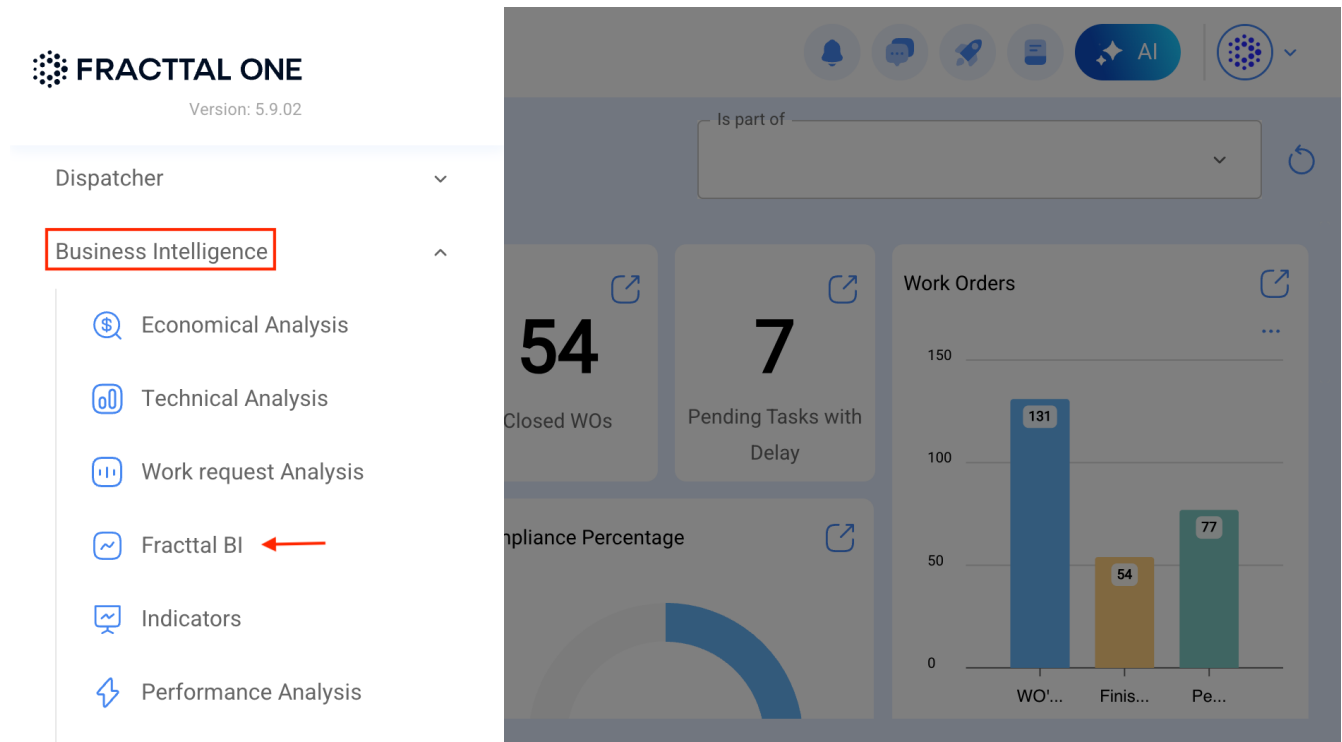


How to add a panel or dashboard in Fractal BI?

 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.



