# Navigate to the Dashboard

**Quick Start Guide**

## Document Details

Document #: 160_CR1000_240212
Release Version: 10.00.00.00
Version Release Date: July 2022

## System Requirements

- CES Version 10.00.00.xx or higher

## Overview

Need to jump to a specific Dashboard? This guide will show you how to navigate to a particular Dashboard from different pages in TalentLink.

**Download the latest version of this document here:**
https://links.crunchtime.com/TLQS-NavigateToDashboard

… or scan the QR code to the left.

**Show Me How:** Wish someone could just show you what to do? We've got you covered. For a hands-on guide, select the *Help* (?) icon, choose *Show Me How*, and search for the following:

- Navigate to a Dashboard

## Related Documentation

- TLQS – View the Dashboard Icon Key: https://links.crunchtime.com/TLQS-ViewDashboardKey

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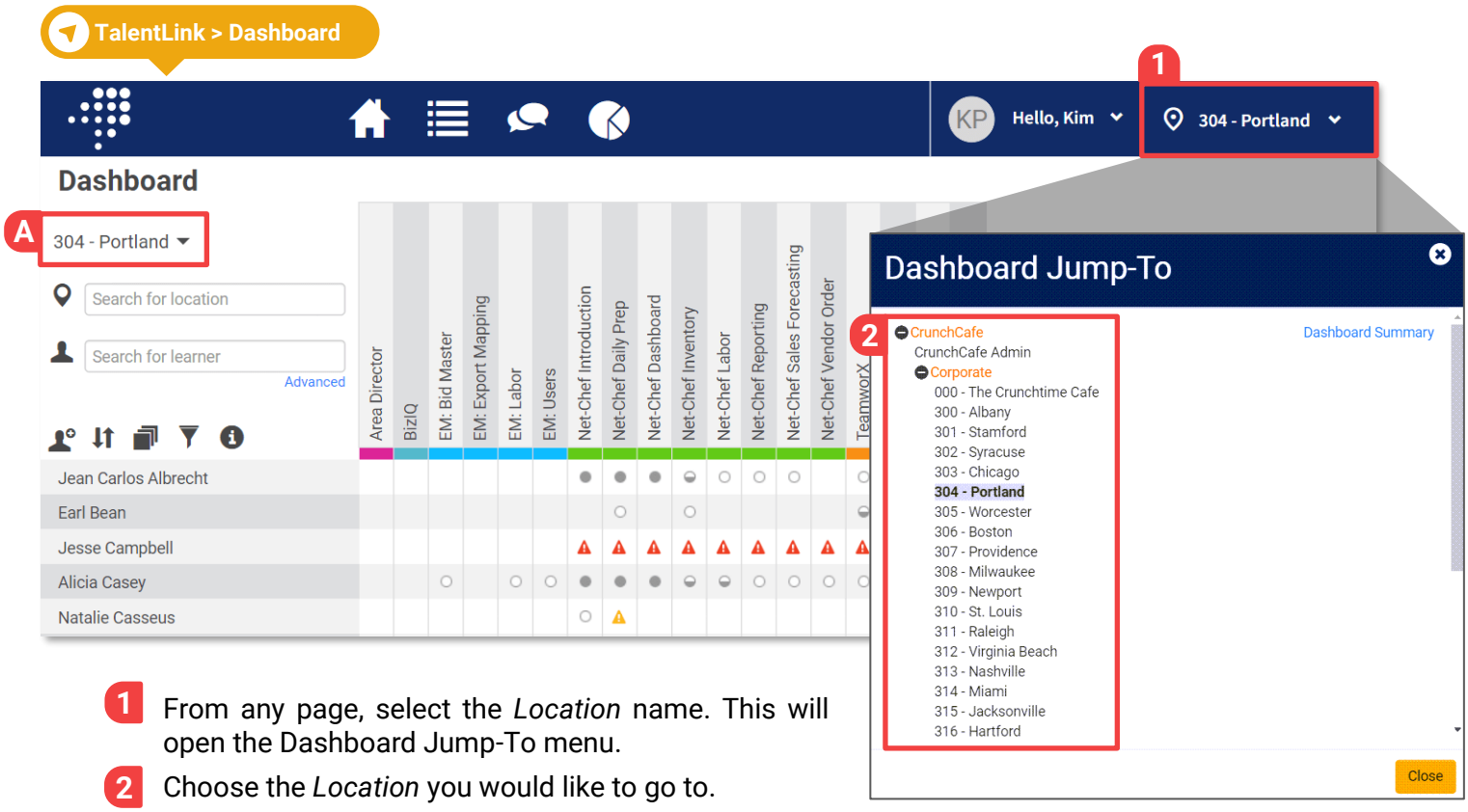
QUICKSTART GUIDE

