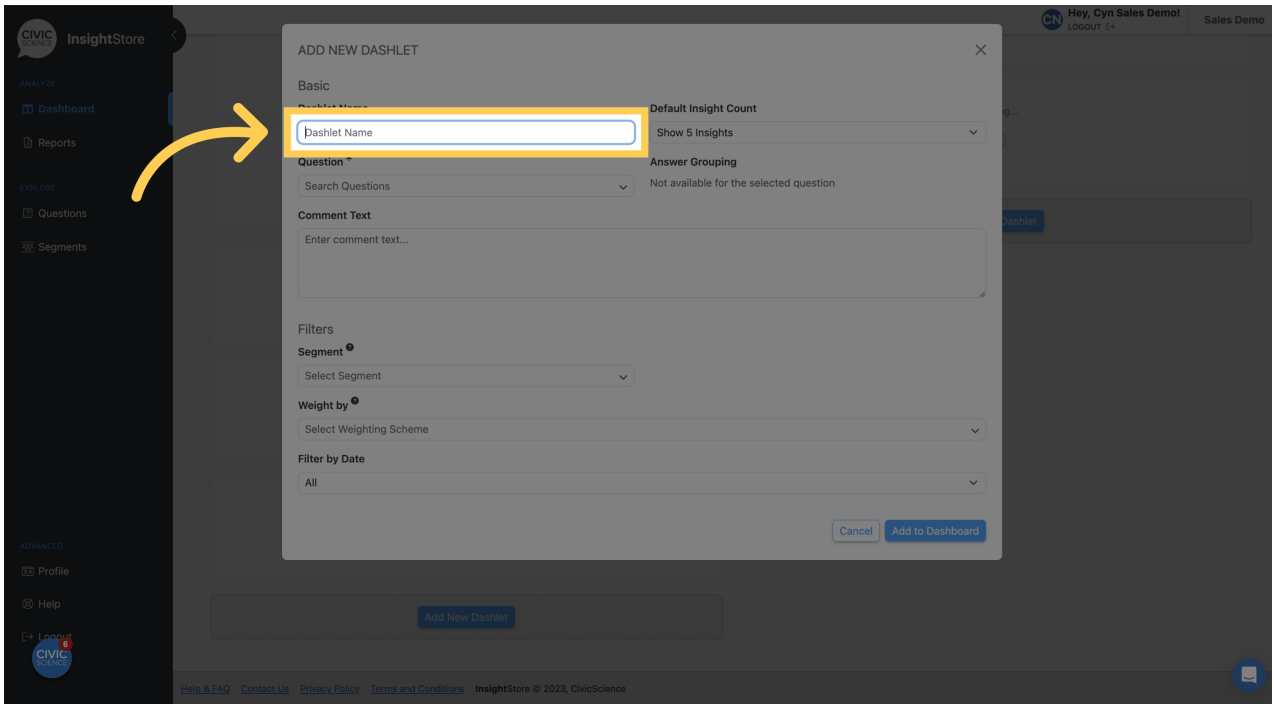
5. Choose **Insights** from the dropdown list.



