

Video: adding a multitimeview results dashlet

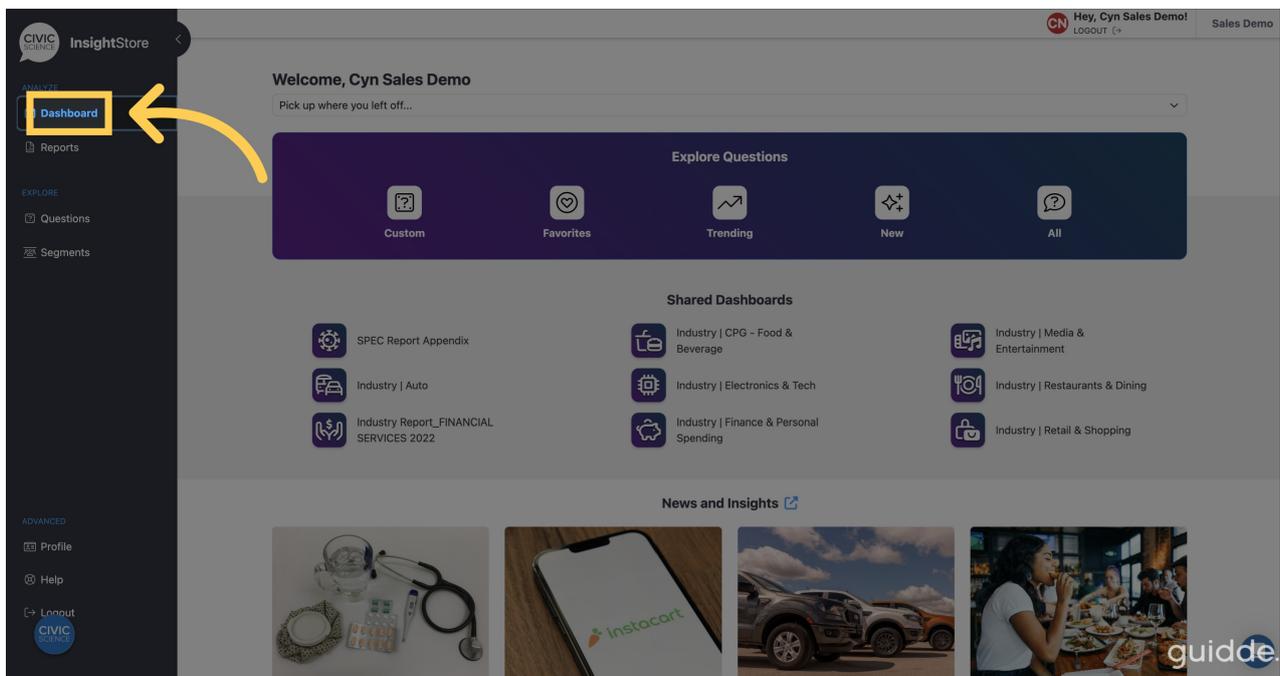
01/31/2024 1:35 pm EST

To add a multi-timeview results dashlet, you must first create a [multitimeview report](#). Once you have done so, you can add a dashlet to a dashboard by using the *Add New Dashlet* modal from the dashboard or by [adding the dashlet to a dashboard from the link at the bottom of the report](#). We'll cover the first method in this video.

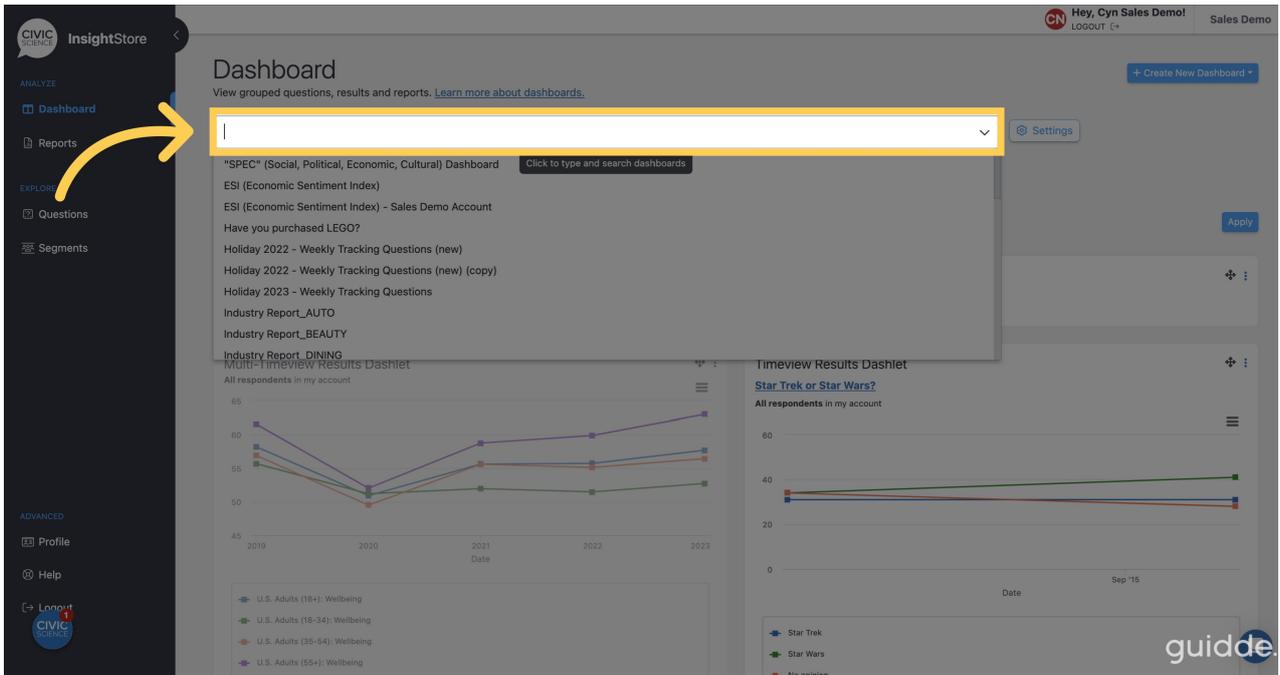
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1. Go to insightstore.civicscience.com.