# Navigate to the Dashboard

## Overview

There are two ways to be quickly directed to a particular location Dashboard. This guide will show you how to use the *Dashboard Jump-To* menu and *Search for Locations* search bar functions to navigate to a Dashboard.

## Dashboard Jump-To




1. From any page, select the *Location* name. This will open the Dashboard Jump-To menu.
2. Choose the *Location* you would like to go to.

**Note:** If your user is only linked to one location, selecting the Location name will bring you back to the Dashboard.

A. You can also open the *Dashboard Jump-To* menu by selecting the location name from the Dashboard you're currently viewing.

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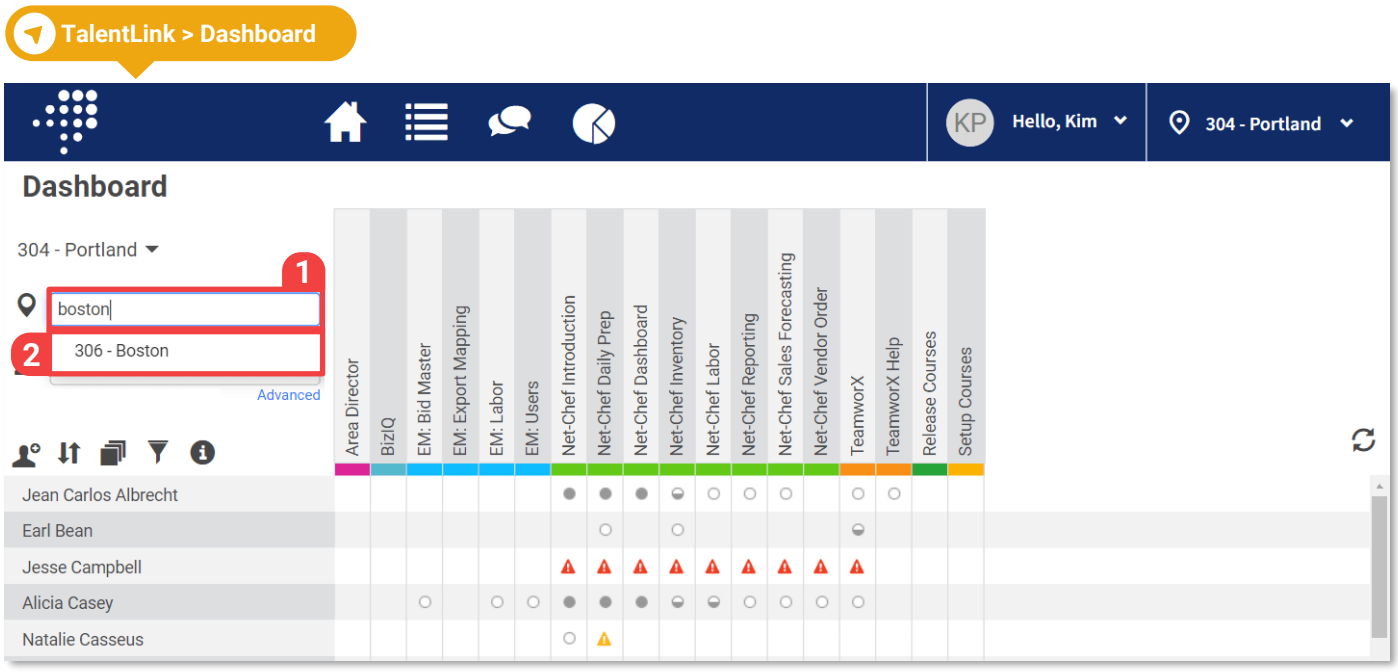
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# Navigate to the Dashboard

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## Search For Location

The *Search for Location* bar allows you to search for a particular Dashboard by entering a name, so you don't need to look through a list of locations.




