Tyler Dashboard

User Guide
Version 6.1

For more information, visit www.tylertech.com.

TABLE OF CONTENTS

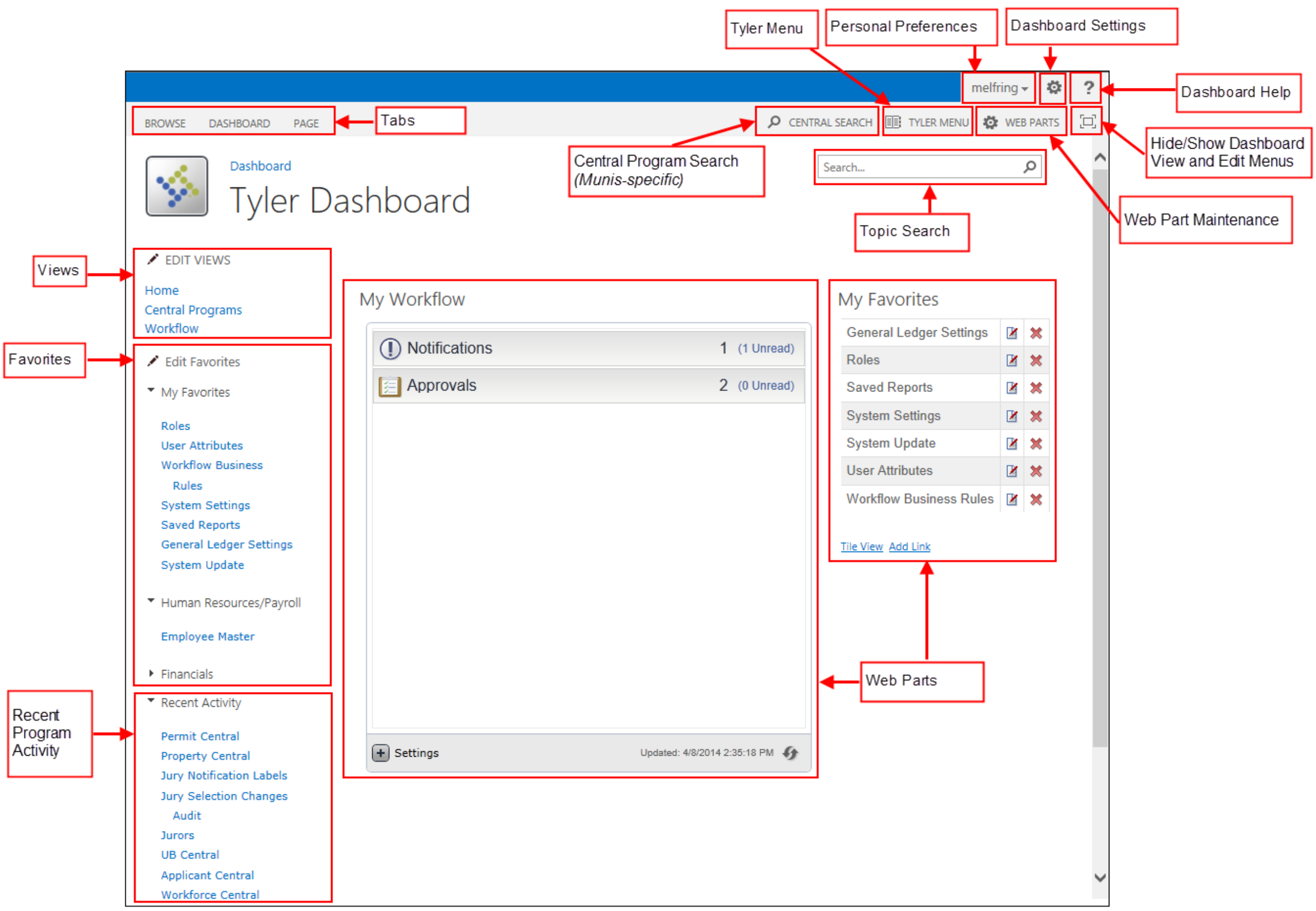
Tyler Dashboard

The Tyler® Dashboard is a web-based application through which you can open Tyler products and other applications. The Tyler Dashboard allows you to share information, view critical processing information, and access daily work from a single launching point. You can customize your personal dashboard using web parts, or if you are a system administrator, you can add web parts that are used by everyone in your organization

This document outlines the general tasks for using the Tyler Dashboard. For specific details on using the dashboard with your Tyler product, refer to the documentation available for that product.

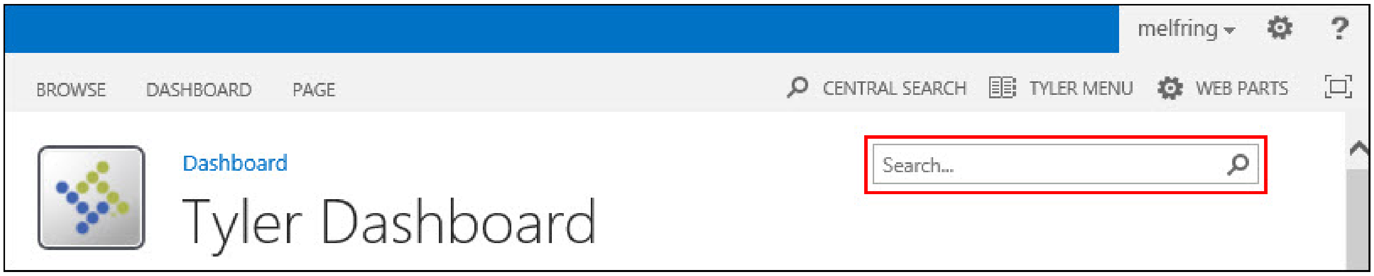
Tyler Dashboard Features

The Tyler Dashboard setting and navigation options manage connections and display features. The Tyler Menu option displays your Tyler product menu as a floating menu, while your Favorites list provides easy access to those programs you use most often. The work/display area of the dashboard displays selected web parts.