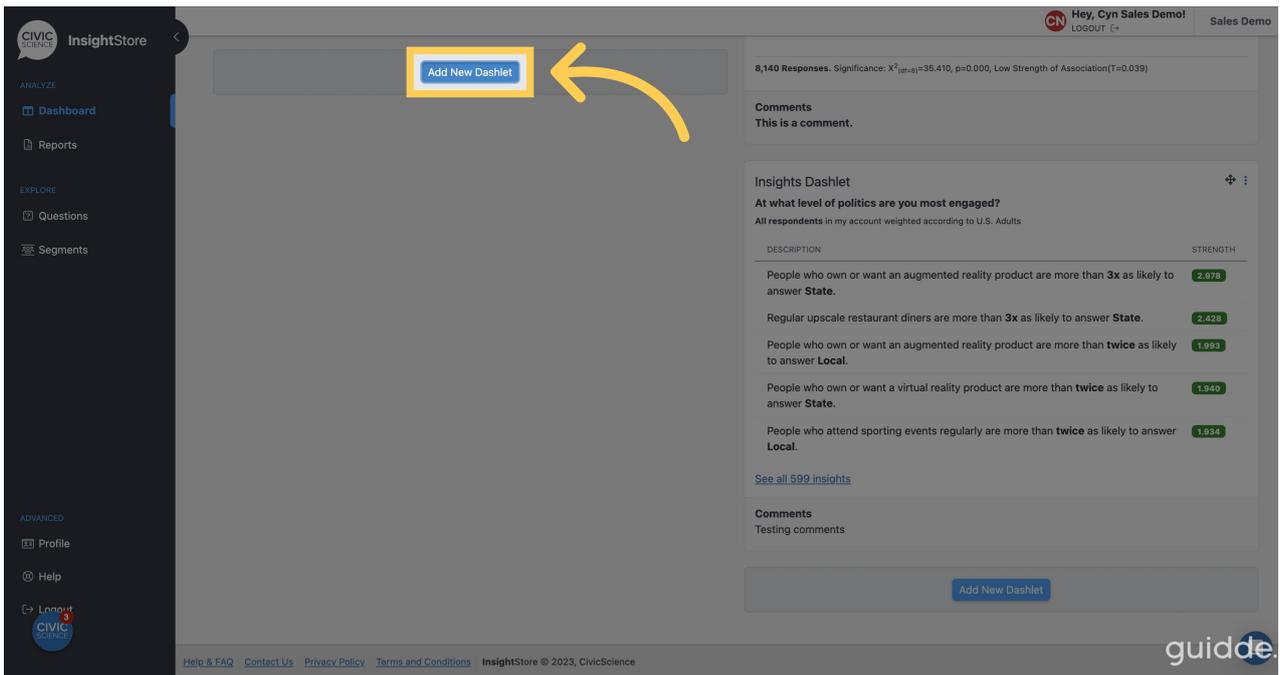
2. From the landing page, click *Dashboard* in the left navigation pane.



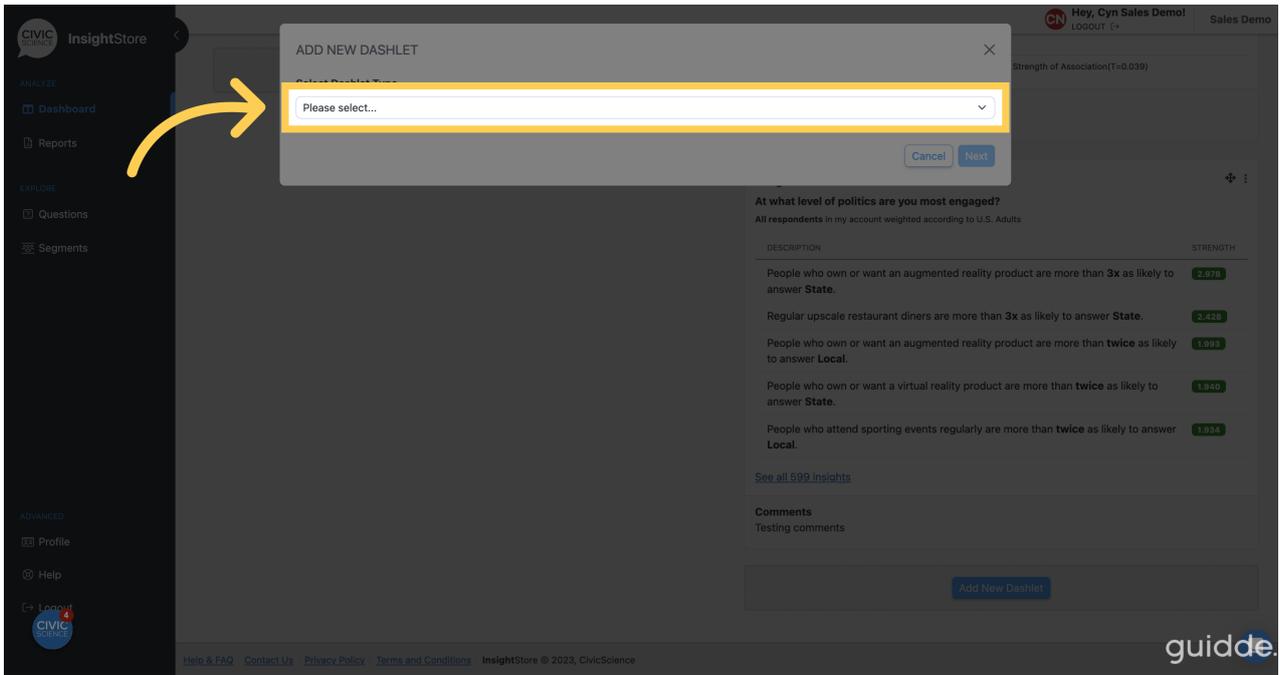
3. Select your dashboard from the *Dashboard* dropdown list.



