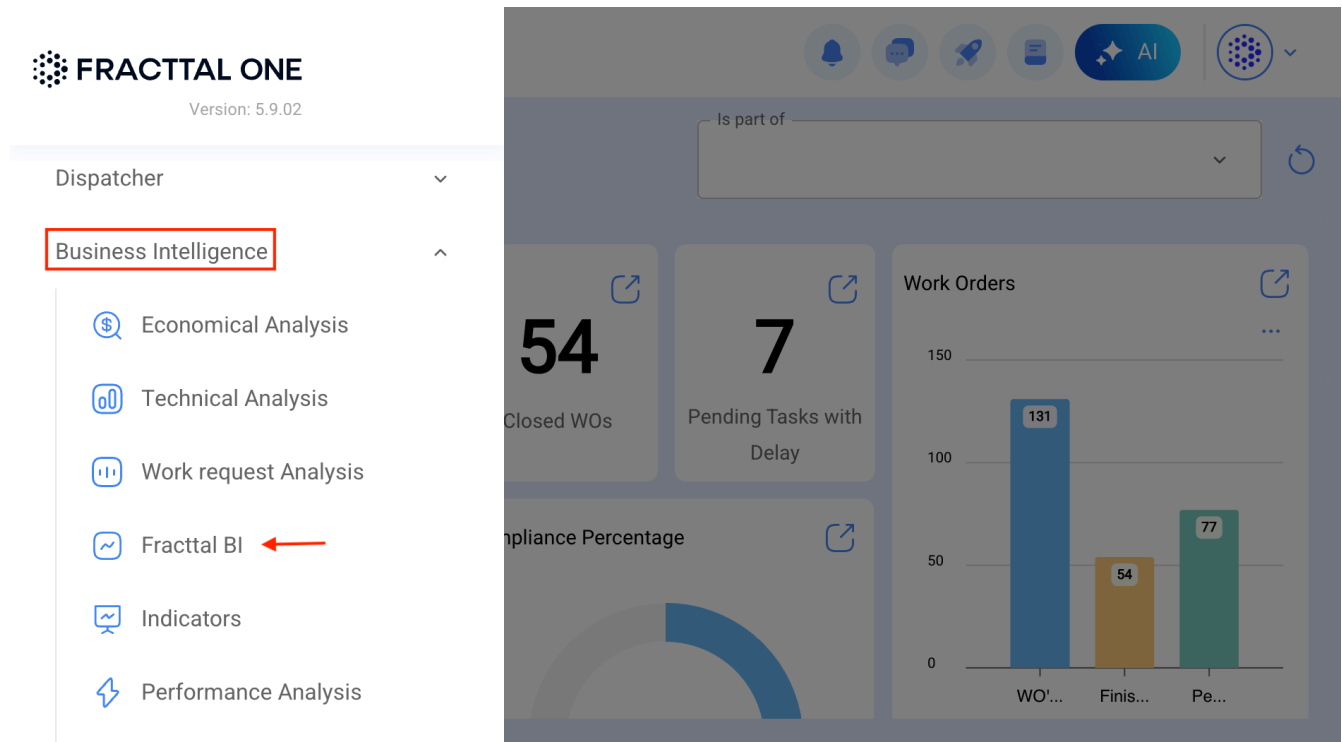