Search

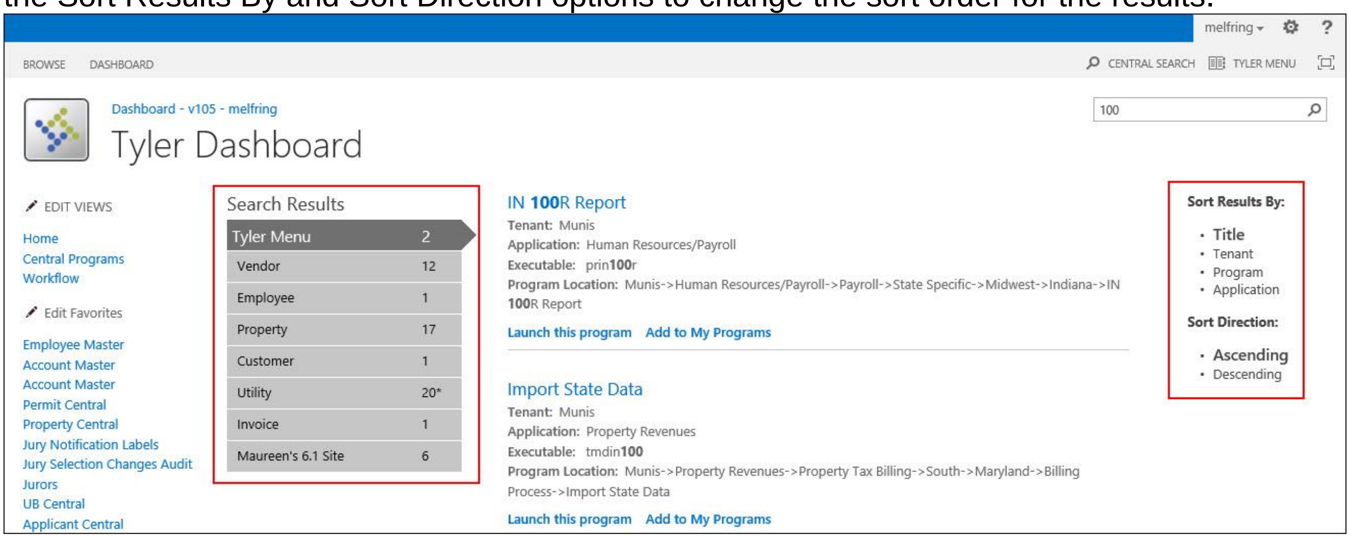
On the home page, the Search box provides an integrated search tool for the Tyler Dashboard.



When you use this option, the search results include records stored in Tyler menu and Munis central programs. For example, if you enter 100 as the search criteria, the results include employee records that include 100, customer records that include 100, accounts that include 100, and so on.

With additional setup, your SharePoint administrator can configure this search feature to also search items stored in your organization's SharePoint directories.

The search results display by category, for example, Vendor, Employee, Property, and so on. Highlight a category to view the results. If your SharePoint administrator has configured the search to include your SharePoint directories, the list also includes an entry for these results. Use the Sort Results By and Sort Direction options to change the sort order for the results.

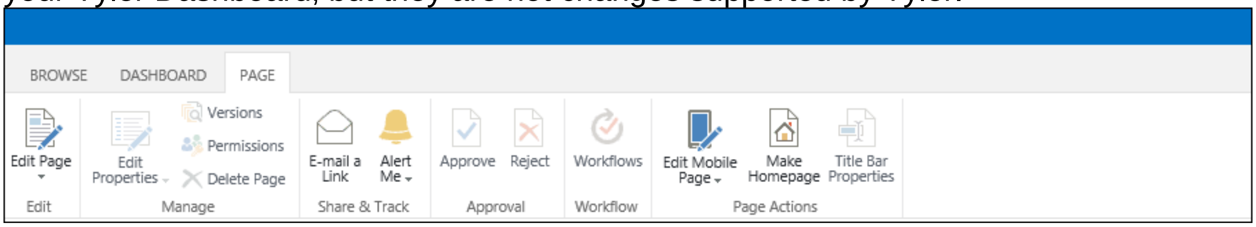


Browse

When you open the Tyler Dashboard, the Browse tab is the active tab. This tab is the home view for the dashboard. When you click the Tyler logo from other dashboard pages, the application returns you to the Browse tab.

Page

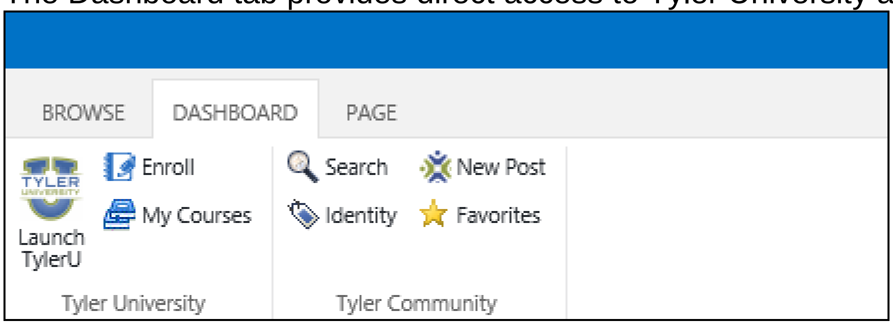
The Page tab provides direct access to Microsoft® SharePoint® features. These features are specific to Microsoft SharePoint. When you make changes using these options, they will affect your Tyler Dashboard, but they are not changes supported by Tyler.