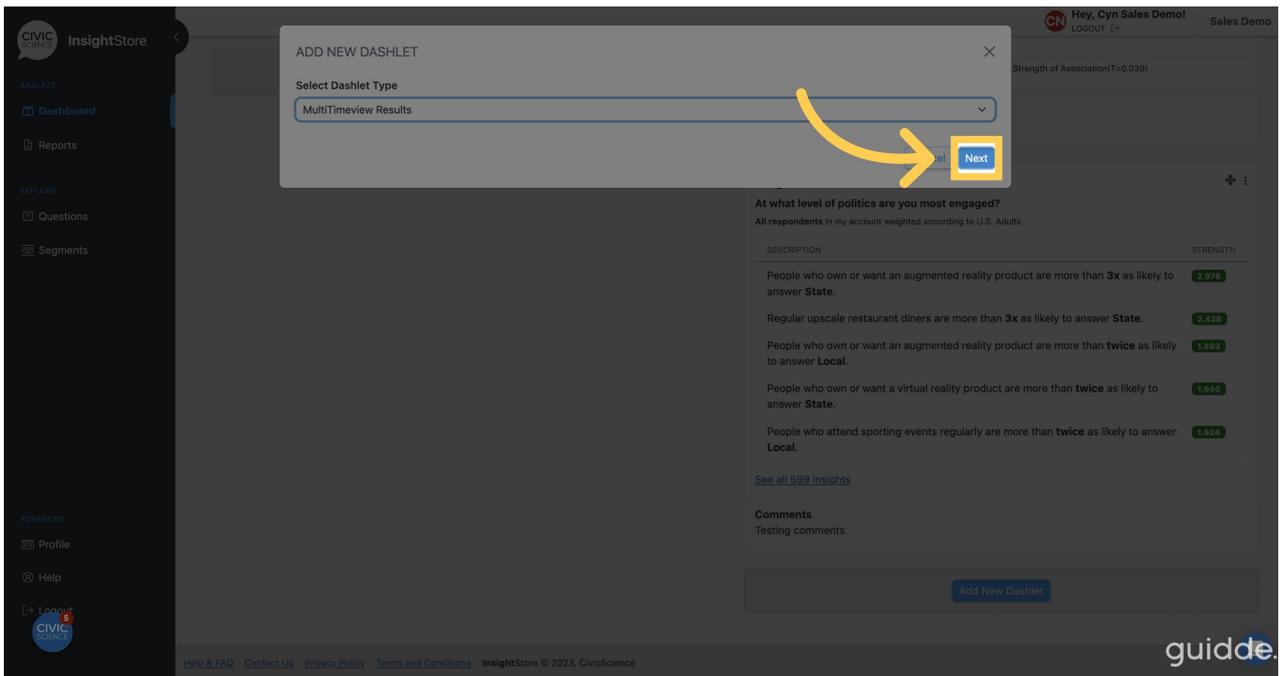
4. Navigate to the bottom of the dashboard and click **Add New Dashlet**.



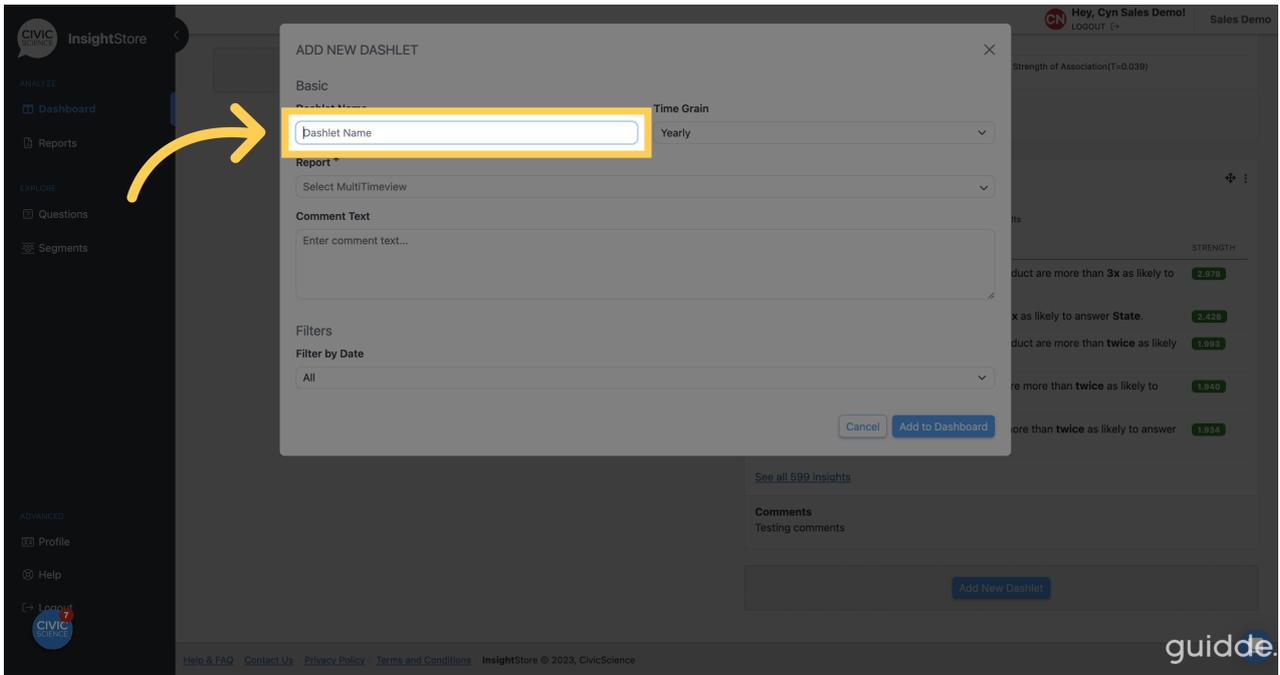
5. Choose **Multi-Timeview Results** from the dropdown menu.