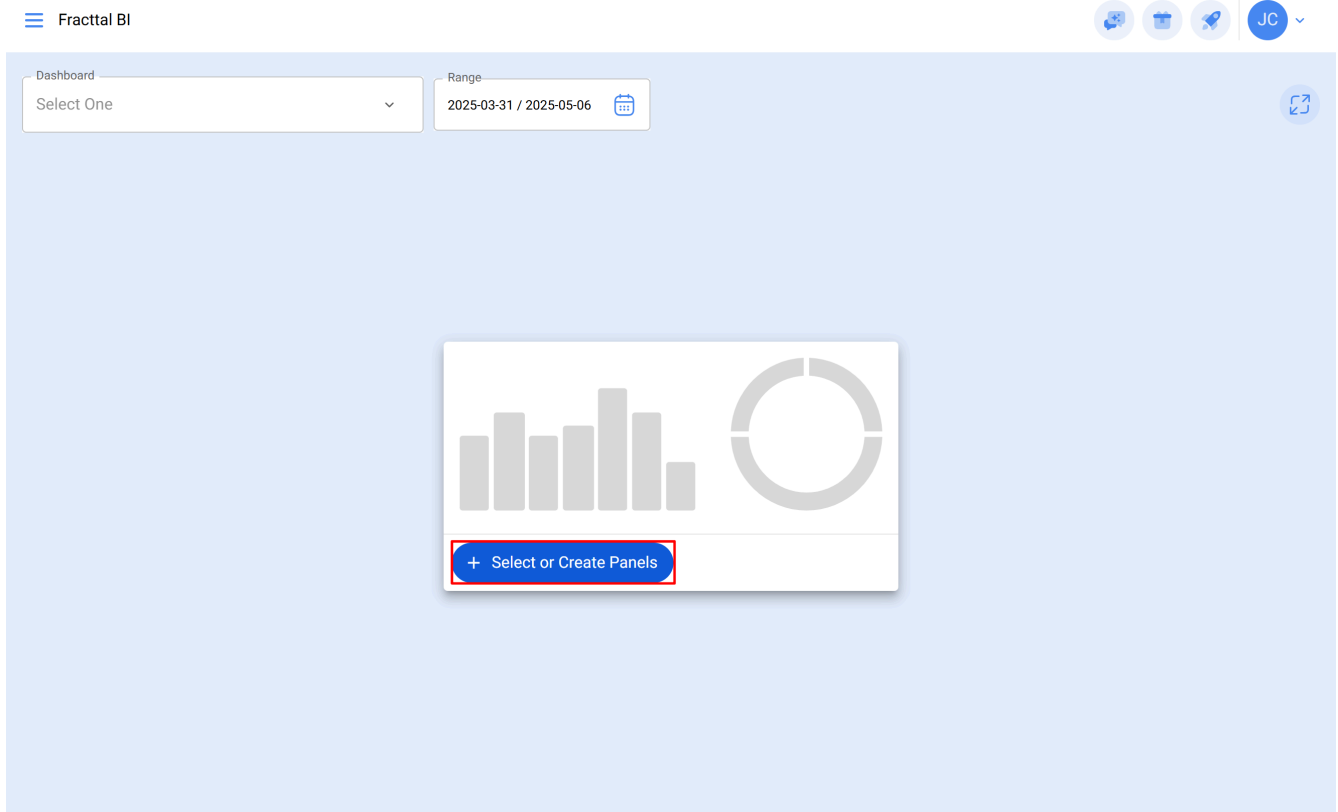