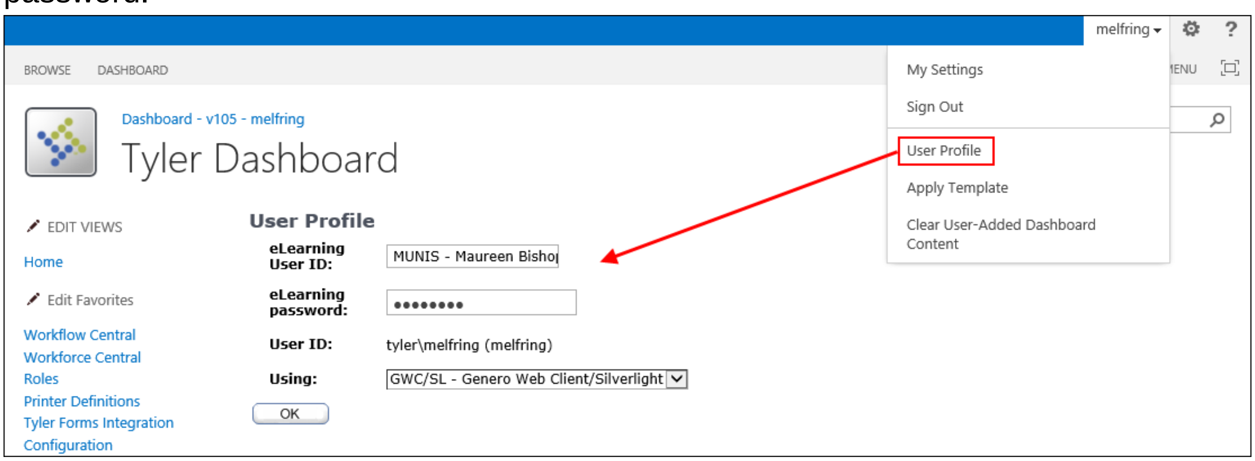
This option is only available to users with Site Collection Administration permissions.

Dashboard

The Dashboard tab provides direct access to Tyler University and the Tyler Community.



To access these resources, your User Profile page must be completed with your Tyler user ID and password.

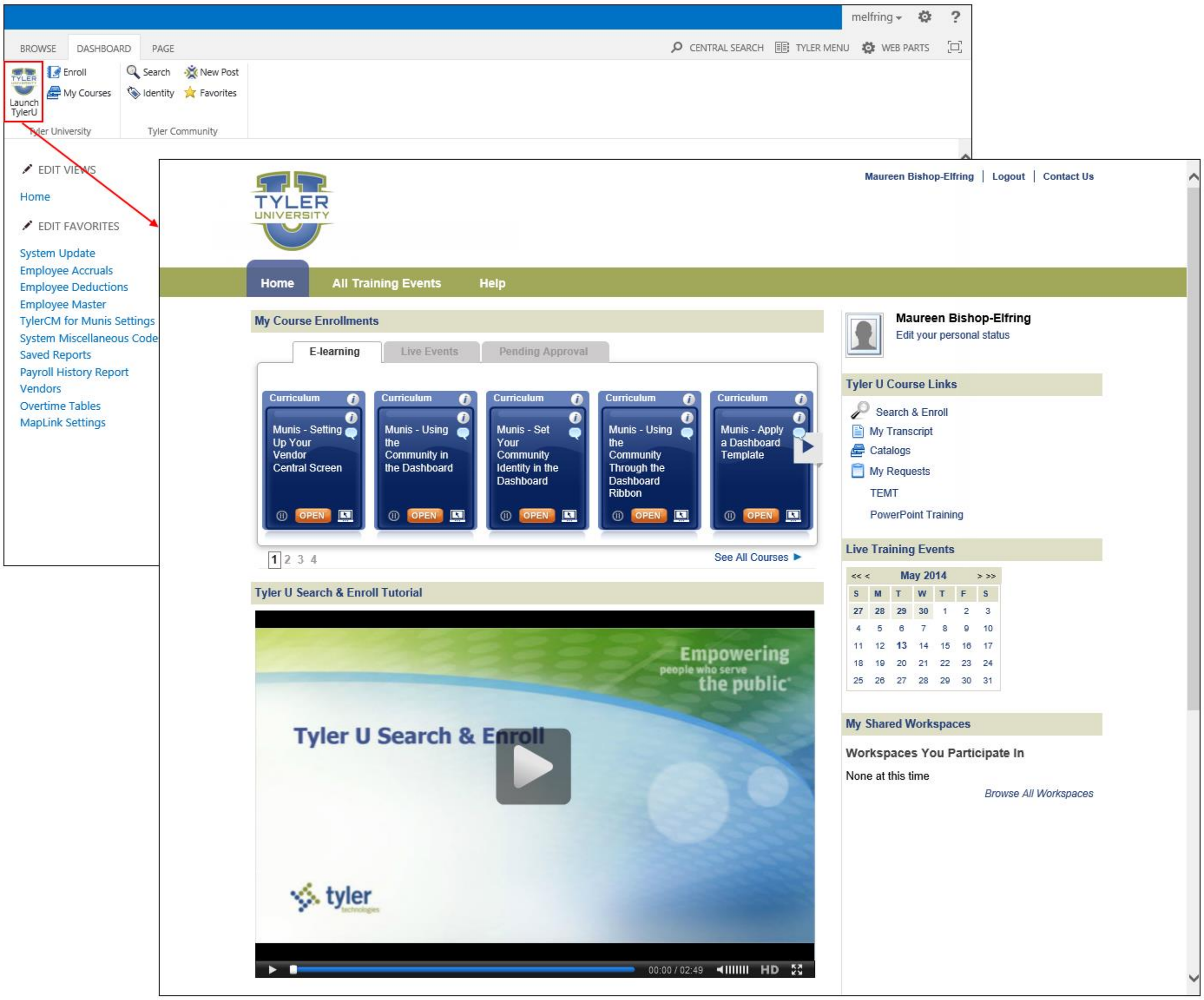


If you select an option in the Tyler University or Tyler Community group and your profile is not complete, the program displays a login page.

