**What is a custom dashboard used for? How do I create one?**

Each REDCap project has a default dashboard that displays the existing records and the status of every data collection instrument (i.e. form).

You can also build custom dashboard which have many configuration options. You can restrict the number of forms; filter the records displayed (e.g. `[age] > 30 and [diabetes] = "1"`); and sort the records by a field value. There are format controls as well, such as being able to display dashboard headers vertically, which will transpose them 90 degrees for a compact display.

Only users with **Project Setup/Design** privileges may create dashboards; however, once a custom dashboard has been created, all users in the project can view and use the dashboard.

**To create a custom dashboard:**

1. Navigate to the Record Status Dashboard in a project and click the ‘Create Custom Dashboard’ button near the top of the page.

2. Enter the Dashboard title and description. To restrict the dashboard to specific forms/events, click on the pencil icon in the “Select instruments/events” option.

   a. Select or deselect forms/events from your project.

   **Example:**

   ![Select instruments/events to display in dashboard](image)
3. To filter the records displayed, create conditional logic as you might do for branching. If you have multiple events in your project, remember to designate the event.

4. In the ‘Sort by’ option, you have the option to sort and display records by a field other than Study ID.

5. Once you have finished selecting your parameters, click the ‘Save Dashboard’ button. You will receive a notification that your dashboard was successfully saved.

6. To open a dashboard (default or customized), select it from the list of dashboards found in the dropdown field at the top of the screen.