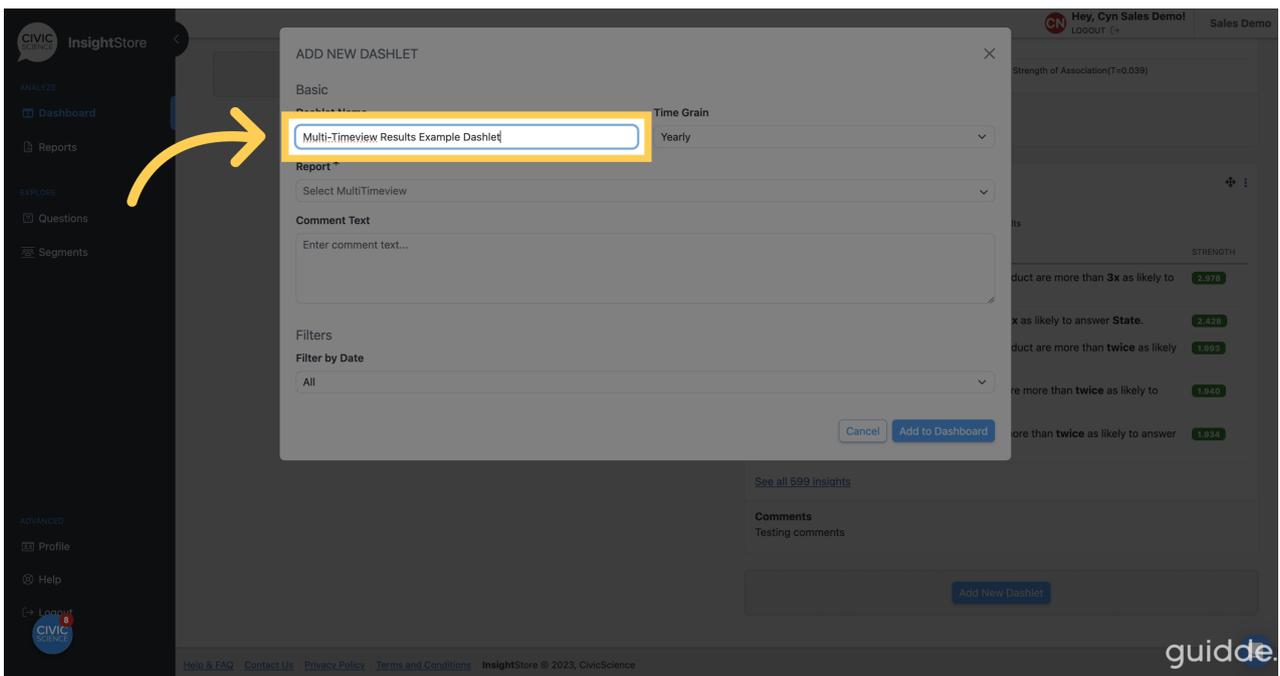
6. Click **Next** to proceed.



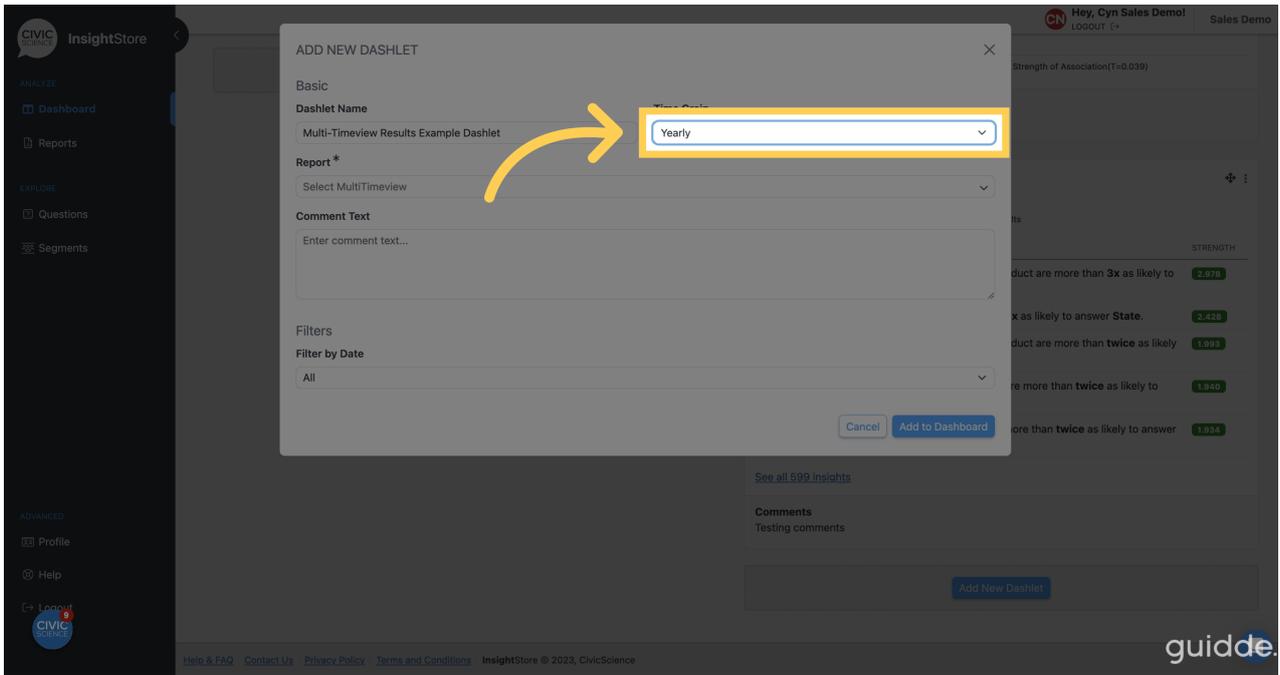
7. Go to the **Dashlet Name** field.