Tyler University

Tyler University provides eLearning and other resources available to users. These eLearnings and resources include a mix of tutorials and documentation.

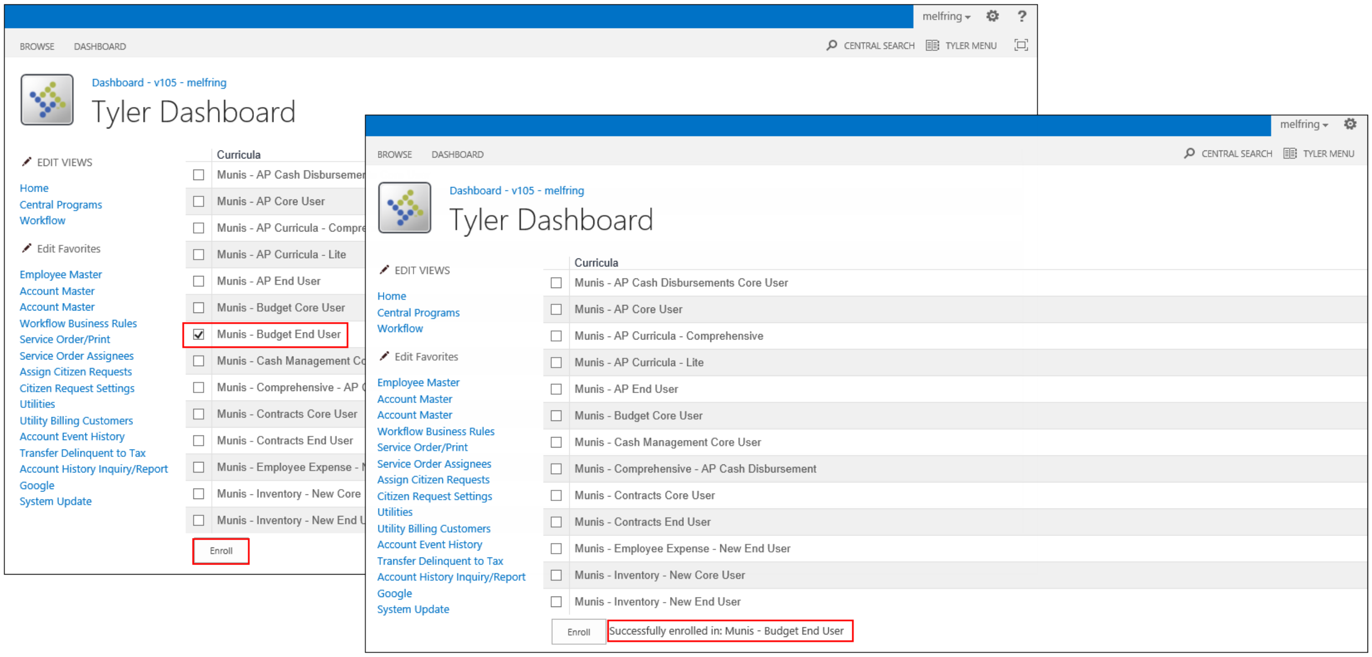
The Tyler University options include Launch TylerU, Enroll, and My Courses. When you click **Launch TylerU** in the ribbon, the Dashboard displays your home page for Tyler University.



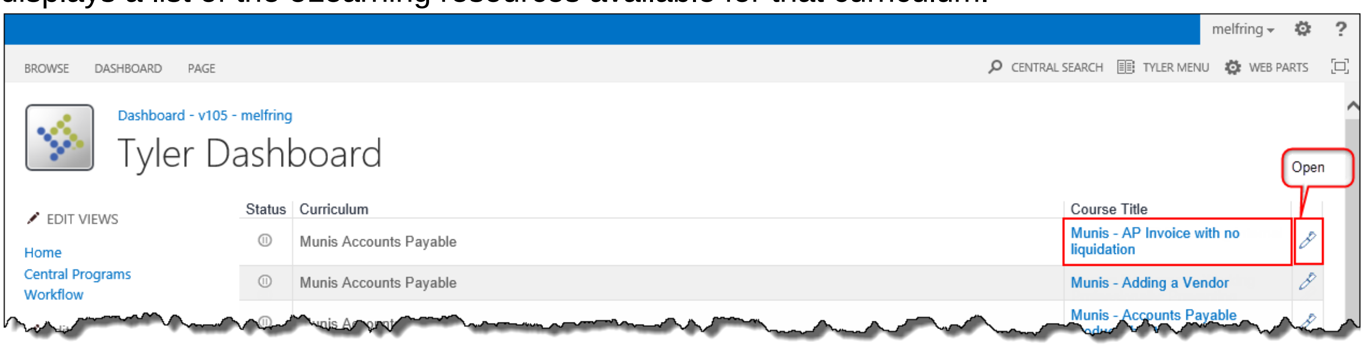
Use the options within Tyler University to manage your personal training for Munis and Tyler products.

When you click **Enroll**, Dashboard provides a list of defined curricula for core and end users of Munis and Tyler products. Each option includes the resources available to complete the eLearning curriculum for that product area.

To enroll in a specific curiculum, select the check box and click **Enroll**. The page provides a confirmation next to the Enroll button.



Once you are enrolled in a curriculum, when you click **My Courses** on the ribbon, the program displays a list of the eLearning resources available for that curriculum.