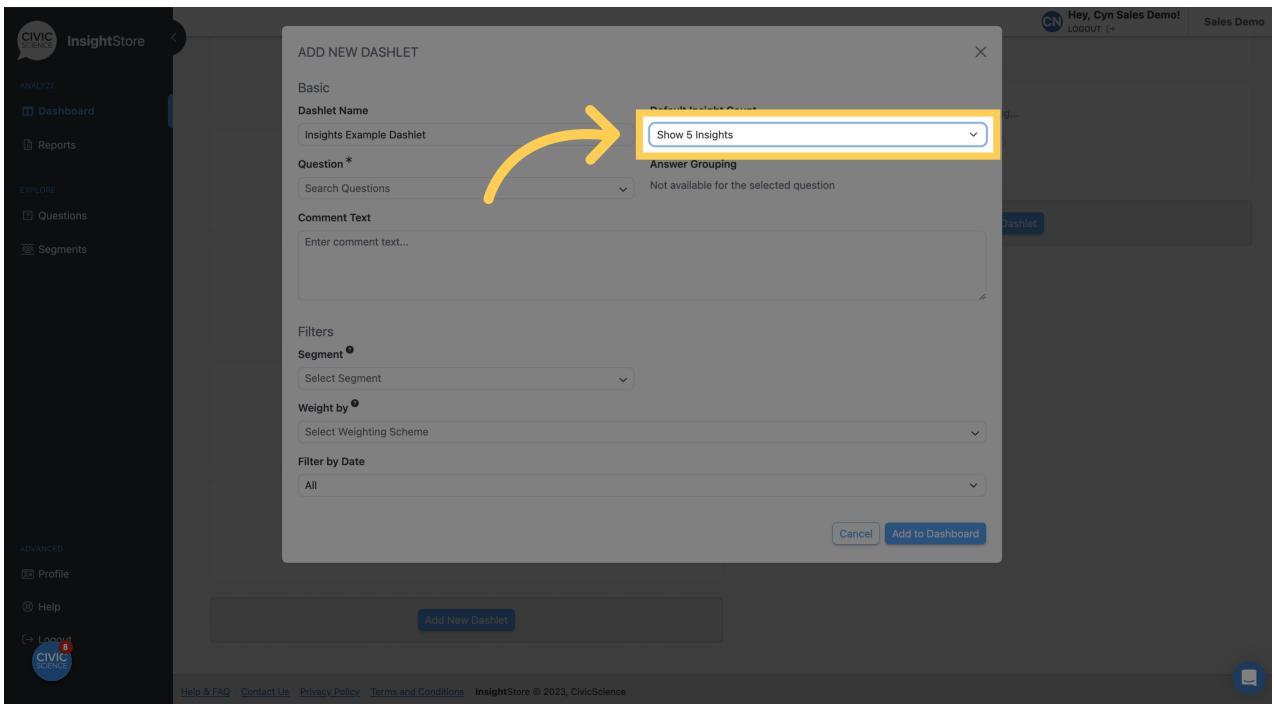
6. Click Next.



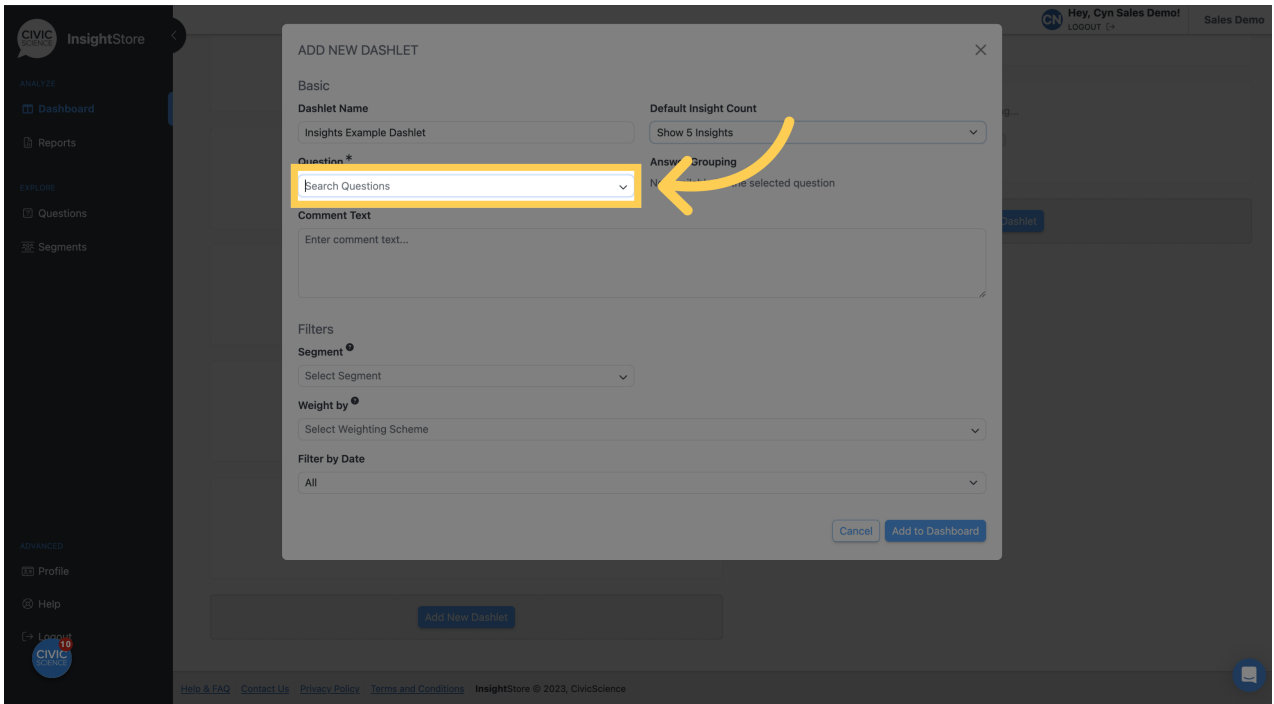
7. Give your dashlet a descriptive name.



