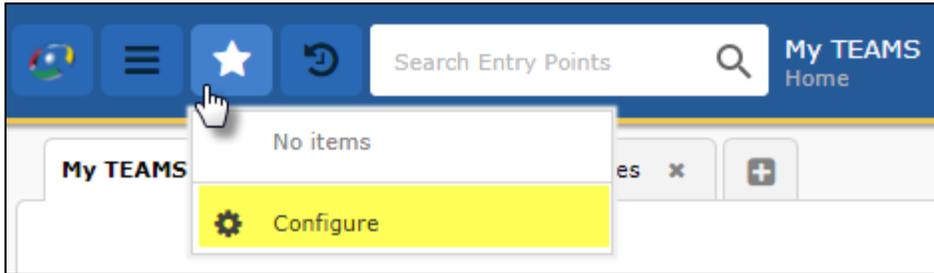


## TEAMS: Custom Ribbon and Dashboard

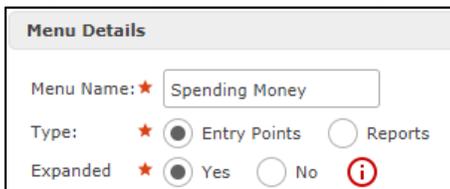
The following guide will demonstrate how to create a custom Ribbon in TEAMS, and adding it to its own dashboard.

### Create a Custom Ribbon

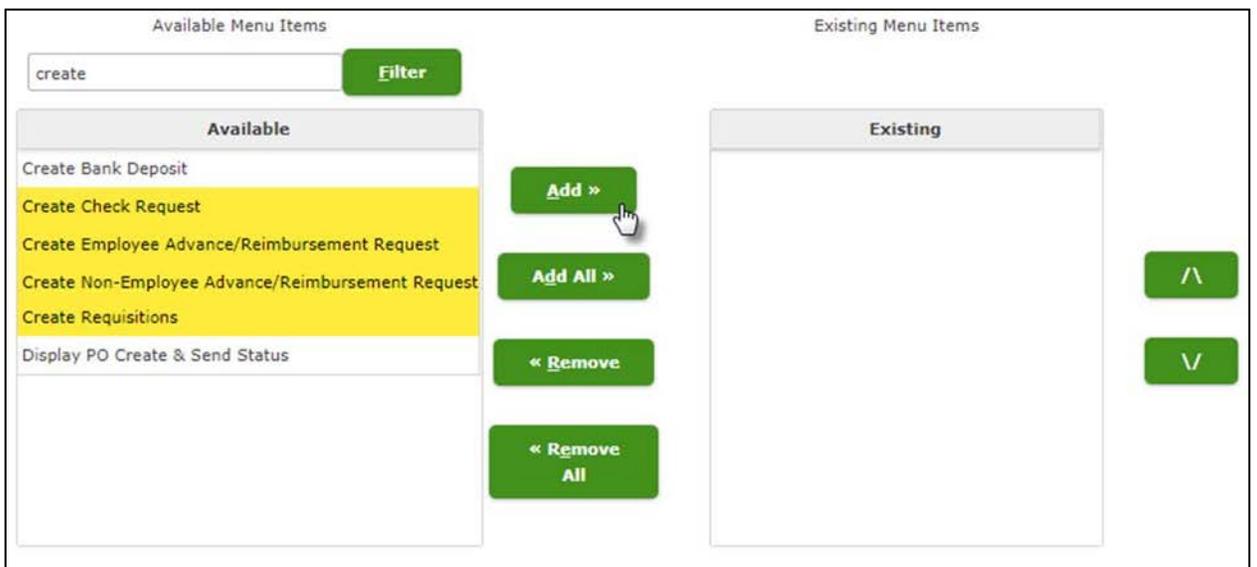
1. Locate the **Favorites** button at the top left of the Teams Workbench (Star icon). Click the Configure option.



2. Create a menu name. If a Ribbon is needed for favorite reports, select the Reports type. The Expanded option determines whether all entry points will show open on the home screen as a default. In this example, Entry Points related to purchasing will be used.