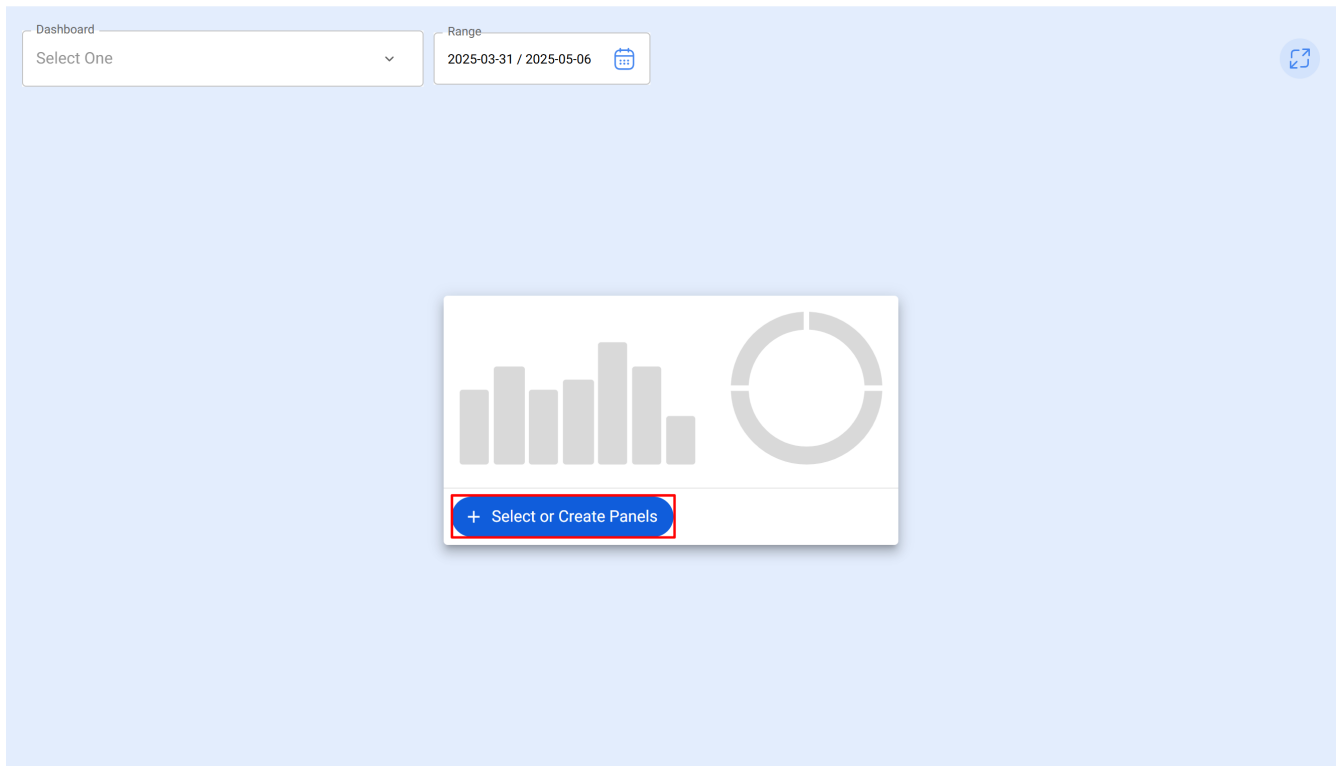
The screenshot displays the Fractal ONE interface. On the left, a sidebar shows the 'Business Intelligence' module selected, with a red box and arrow highlighting it. The main area shows a dashboard with several panels: 'Closed WOs' with a value of 54, 'Pending Tasks with Delay' with a value of 7, 'Work Orders' with a bar chart showing 131, 54, and 77, and 'Compliance Percentage' with a gauge chart.

Business Intelligence Module Options:

- Economical Analysis
- Technical Analysis
- Work request Analysis
- Fractal BI** (selected)
- Indicators
- Performance Analysis

Dashboard Panels:

- Closed WOs: 54
- Pending Tasks with Delay: 7
- Work Orders: 131, 54, 77
- Compliance Percentage: (Gauge chart)



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 displays the Fracttal BI dashboard configuration interface. On the left, a preview of the dashboard is shown with a header bar containing a menu icon and the text 'Fracttal BI'. Below the header, there is a 'Dashboard' dropdown menu set to 'Select One' and a 'Range' field showing '2025-03-31 / 2025-05-06' with a calendar icon. The main area of the dashboard preview is dark grey and contains a faint bar chart and a pie chart. At the bottom of the preview, there is a blue button labeled '+ Select or Create Panels'. 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. A red error message 'Range must be greater than 0' is visible below the dropdown. At the bottom of the configuration panel, there is an 'Auto Refresh' dropdown menu set to 'Never'.

