**Setting Widgets on Virtuous Dashboard**

Step 1 – Click on “Add a widget”

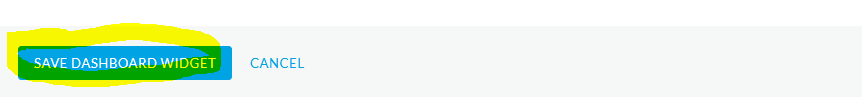
A picture containing shape

Description automatically generated

Step 2 – Select “Recent Gifts” from the drop-down menu, then click “Save Dashboard Widget.” (This widget will list gifts to all projects you are the owner of.

Application

Description automatically generated with low confidence



Step 3 – Once your Recent Gifts widget is set, click the next box to “Add a Widget.” (Do not hit the back button on your browser.)

Graphical user interface, application

Description automatically generated

Step 4 – Select “Project Goal Overview” from the drop-down menu, then scroll down to “Save Dashboard Widget.”

A picture containing text

Description automatically generated

Background pattern

Description automatically generated with low confidence

Step 5 – Select the project for your “Project Goal Overview” widget.Graphical user interface

Description automatically generated with low confidence

These are the most helpful widgets available within Virtuous, but you are welcome to continue to add additional widgets to your own personal dashboard. Please note, some features and reporting do not provide desired results based on permission settings. This is to ensure data privacy as it relates to your specific donors and donations.