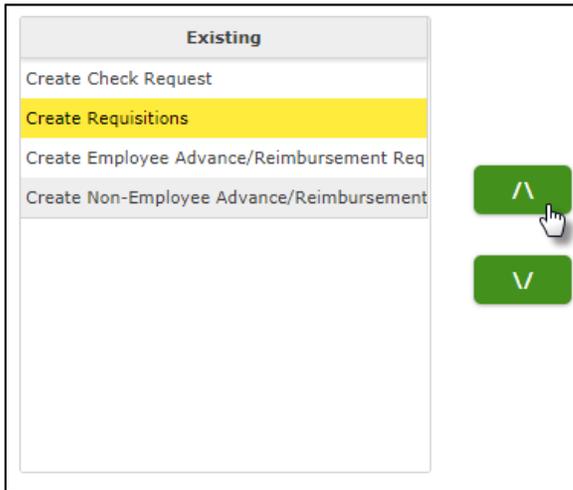
A screenshot of the "Menu Details" form. It has a title "Menu Details" and three rows of configuration options. The first row is "Menu Name: ★" followed by a text input field containing "Spending Money". The second row is "Type: ★" followed by two radio buttons: "Entry Points" (which is selected) and "Reports". The third row is "Expanded ★" followed by two radio buttons: "Yes" (which is selected) and "No". There is a red information icon to the right of the "No" radio button.

3. Use the Filter option to choose entry points relevant to the custom ribbon. Select the desired Entry Points and click the **Add** Button.



## TEAMS: Custom Ribbon and Dashboard

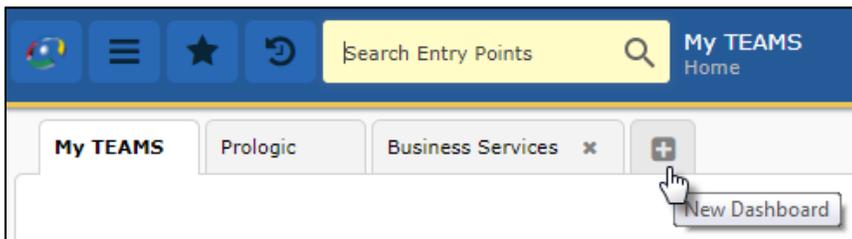
4. Use the arrow buttons to move Entry Points up and down in the list, as desired.



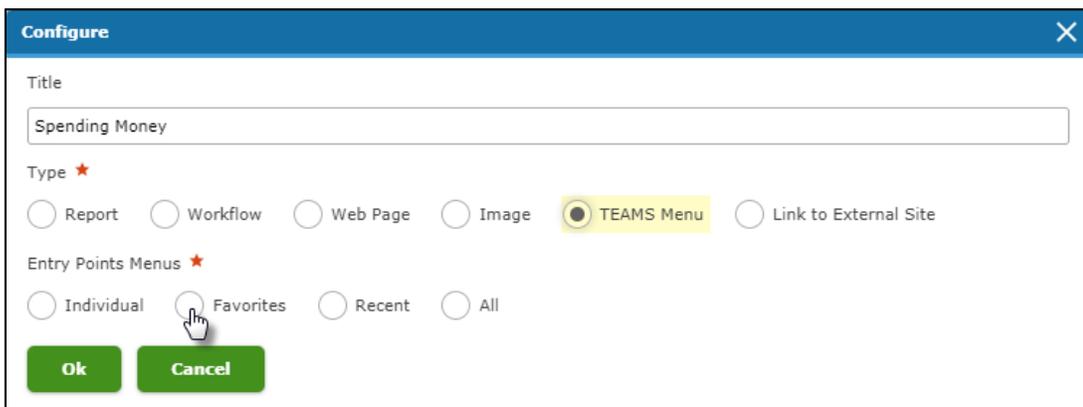
When finished, click **Save**.

### Create a Custom Dashboard

1. On the Main TEAMS page, click the + to add a new Dashboard tab.



2. In the Configure box, enter a title (not required), select TEAMS Menu, then choose Favorites. Click **Ok**.



Additional options are available to build various custom Dashboards.