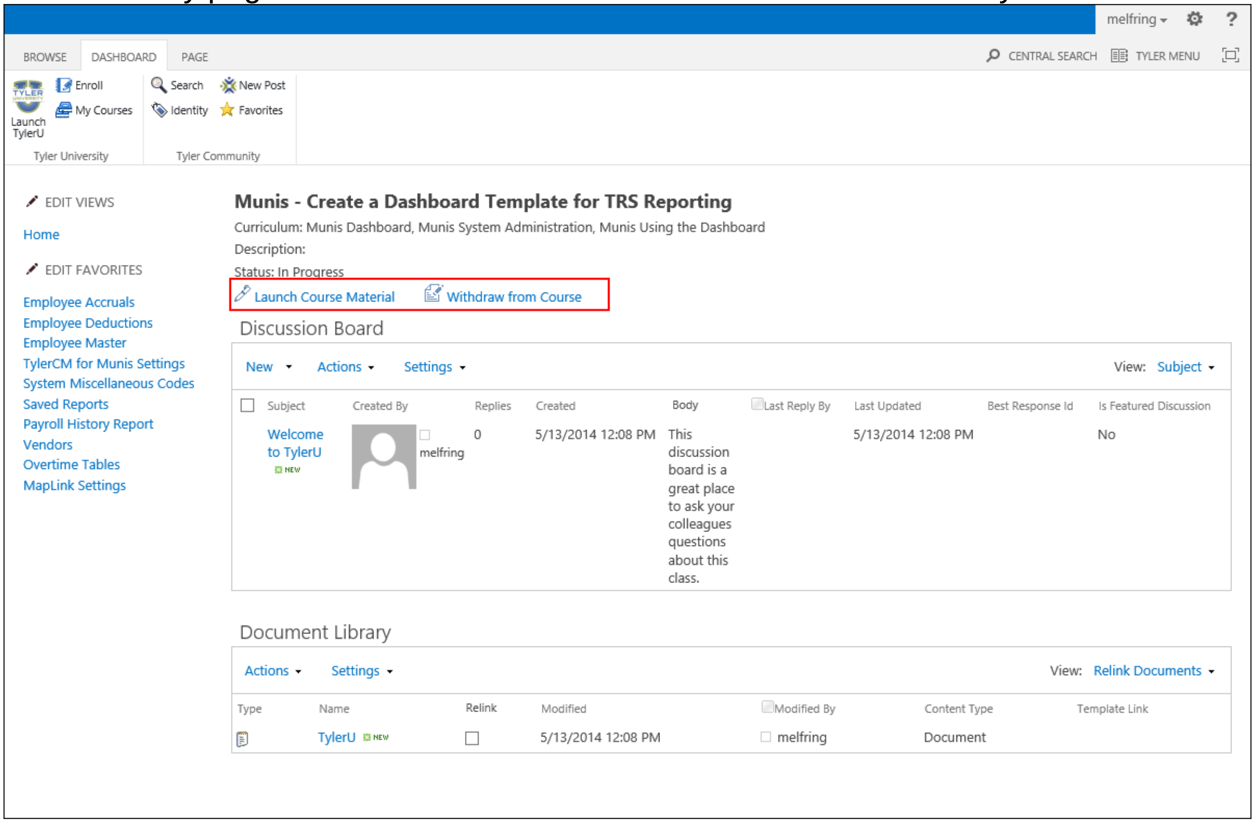


The Status indicator displays your progress for a particular course.

Indicator	Description
	Not Started
	In Progress
	Completed
	Passed
	Failed

Click the **Open** button to launch an eLearning course or click the course title to display a summary page for the course.

The summary page includes a discussion board and a document library for the identified course.



To launch the eLearning course from the summary page, click **View Course Material**. Click **Withdraw from Course** to cancel your enrollment.

Tyler Community

With the Tyler Community enabled, you can search, post, and access Tyler Community favorites directly from the Tyler Dashboard.

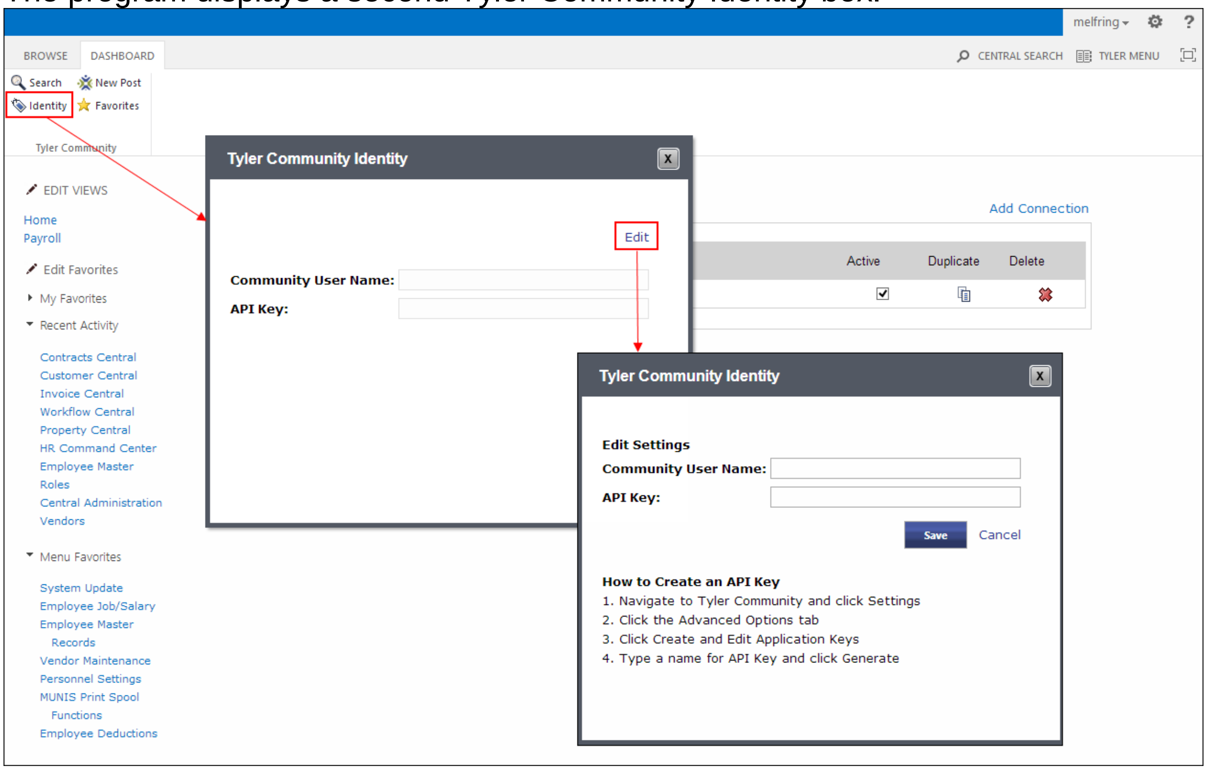
Prior to using the Tyler Community links, the Dashboard Tenant must be updated to include the base URL for the Tyler Community application. This value should be entered when your dashboard is installed. If this value is not entered, system administration personnel must use the Dashboard Administration option to enter the following value in the REST API Base URL box for the Tyler Community Services group on the Update Connections pane:

http://tylercommunity.tylertech.com/api.ashx/v2/

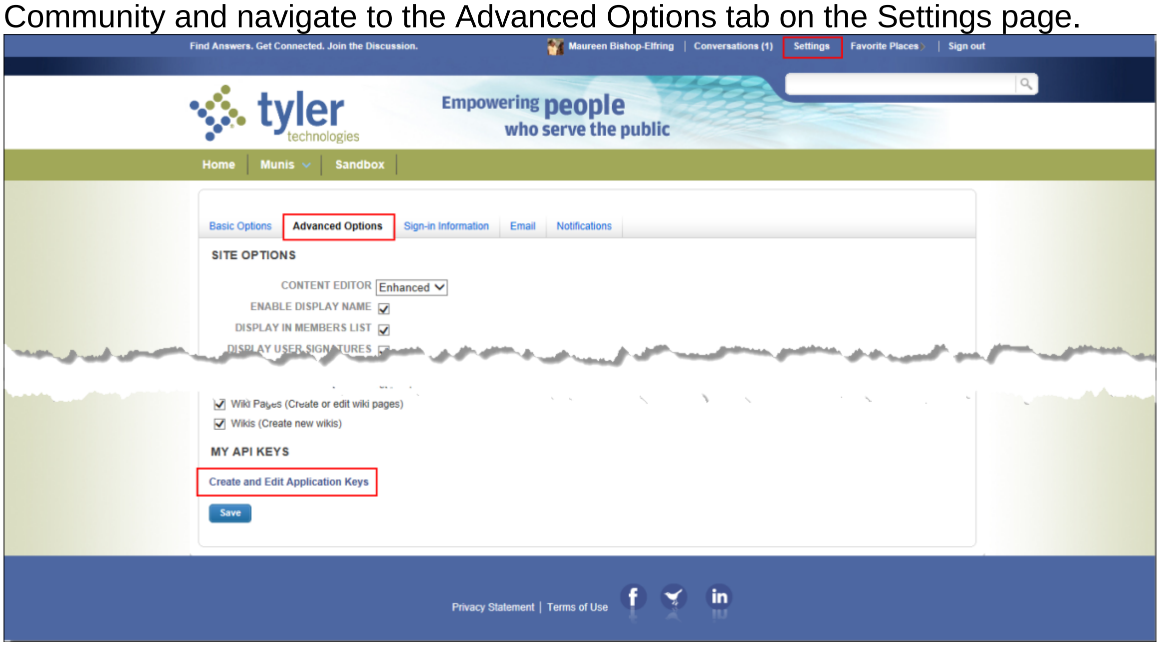
Once the Dashboard Services are updated to include the Tyler Community URL, you must establish a user API to access your personal Tyler Community pages.

To create an API key:

1. In the Tyler Community group of the ribbon, click the Identity option.
   The program displays the Tyler Community Identity dialog box.
2. Click **Edit** on the Tyler Community Identity dialog box.
   The program displays a second Tyler Community Identity box.

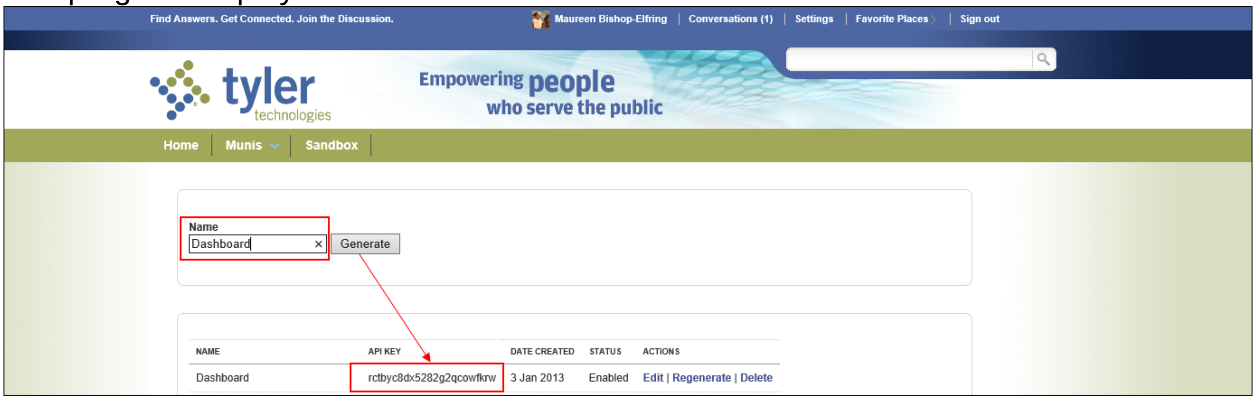


3. Following the directions in this box for How to Create an API Key, open the Tyler Community and navigate to the Advanced Options tab on the Settings page.