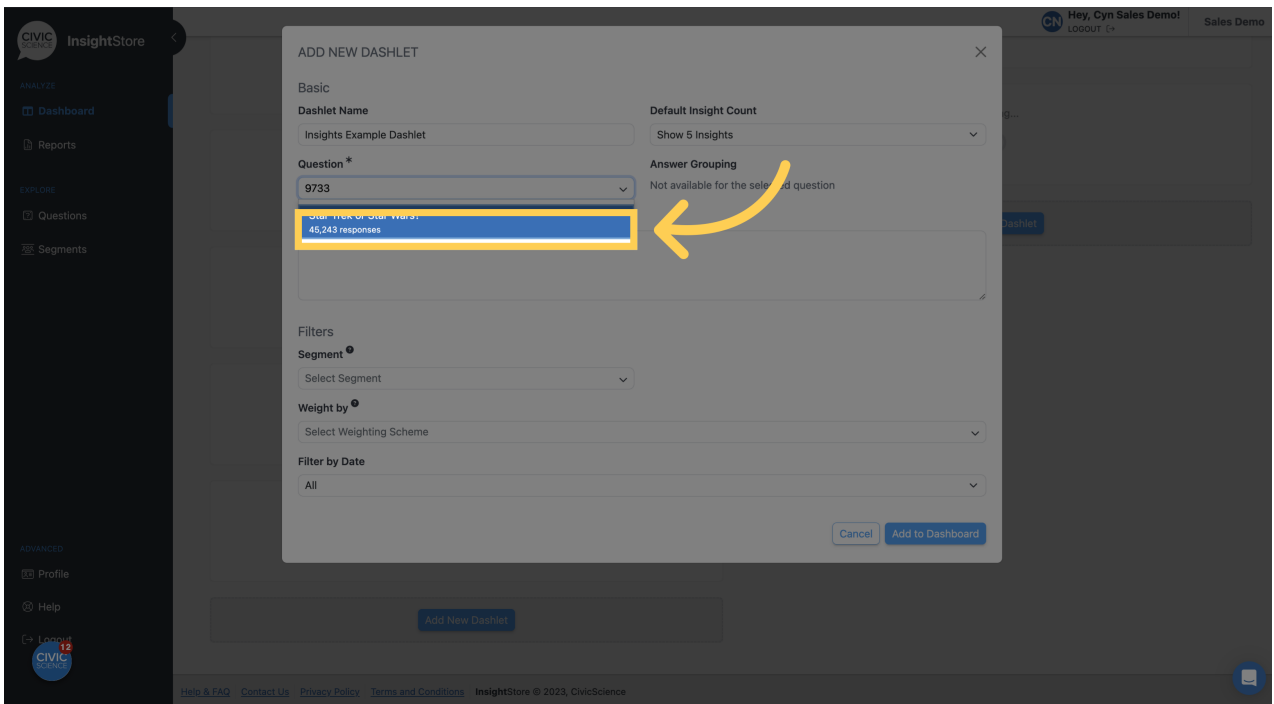
8. Select the number of insights to display.