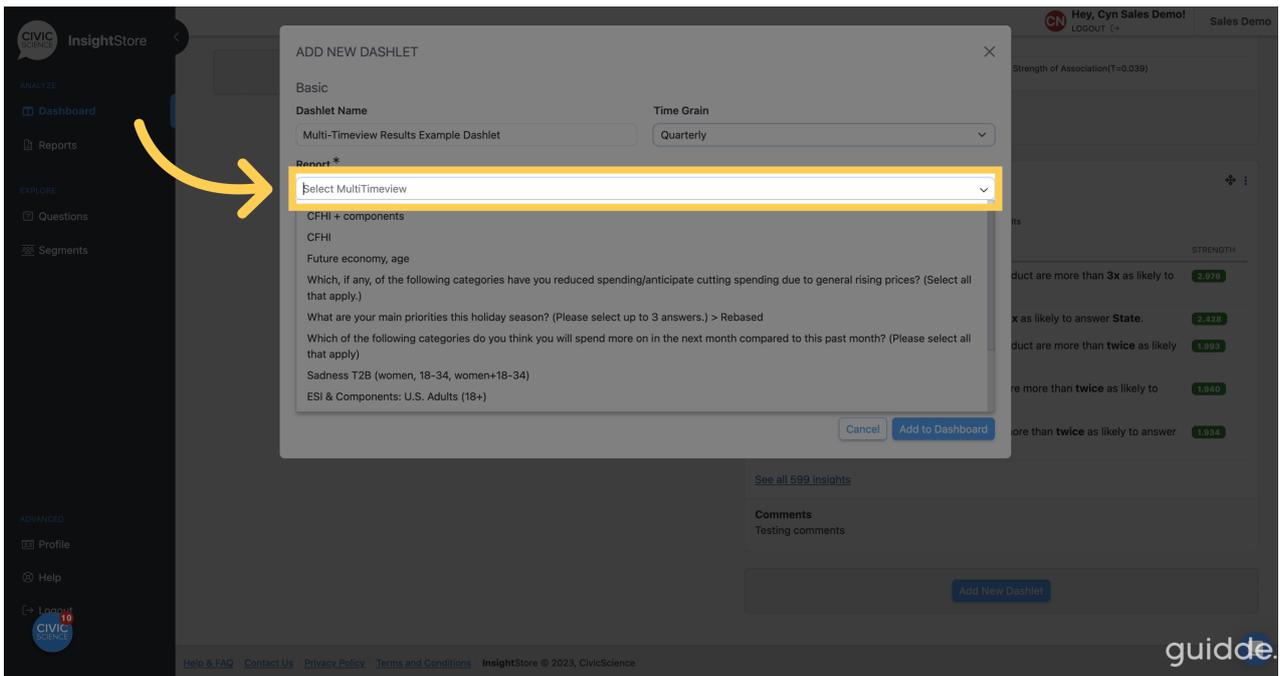
8. Enter a descriptive name for your new dashlet.



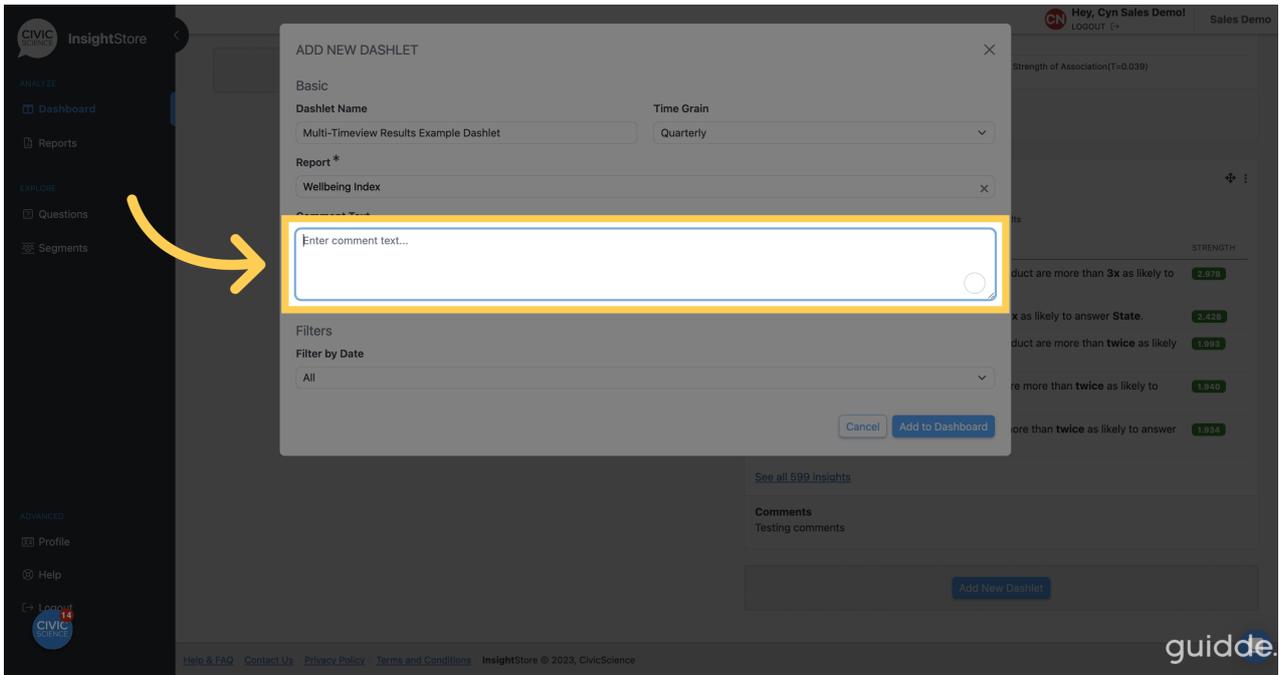
9. Choose a time grain.



