

Understanding your Dashboard

ANZ Transactive – Global: User toolbar

The **Dashboard** is your centralised location to view your workspaces and widgets and access Quick actions.

- Access your Dashboard at any time by clicking **Dashboard** from the menu.
- Click the **Collapse** icon to minimise your menu view.
- Click the **ANZ icon** to return to your full menu view.
- If available, click **Quick actions** to create new tasks.
- If you have less than three **Quick actions**, you will see the individual buttons instead.
- Click to view and manage your single or multiple **workspace dashboards**.
- **Add** a new workspace, **Delete** a workspace or **rearrange** the order of your workspaces.
- Click **Add widgets** or **Customise...**
- ... then **Add widgets** to customise your workspace.
- Click **Add** to add widgets to your workspace dashboard, then click **Close**.

To learn more, visit [Customising your workspace widgets – ANZ Digital Services Help](#)