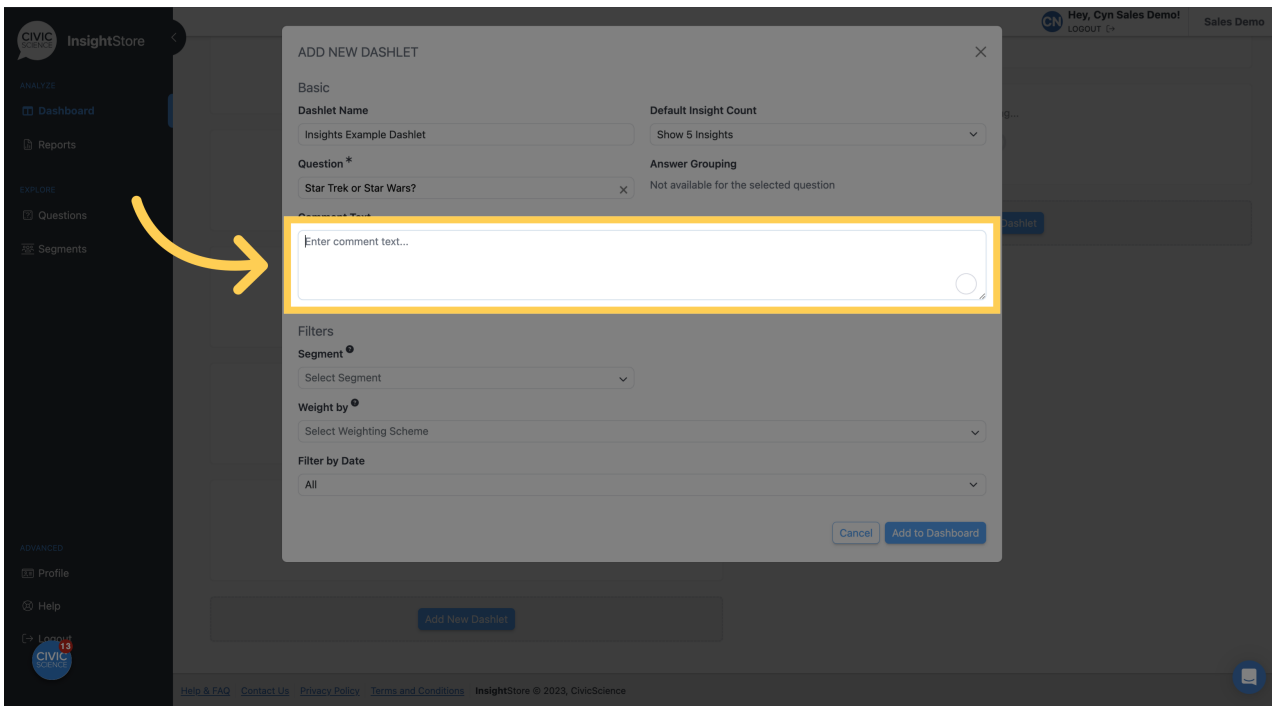
9. Enter a question ID or search criteria.