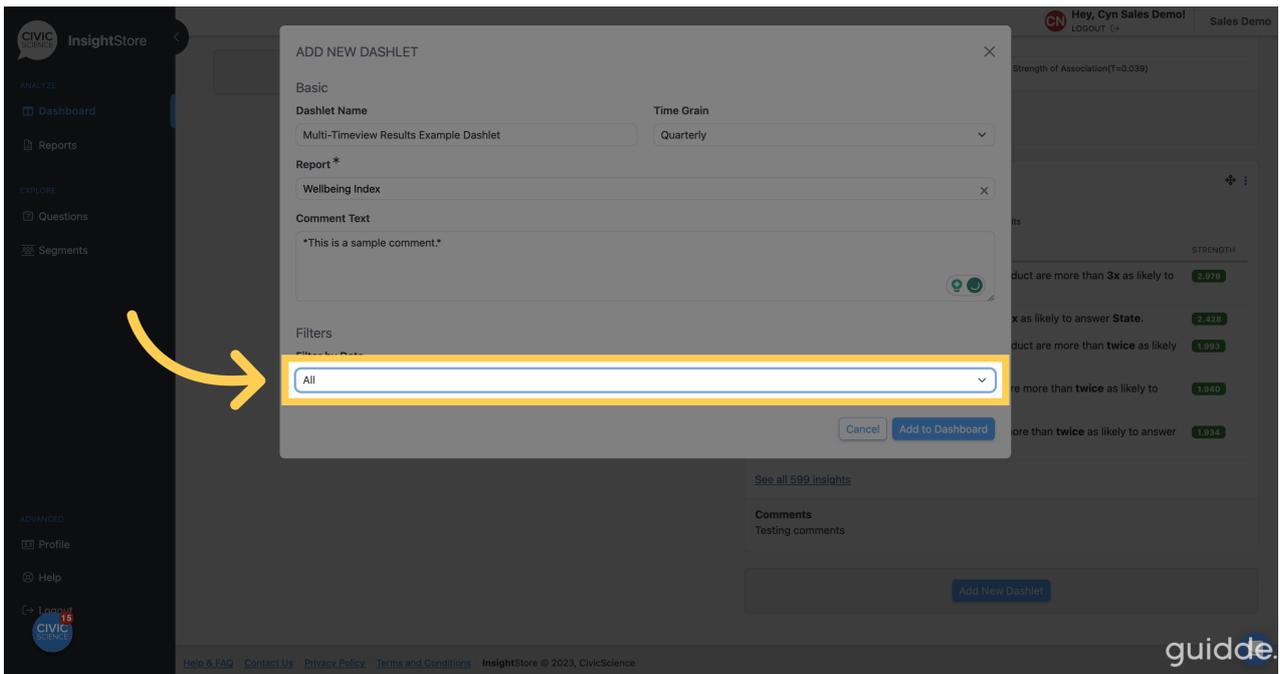
10. Choose a multi-timeview report to display.