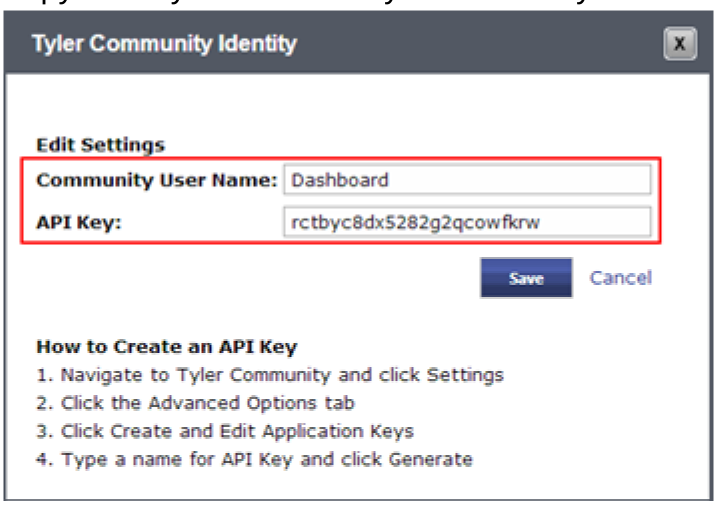


4. On the Advanced Options tab, click **Create and Edit Application Keys**.

5. Enter a key name and click **Generate**.
   The program displays the API value in the results table.



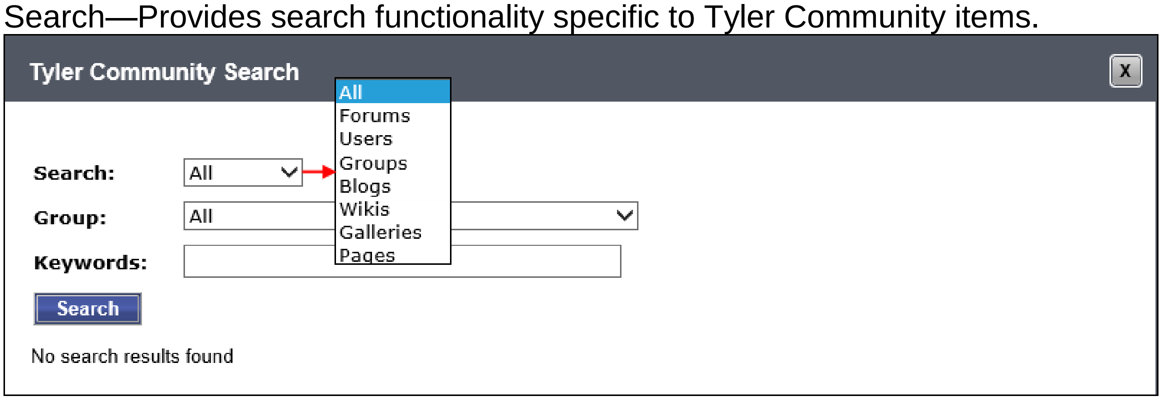
6. Copy the key to the API Key box in the Tyler Community Identity dialog box.



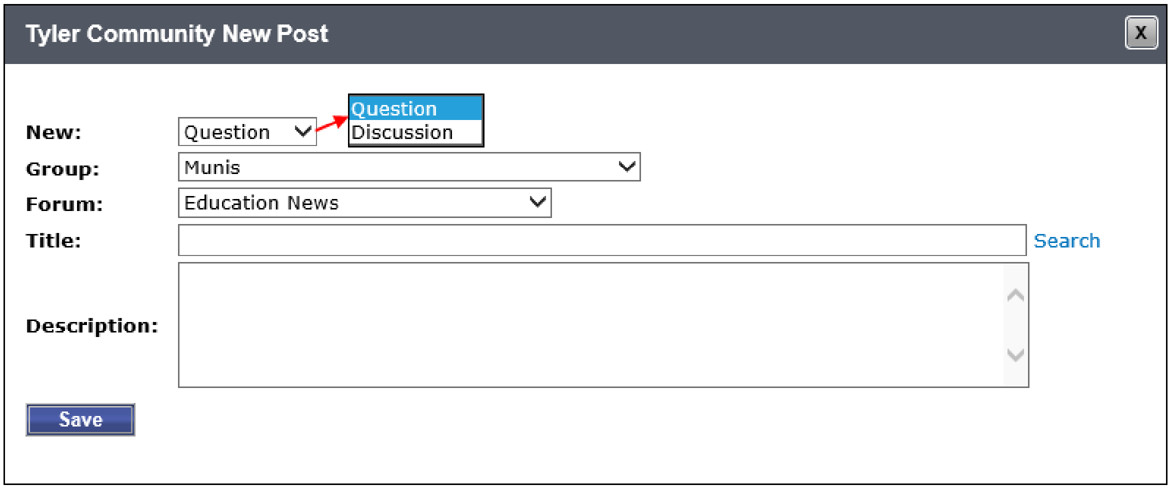
7. Complete the Community User Name box with your customer support user name.
8. Click **Save**.

With the Tyler Community ribbon group enabled, you can search, post, and access your Tyler Community favorites directly from the dashboard ribbon:

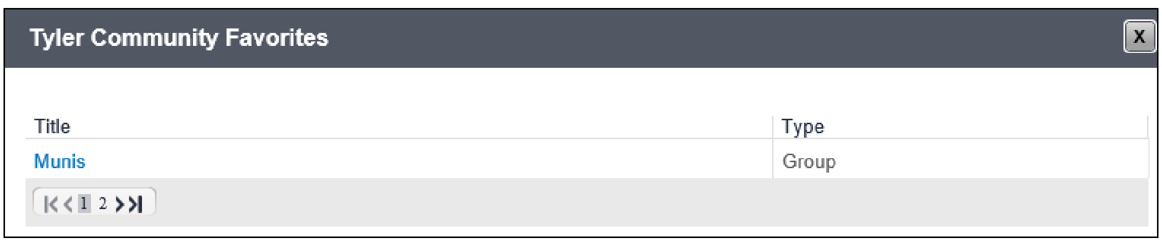
- Search—Provides search functionality specific to Tyler Community items.