1. Enter the Location name or code into the *Search for Location* bar.
2. Choose the *Location* from the drop-down menu.

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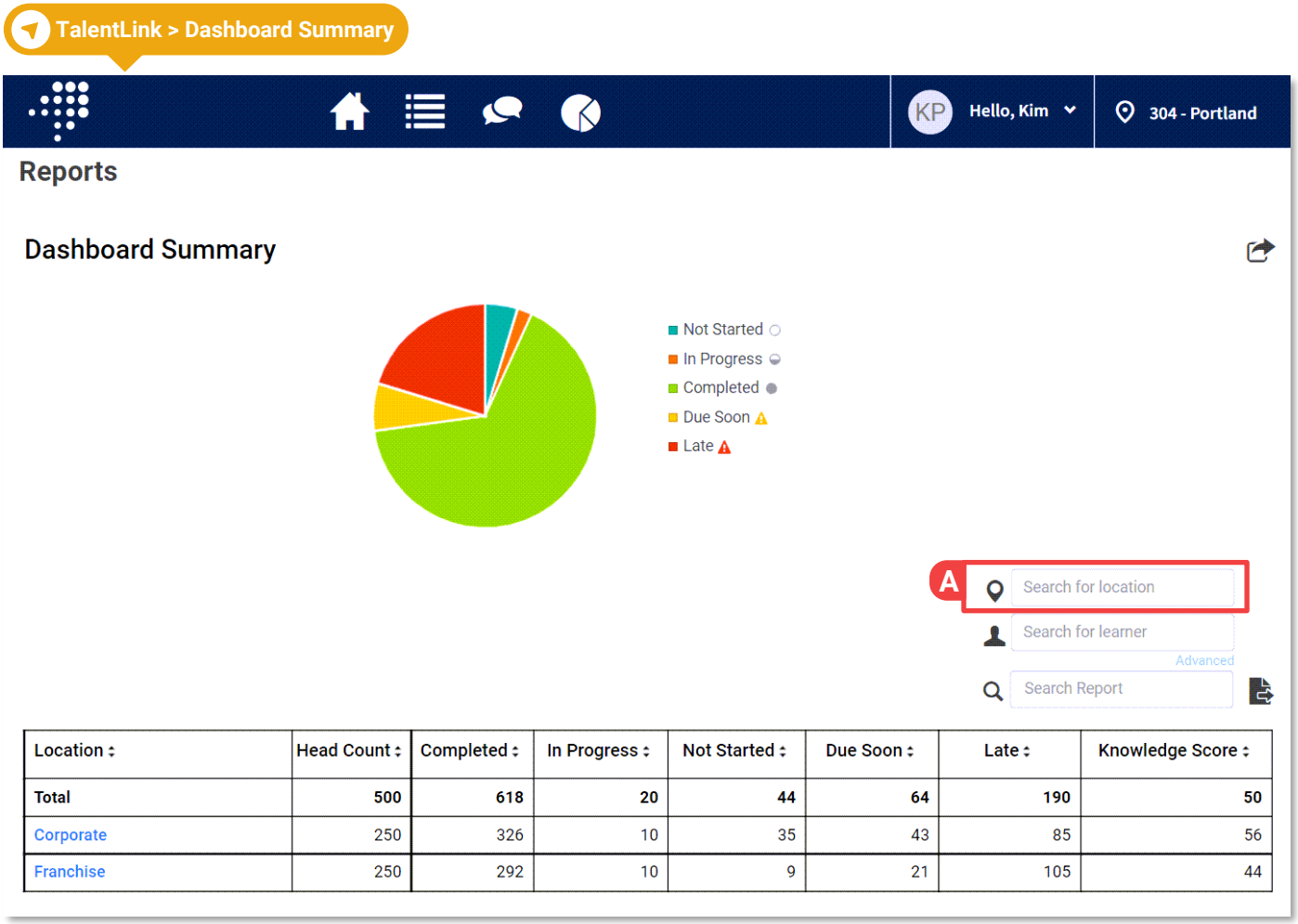
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# Navigate to the Dashboard

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### Where Else?