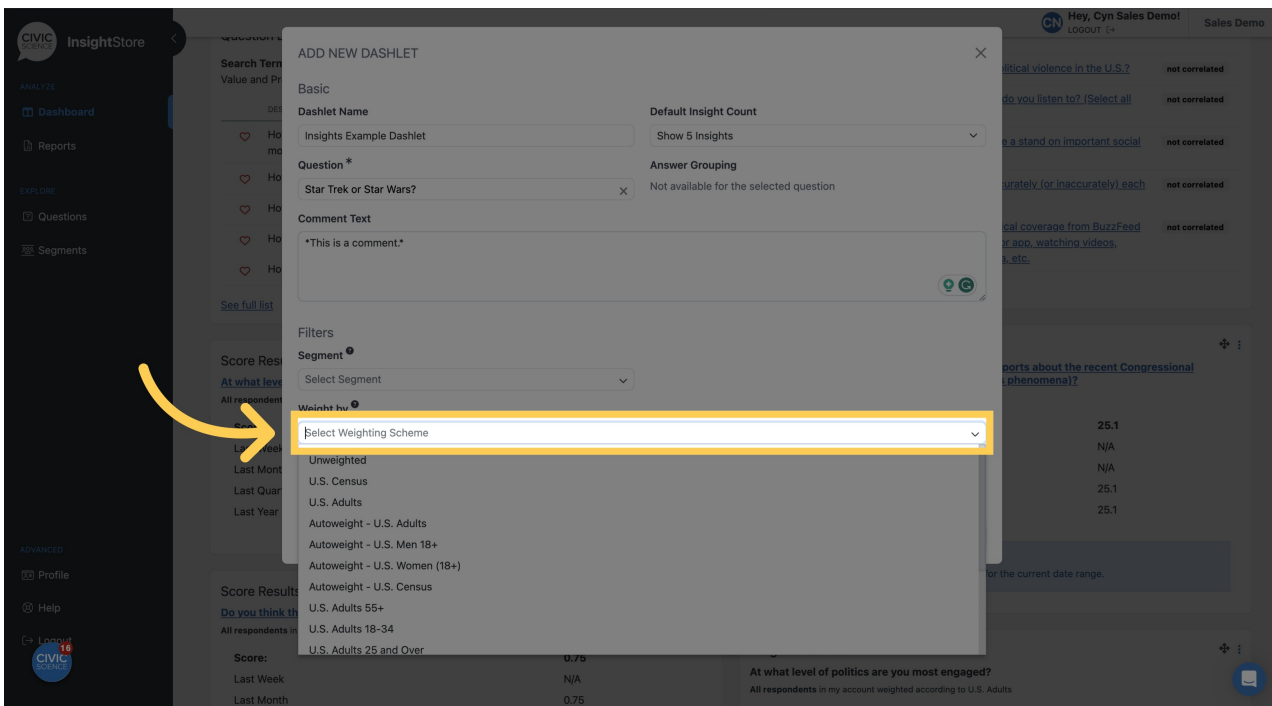
10. Choose your question from the search results list.



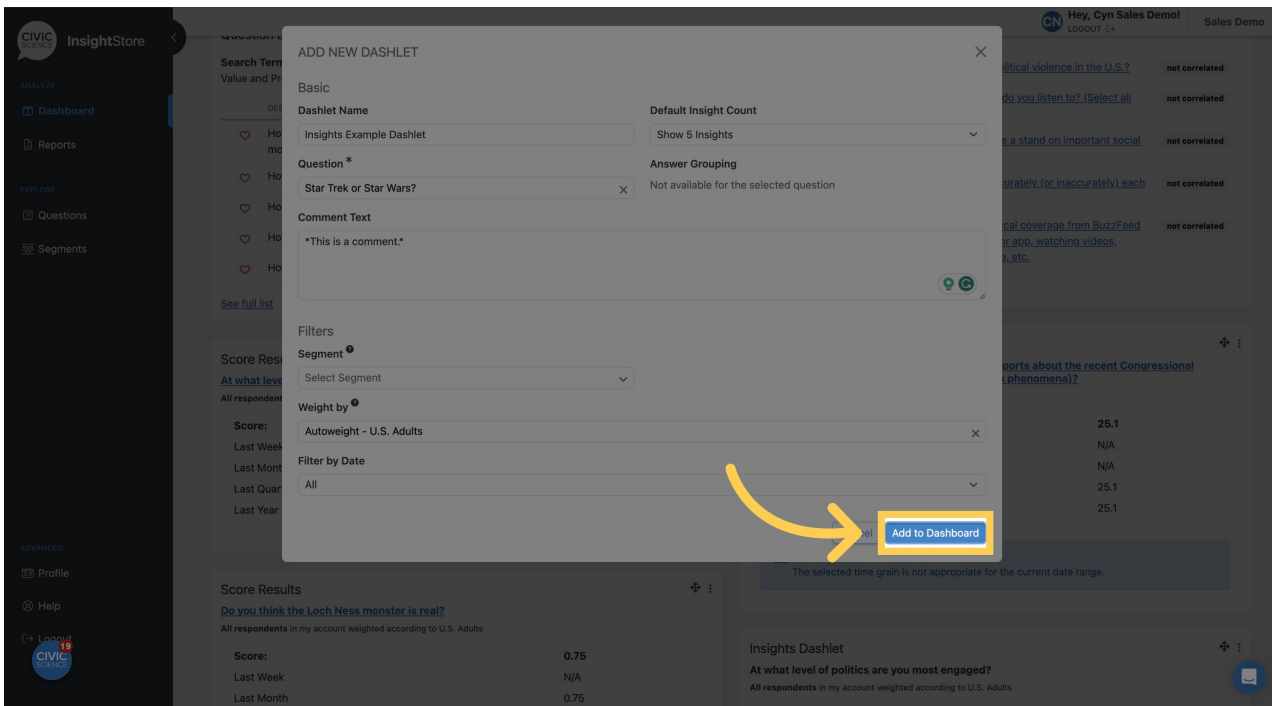
11. Enter any comment text. You may format it with **basic markdown**.



