

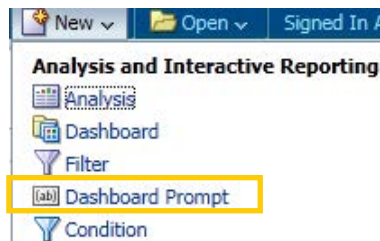
## Insight Quick Reference | Create Dashboard Prompts

### Create dashboard prompts to:

- Focus a data search on preferred information
- Save time and maintain consistency when recreating similar reports
- Increase system performance by drawing only the necessary data to the dashboard

### 1 Create a New Dashboard Prompt

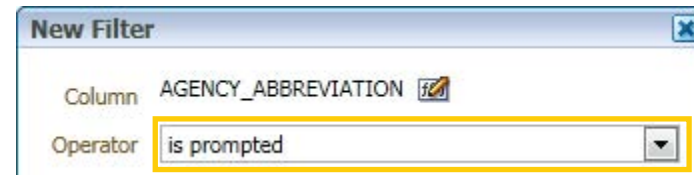
1. Click the **New** action link from the navigation bar and select **Dashboard Prompt**.
2. Select the Subject Area from which the prompt will be created.
3. View the **Prompts** page to build and customize dashboard prompts.
4. Click the **New** icon from the **Prompts** page navigation bar.
5. Select **Column Prompt** from the menu of options.
6. Navigate the folders to the data element for the dashboard prompt within the Select Columns window.
7. Click the **Save As** icon from the **Prompts** page navigation bar.



### 2 Link Dashboard Prompts to Reports in the Dashboard

1. Click the **Catalog** action link from the top navigation bar.
2. Navigate to the reports impacted by the dashboard prompt and click the corresponding **Edit** action link to open the **ad hoc report editing** page.
3. Click the **Filters** icon from the **Filters** pane in the **Criteria** tab and select the data element used to create the dashboard prompt.
4. Navigate to the Operator drop-down menu from the New Filter window and select **Is Prompted**.

**NOTE:** Before the dashboard prompt runs, each report in the dashboard needs an **Is Prompted** filter (See 'Insight Quick Reference | Create a Managerial Report' on Is Prompted filters) on the corresponding data element, allowing it to be restricted based on the users' selection.



### 3 Add Dashboard Prompts to a Dashboard

1. Navigate to the dashboard in the Catalog which will be impacted by the dashboard prompt.
2. Click the **Edit** action link.
3. From the **Catalog** pane, locate the saved dashboard prompt.
4. Drag and drop the dashboard prompt to the desired location in the dashboard.
5. Click the **Save** icon to save changes before running the dashboard.