You will find ways to navigate to the Dashboard throughout TalentLink. Here's where else you'll see them.



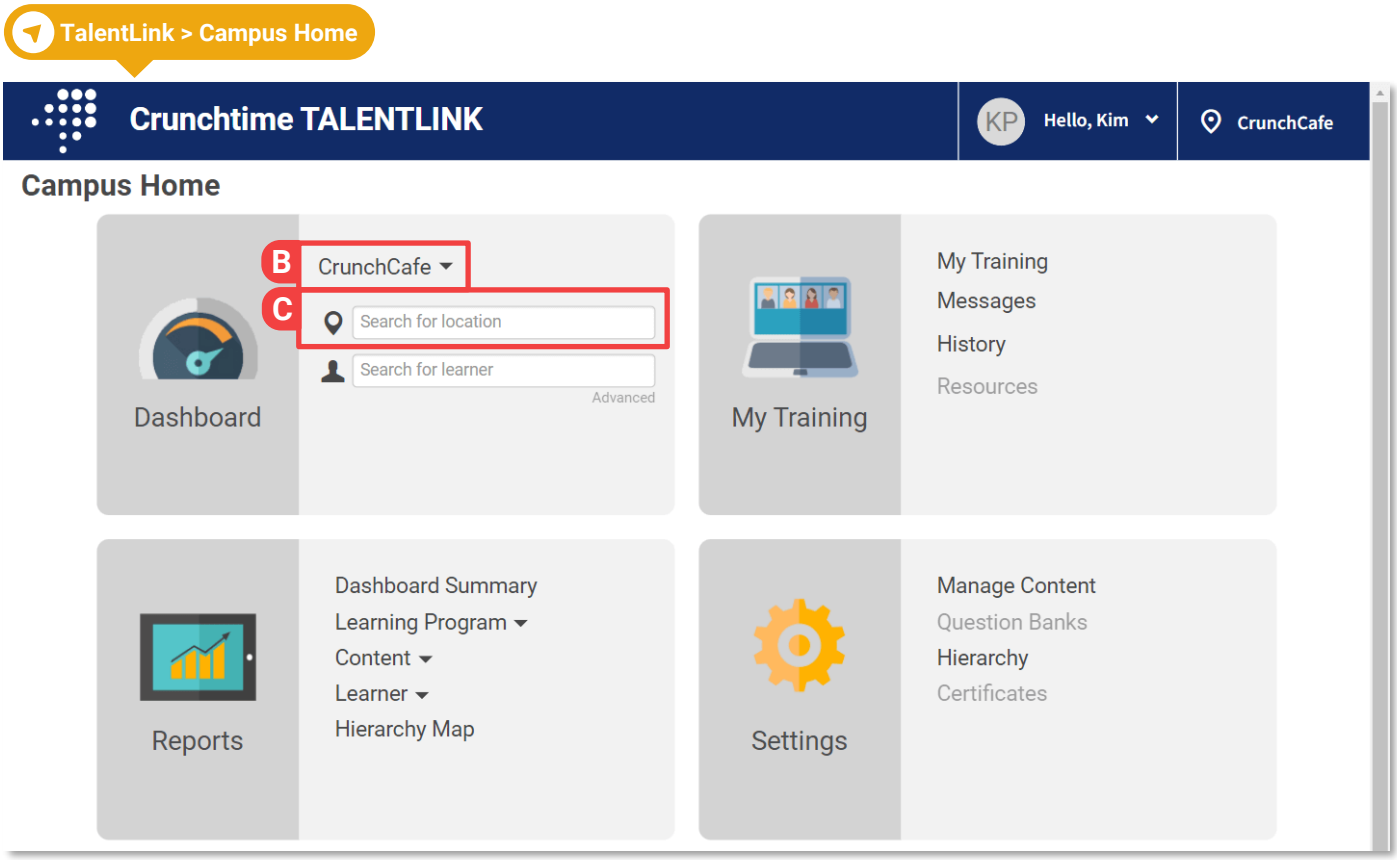

A *Search for Location* bar located on the Dashboard Summary page.

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# Navigate to the Dashboard

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### Where Else? (Continued)




B Select the Location name to open the Dashboard Jump-To menu from the Campus Home.

C *Search for Location* bar located on the Campus Home page.

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