

Board Settings

Last Modified on 14/06/2019 2:22 pm AEST

To view and change settings go to the **Administration** applications and select **Boards** under the **Resources** section.

BOARD DETAILS

Report: Document Default Dis [edit] [x]

Child report: [edit] [x]

Rank column: [edit] [x]

Drilldown Target: [edit] [x]

Show quick add:

[Drilldown Target for Boards](#)

DIMENSION DETAILS

Column dimension: Unnamed resource [edit] [x]

Swimlane dimension: Unnamed resource [edit] [x]

Style dimension: Unnamed resource [edit] [x]

TEMPLATE DETAILS

Card template name: [input]

Custom card template: [input]

BOARDS

ACTION + NEW [edit] [x] EDIT IN LINE

Name Description

Board settings in Administration

1. In the **Card template** field, select the down arrow. The options appear as shown below.
 - o All values & labels - Displays the values of all columns with their corresponding column name / label on the card
 - o All values only - Displays the values of all columns but not the label
 - o Name only - Displays only the value of the name column on the card
 - o Name & description - Displays name and description on the card
 - o Approvals - Displays the values for approver and owner on the card (if the report has those columns)
2. **Show column for:** Single select choice field and the lookup field on the report are displayed as the options for the column on the board. The values of the selected column appears as the columns on the board.
 - o For example, if a single select choice field 'State' has values as NSW, VIC, SA, WA, QLD, TAS, NT, ACT then these values appears as the columns on the board. An extra column 'Undefined' also appears as the first column by default on the board.
 - o You can uncheck any value of the selected column for it not to appear on

- board.
3. **Show rows for:** Single select choice field and the lookup field on the report are displayed as the options for the rows on the board. The values of the selected row appears as the rows on the board.
 - For example, if a single select choice field 'State' has values as NSW, VIC, SA, WA, QLD, TAS, NT, ACT then these values appears as the rows on the board. Data on the board are grouped under these values.
 - You can uncheck any value of the selected row for it not to appear on board.
 4. **Use colours for:** Single select choice field and the lookup field on the report are displayed as the options for the colours on the board. The values of the selected colour appears as the legend on the board.
 5. Select **Save** to save the setting.
 6. Select **Close** to close the Settings dialog.
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