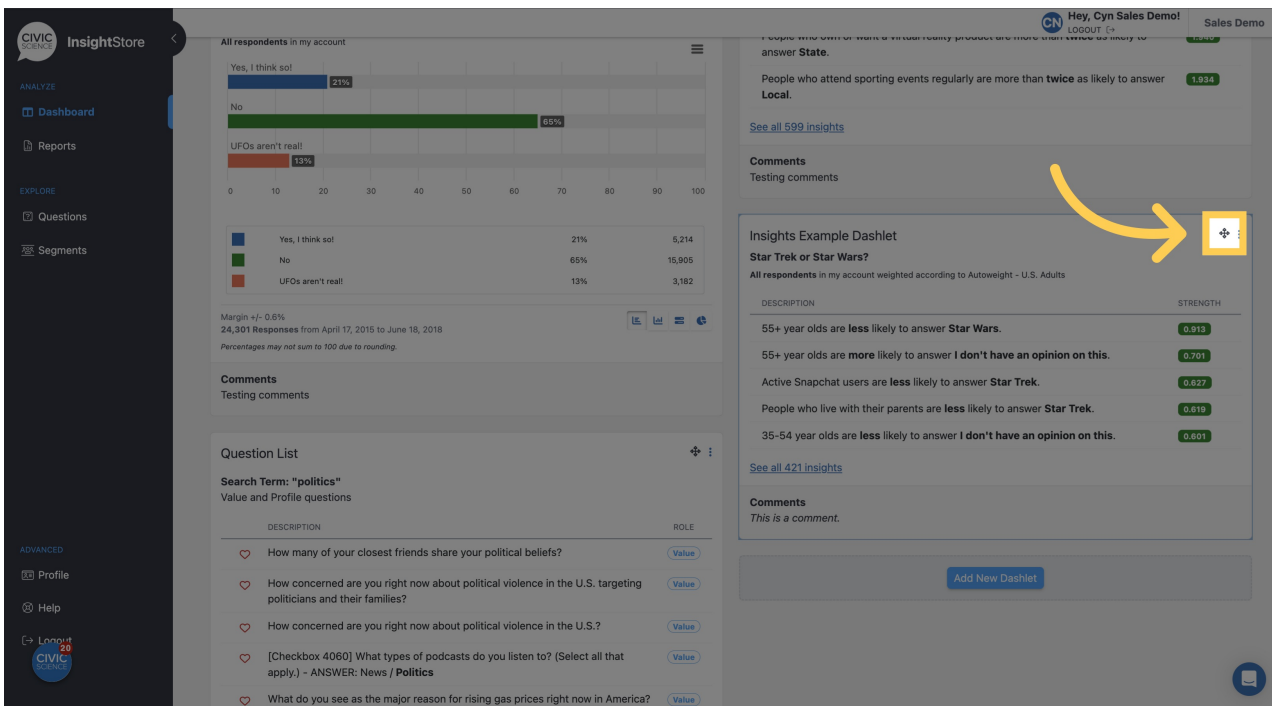
12. Select a weighting scheme. If you do not apply one, the data will be unweighted.



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.

The screenshot shows the InsightStore interface. On the left is a navigation sidebar with sections: ANALYZE (Dashboard, Reports), EXPLORE (Questions, Segments), and ADVANCED (Profile, Help, Logout). The main content area is divided into three sections:

- All respondents in my account:** A bar chart showing survey results for 'Yes, I think so!' (21%), 'No' (65%), and 'UFOs aren't real!' (13%). Below the chart is a table with columns for response type, percentage, and count.
- Comments:** A section for testing comments.
- Question List:** A table of questions with a search term 'politics' and a 'Value' column.