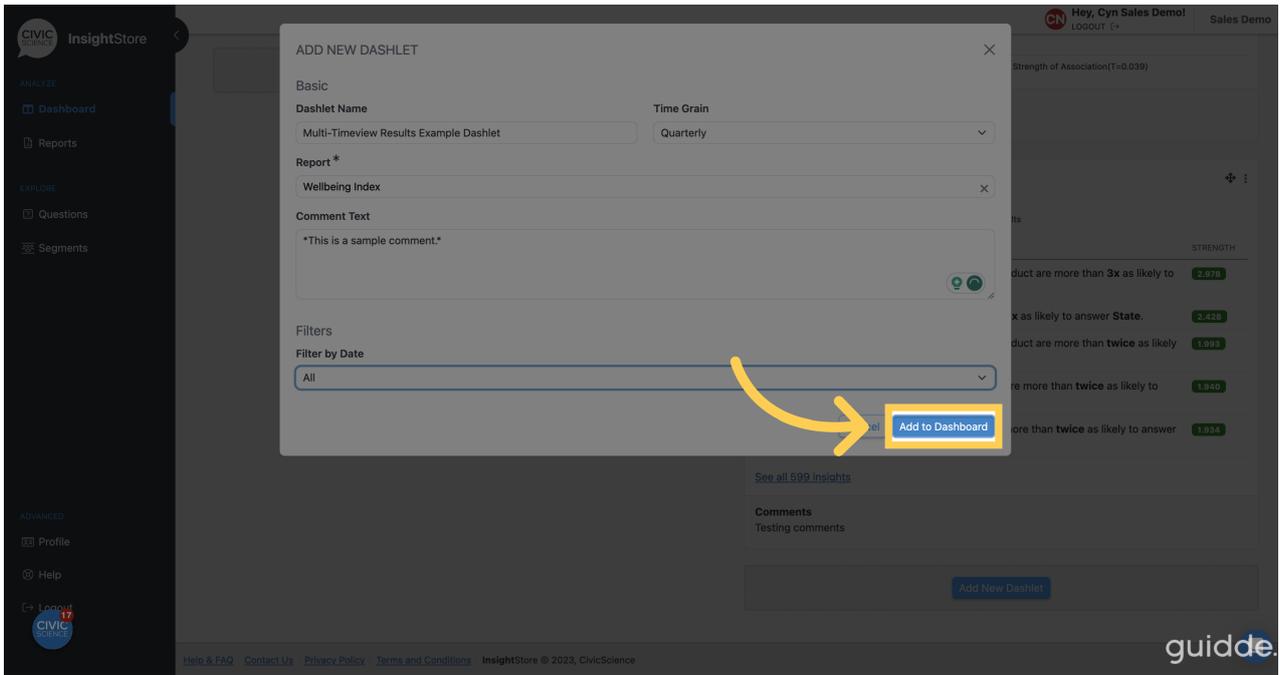
11. Enter comment text if needed. You may use **basic markdown** for formatting.



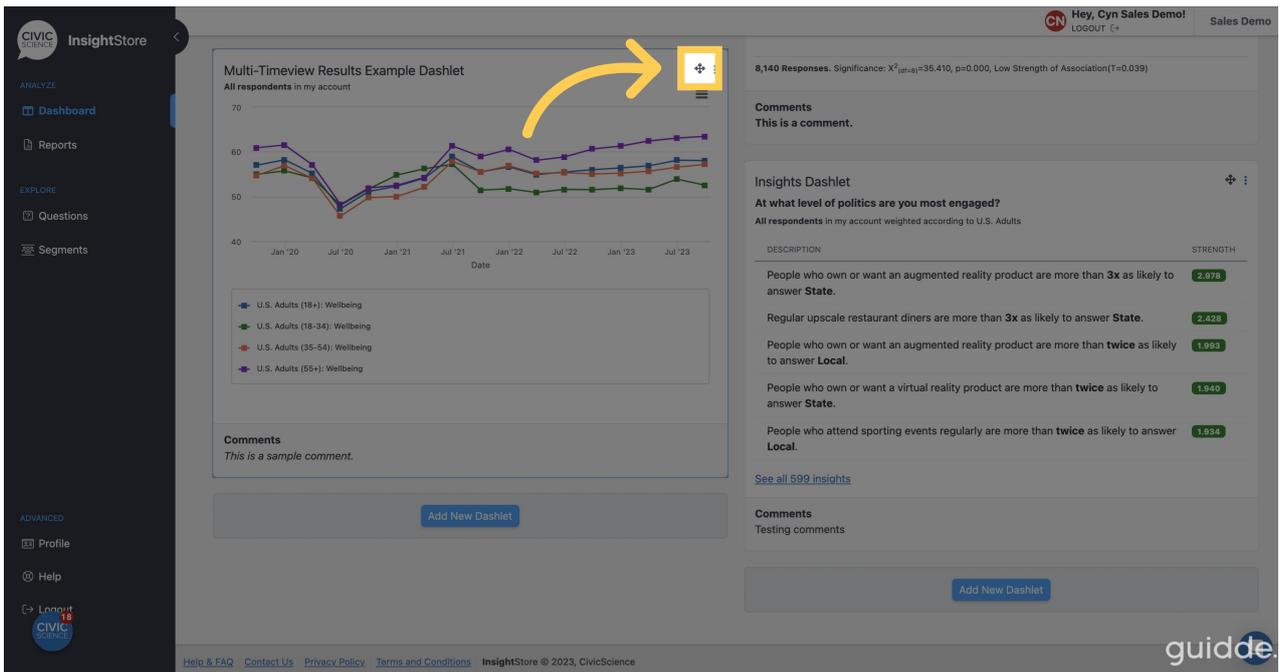
12. Apply a date filter if needed.