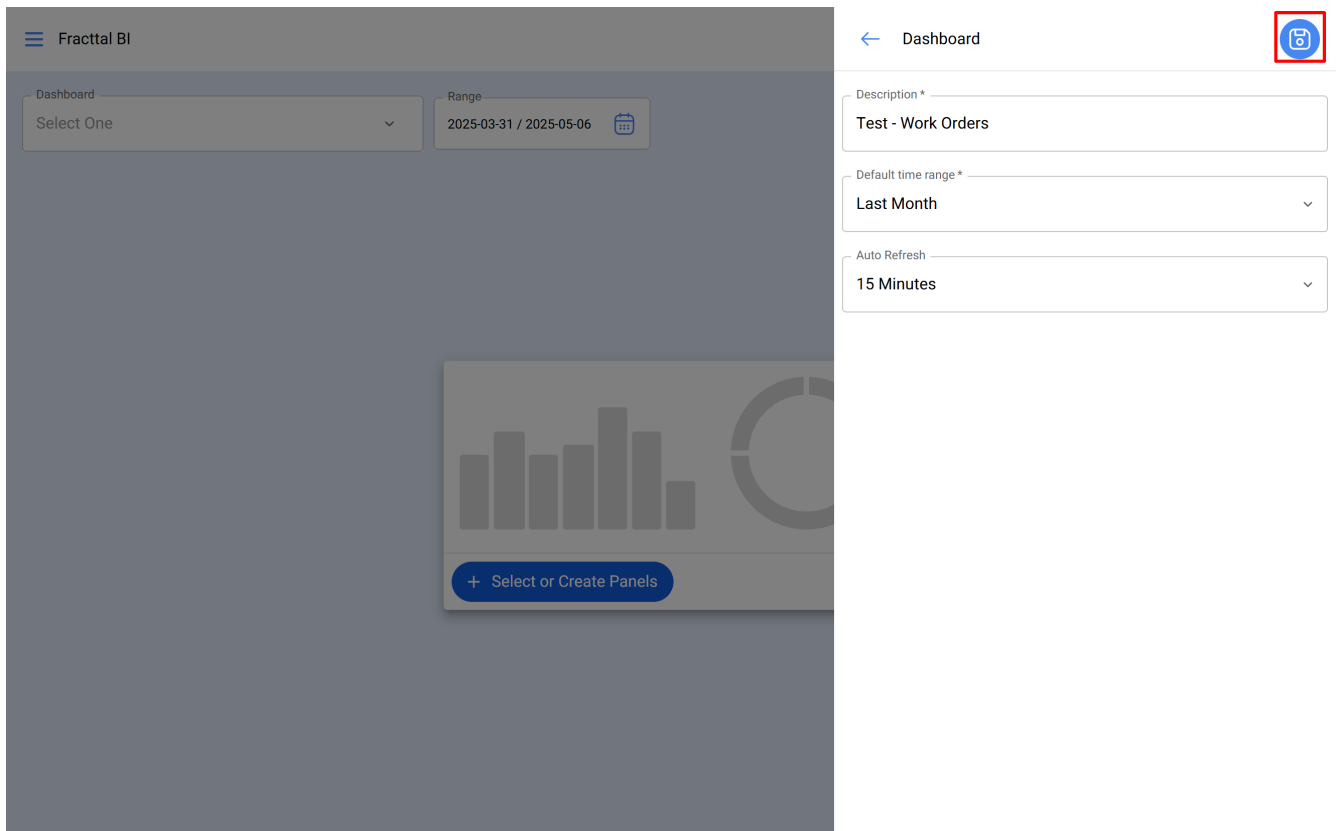
2. **Default time range:** In this box you select the time range to be displayed in the dashboard to be created.

This screenshot shows the same Fracttal BI dashboard configuration interface as the previous one, but with the 'Default time range *' dropdown menu open. The dropdown menu is white and lists five options: 'Today', 'Tomorrow', 'Yesterday', 'Last Week', and 'Last Month'. The 'Default time range *' field has a red border and an upward-pointing arrow on the right side. The rest of the interface, including the dashboard preview and the 'Description *' field, remains the same.

