

8-4A Personalize the B2GNow Dashboard (PE/PM)



Details

Responsible Parties

- CDOT Project Engineer/Project Manager (PE/PM)

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Procedure Objective

This document is intended to assist the CDOT Project Engineer/Project Manager with how to personalize the B2GNow dashboard.

System Procedures

1. Log into the B2GNow system at <http://cdot.dbesystem.com>.



2. Select Personalize in the Dashboard welcome screen toward the left side of the home screen.



3. Select the module(s) that you would like to add to your Dashboard. Click "Add to Dashboard" button.

The System Dashboard

Personalize your Dashboard by selecting one or more modules:
Check the checkbox for each module you would like to add to your Dashboard. Update the Data, Location, Position, and Color to Dashboard when finished

Contract/Concession Summary
☐ Location: Left column Position: 4 Color: grey

Contract Summary
☐ Location: Left column Position: 4 Color: grey

Contract Audits
☐ Location: Left column Position: 4 Color: grey

Priority Flagged Contracts
☐ Location: Left column Position: 4 Color: grey

Contracts Awarded (Fiscal Year)
☐ Location: Left column Position: 4 Color: grey

Certification Stats
☐ Location: Left column Position: 4 Color: grey

Utilization Plans
☐ Location: Left column Position: 4 Color: grey Data: For User

Add to Dashboard Cancel

Note: It is recommended to select “Contract/Concession Summary, Contract Summary, Contract Audits, and Priority Flagged Contracts” at a minimum.

4. Add additional modules at any time by selecting “Personalize” from the yellow bar in the upper right corner of the home screen.



5. Remove or modify the settings of any module by selecting “Config” below and to the right of the module.

Contracts				
	#	Value	Payments For Credit	% Goal % Credit
All (open & closed)	<u>1</u>	\$150K	\$199K \$25K	15.0% 12.4%
All Open	<u>1</u>	\$150K	\$199K \$25K	15.0% 12.4%
All Audited	<u>1</u>	\$150K	\$199K \$25K	15.0% 12.4%

Config

6. The PE/PM has successfully customized the B2GNow dashboard.