Mainchain Dashboard

Login to Mainchain to view the Mainchain Dashboard

Select Widgets

Identify a widget from the Tool Box that you would like on your dashboard

- Click on the widget and drag it onto the dashboard below
- Repeat to add additional widgets
- You can add the same widget more than once, and then apply different settings
- You are able to re-order the widgets by clicking and dragging them to a different position

Tip – Create individual logins for each team member. That way you can personalise your own dashboard to show only what you need.

Customise your Widgets

Widgets with the Settings icon can be configured to display the information you need.

1. Click on the settings icon
2. Select the settings from the drop down boxes (*options vary depending on the widget selected)*
3. Select Apply Settings to Save and refresh your widget

To only show the latest updates, select the toggle on widgets that provide this function. This will change the widget display to show only line items which have had an update since the button was clicked.

Access more detail

- Selecting an item as a link e.g. FW012345678 will take you to the detailed tracking information relating to that item.
- Clicking on the image in the Proof of Delivery (POD) column will display a copy of the signed POD if available.

Create an Action

Widgets with the Actions Icon can be used to create a new item

- The consignment widget enables you to create a New Consignment
- The Domestic USA widget enables you to create a New Housebill
- The International House Bills Widget enables you to create an International booking

Tip – If you can't see the icon contact your Rep to have this functionality enabled.

Removing Widgets

You can add and remove widgets from the Dashboard at any time.

- To remove a widget from your dashboard select the widget by clicking in the top area and dragging it back to the tool box, or select the at the top right of the widget

Reloading the Dashboard

To return to the Dashboard at any time, click the Mainchain logo at the top of the page, or select HOME from the main menu.

For further information see page 5 in the Mainchain User Manual