 On the right side, there are two insight dashlets:

- Star Trek or Star Wars?** A table of insights with columns for description and strength.
- Insights Example Dashlet:** A table of insights with columns for description and strength.

 A yellow arrow points to a settings icon (a square with a plus sign) in the top right corner of the 'Insights Example Dashlet' table.

16. Click Settings.

The screenshot shows the InsightStore interface. On the left is a navigation sidebar with sections: ANALYZE (Dashboard, Reports), EXPLORE (Questions, Segments), and ADVANCED (Profile, Help, Logout). The main content area is divided into three sections:

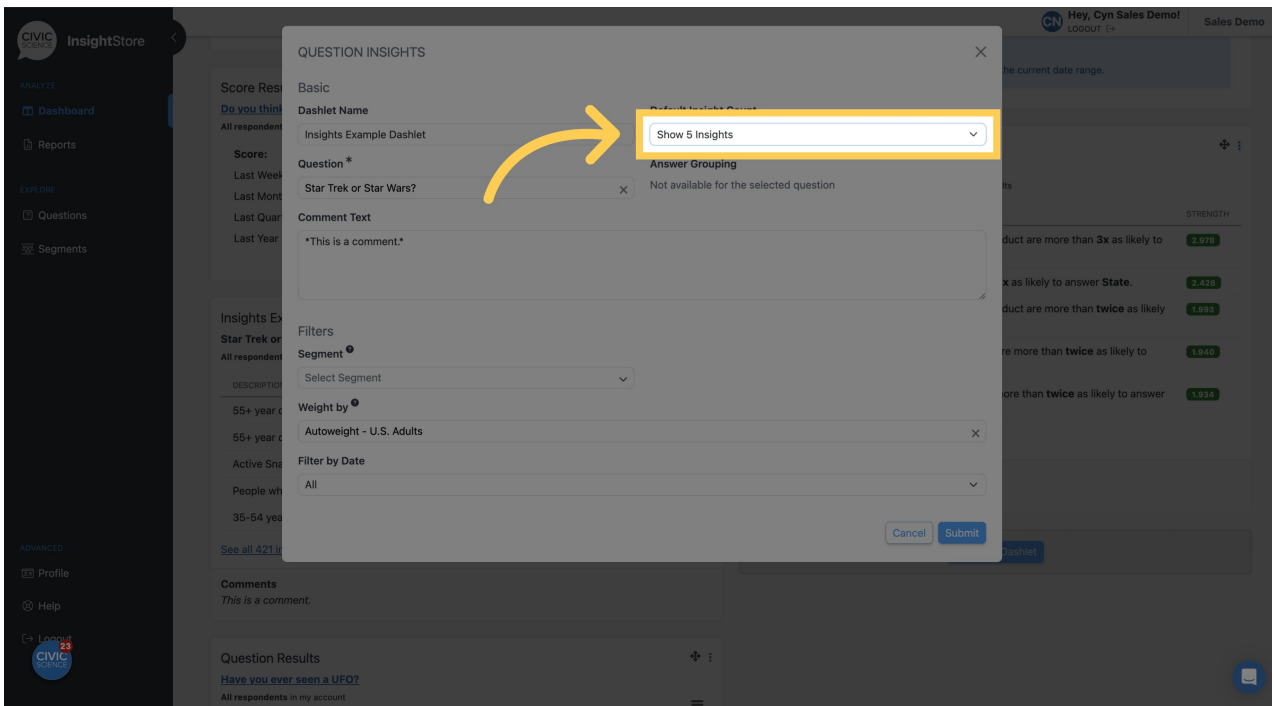
- Score Results:** A table showing scores for 'Do you think the Loch Ness monster is real?' across different time periods.
- Insights Example Dashlet:** A table of insights with columns for description and strength.
- Comments:** A section for testing comments.
- Question Results:** A section for testing comments.

 On the right side, there are two insight dashlets:

- No Timeview Results:** A message indicating that the selected time grain is not appropriate for the current date range.
- Insights Dashlet:** A table of insights with columns for description and strength.

 A yellow arrow points to a 'Settings' button (a blue button with a white border) in the top right corner of the 'Insights Example Dashlet' table.

17. Make your changes.



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