How to add a panel or dashboard in Fractal BI?

help.fractal.com/hc/en-us/articles/25198841436941-How-to-add-a-panel-or-dashboard-in-Fractal-BI

To add a panel you must first enter the "Fractal BI" module and then click on the "select or create panels" option.





Once clicked, the system will display a new window with the option to add, when clicked the system will open a new window in which you must add the description and date range (this range is the one that will be taken into account in the analysis) of the dashboard or panel that we want to add.

1. **Description:** In this box you add a title that refers to the focus you want to provide in the dashboard to be created.

The screenshot shows the Fractal BI dashboard configuration interface. On the left, a preview of the dashboard is visible, featuring a header with 'Fractal BI', a 'Dashboard' dropdown menu set to 'Select One', a 'Range' field showing '2025-03-31 / 2025-05-06', and a central area with a bar chart and a '+ Select or Create Panels' button. On the right, the configuration panel is titled 'Dashboard' and includes a 'Description *' field with the text 'Test - Work Orders'. Below this is a 'Default time range *' dropdown menu, which is currently empty and has a red border with a red error message 'Range must be greater than 0'. At the bottom of the configuration panel is an 'Auto Refresh' dropdown menu set to 'Never'.

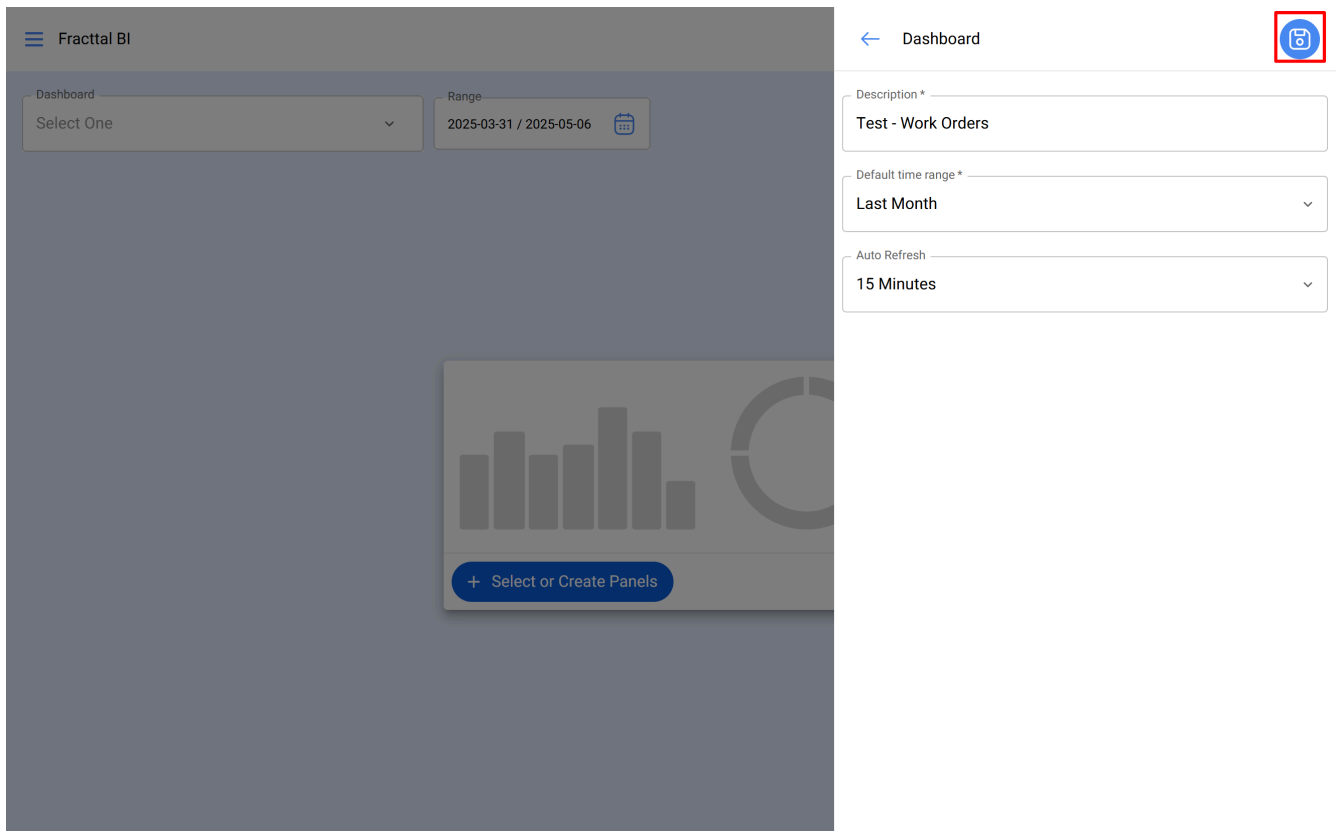
2. **Default time range:** In this box you select the time range to be displayed in the dashboard to be created.

This screenshot shows the same Fractal BI dashboard configuration interface as the previous one, but with the 'Default time range *' dropdown menu open. The menu displays a list of time range options: 'Today', 'Tomorrow', 'Yesterday', 'Last Week', and 'Last Month'. The 'Description *' field still contains 'Test - Work Orders', and the 'Auto Refresh' dropdown remains set to 'Never'. The red error message 'Range must be greater than 0' is still present on the dropdown menu.

