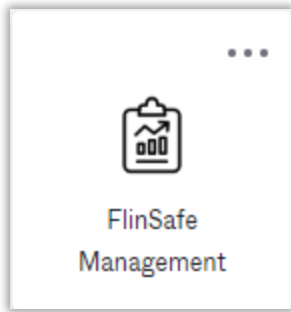


MC1: Master Class – Setting a Default Dashboard – Quick Reference

1. Open FlinSafe Management via [Okta](#).



2. Follow the quick steps below to set your default dashboard.

1. Click drop-down to list dashboards.
2. Choose a dashboard you wish to view.
3. In the Ribbon Bar, click on **Set As Default**.

Area	No. of Corrective Actions
(blank)	3
Library	3
Property, Facilities and Development	7
Flinlers Business School	1
Business, Government and Law	1
Humanities, Arts and Soc	1

The next time FlinSafe management is opened the chosen dashboard will display by default.