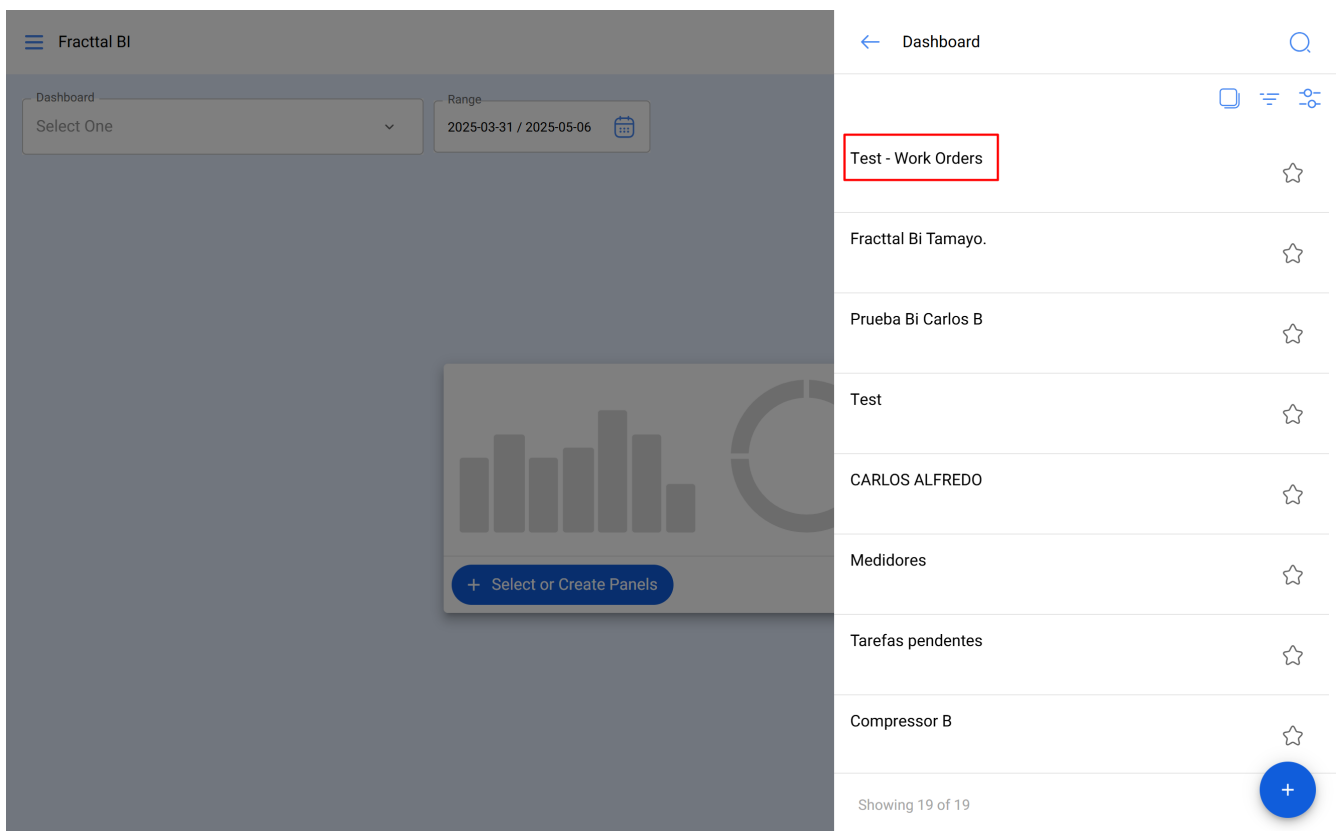
3. **Auto refresh:** In this box you select how often you want the interface to be refreshed to update the dashboard data you have created.

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 has a 'Dashboard' section with a 'Select One' dropdown and a 'Range' section with a date range '2025-03-31 / 2025-05-06' and a calendar icon. Below this is a large grey area with a bar chart and a button '+ Select or Create Panels'. On the right, a 'Dashboard' configuration panel is open, showing a 'Description *' field with 'Test - Work Orders', a 'Default time range *' dropdown with 'Last Month', and an 'Auto Refresh' dropdown menu. The 'Auto Refresh' menu is expanded, showing options: 'Never' (selected), '5 Minutes', '10 Minutes', '15 Minutes', '20 Minutes', '30 Minutes', and '60 Minutes'.

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.