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



14. To relocate the dashlet, click the move cursor symbol and drag the dashlet to its new location.



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

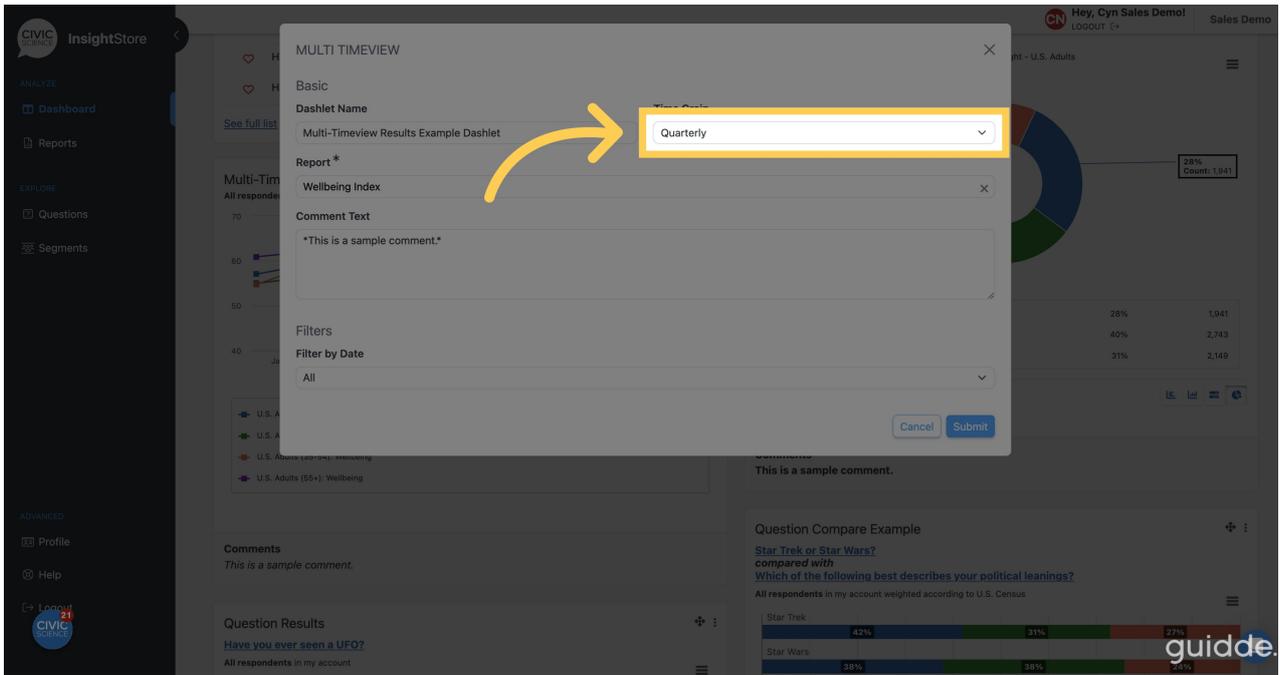
The screenshot shows the InsightStore interface. On the left is a navigation menu with sections: ANALYZE (Dashboard, Reports), EXPLORE (Questions, Segments), and ADVANCED (Profile, Help). The main content area features a 'Multi-Timeview Results Example Dashlet' with a line chart showing data from Jan '20 to Jul '23 for four age groups: U.S. Adults (18+), (18-34), (35-54), and (55+). A yellow arrow points to a settings icon (a square with an 'i') in the top right corner of the dashlet. To the right, there's a 'Star Trek or Star Wars?' section with a donut chart and a table of results.

Category	Percentage	Count
Star Trek	28%	1,941
Star Wars	40%	2,743
No opinion	31%	2,149

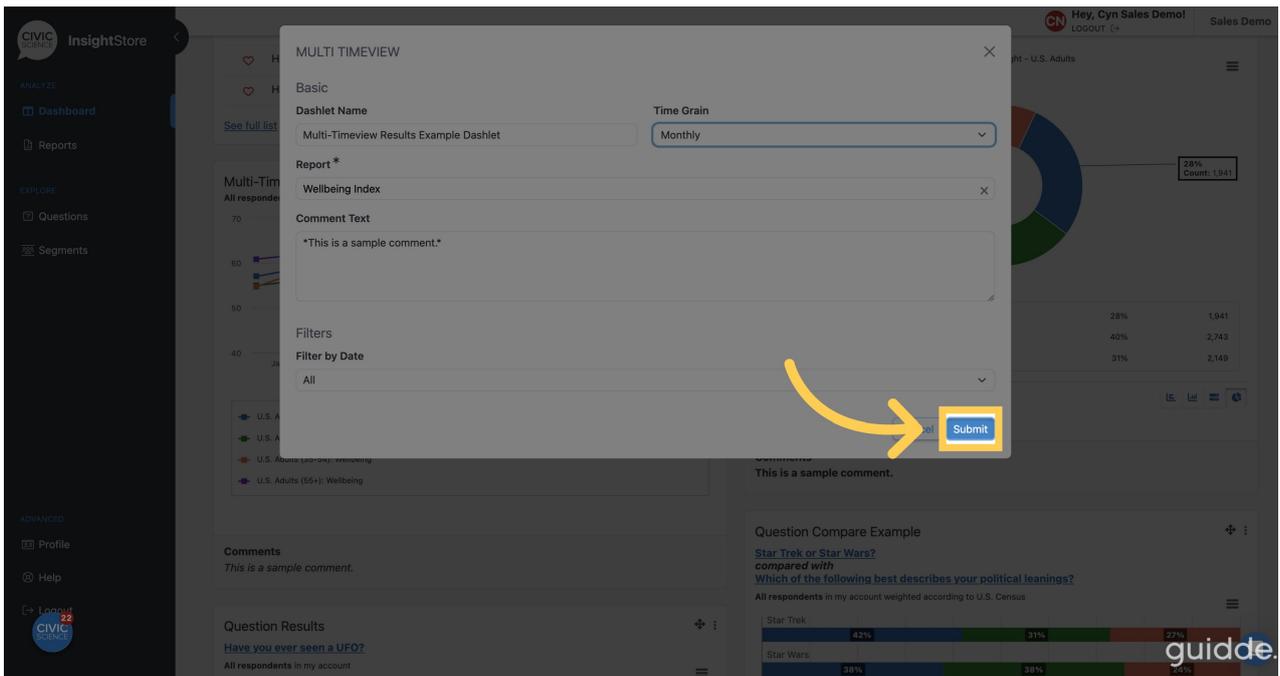
16. Select *Settings* from the dropdown list.

This screenshot is identical to the one above, but the settings icon has been clicked, and a dropdown menu is now visible. The menu contains two options: 'Settings' (highlighted with a blue box) and 'Delete'. A yellow arrow points from the settings icon to the 'Settings' option.

17. Make any needed changes.



18. Click **Submit** to save the changes and view your dashlet.



You learned how to add, move, and edit a multi-timeview results dashlet to a dashboard in this guide.