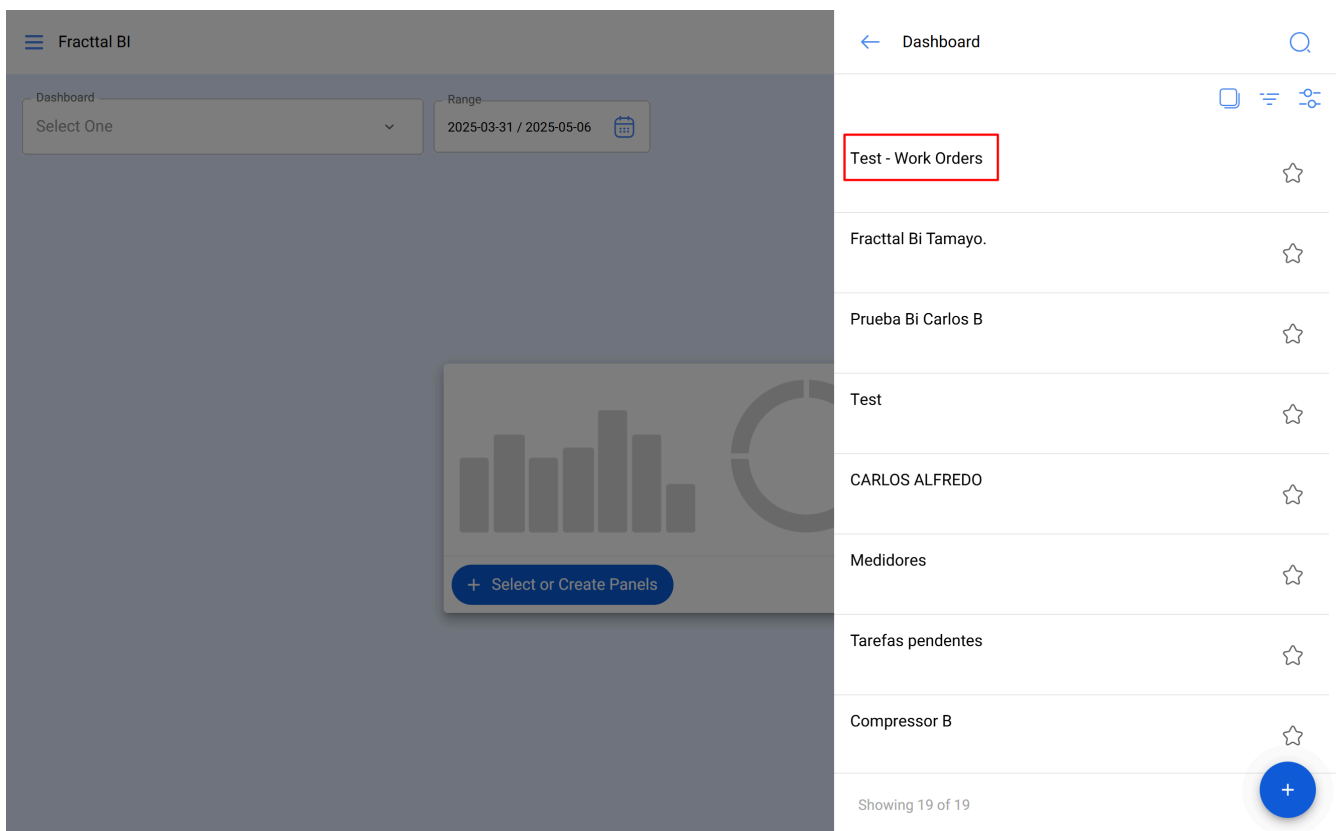
3. **Auto refresh:** In this box you select how often you want the interface to be refreshed to update the dashboard data you have created.

The screenshot displays the Fractal BI dashboard configuration interface. On the left, a sidebar shows a menu icon and the text 'Fractal BI'. The main area is titled 'Dashboard' and contains a 'Range' selector set to '2025-03-31 / 2025-05-06'. Below this, there is a large area with a bar chart and a button labeled '+ Select or Create Panels'. On the right, a configuration panel is open, showing a 'Description' field with the text 'Test - Work Orders', a 'Default time range' dropdown set to 'Last Month', and an 'Auto Refresh' dropdown menu. The 'Auto Refresh' menu is currently open, showing options: 'Never', '5 Minutes', '10 Minutes', '15 Minutes', '20 Minutes', '30 Minutes', and '60 Minutes'. The 'Never' option is selected.

Once the information has been completed, click on the save option for the system to make the changes.



After saving, you will see your dashboard as the first option. Click on it.



Now we have the name of our Dashboard, the next step is to create the widgets:

What is a widget?

A widget is a graphical component used to provide specific information in a user interface.

[Click here to continue](#)

Note: Depending on the contracted plan, you will have the option to add other dashboards, as well as to mark the favorite option.