- New Posts—Allows you to enter a question or discussion item to the Tyler Community.



- Favorites—Provides quick access to the list of favorites that you have created within the Tyler Community application.



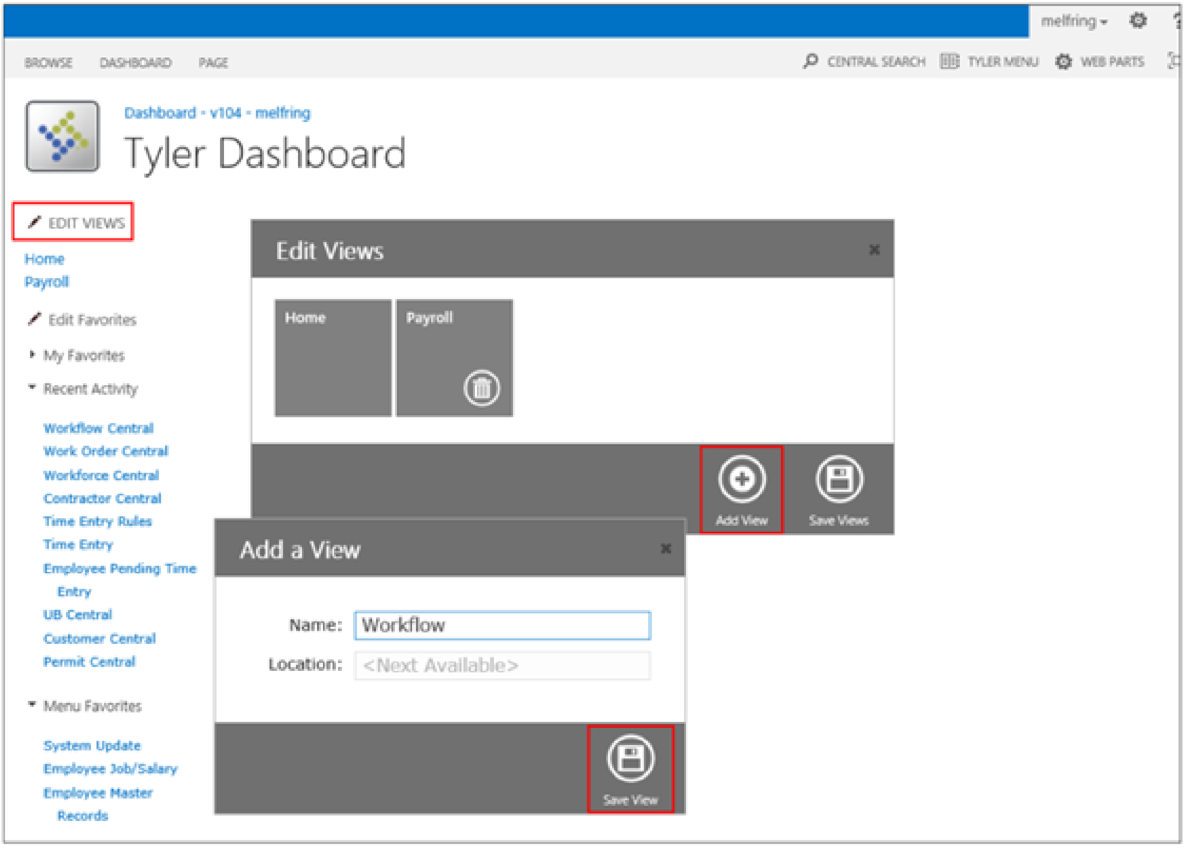
Views

Views are personal dashboard views that you create to match your work requirements. For example, if you often access payroll programs, you could create a view that includes web parts and program favorites specific to payroll processing.

The Home view is the default view for the dashboard. You cannot delete or modify the settings for the Home view.

To create a view:

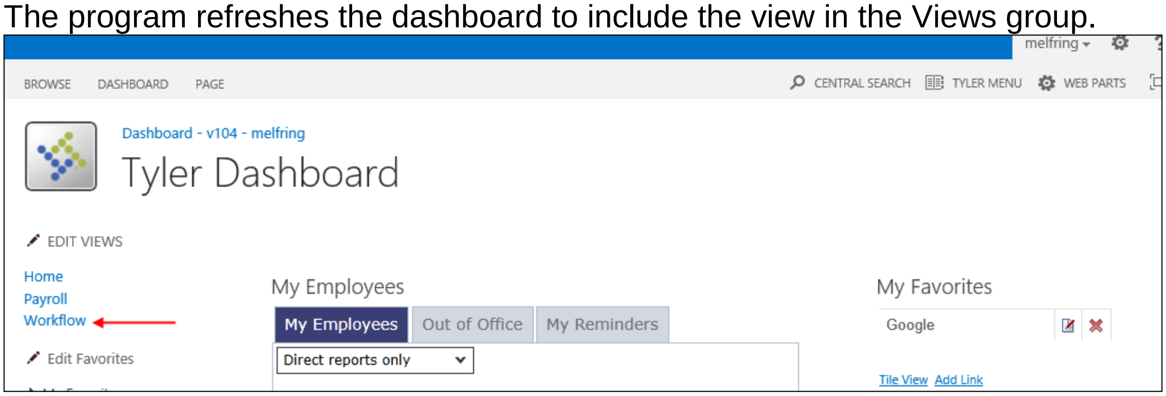
1. Click Edit Views to display the Edit Views dialog box.



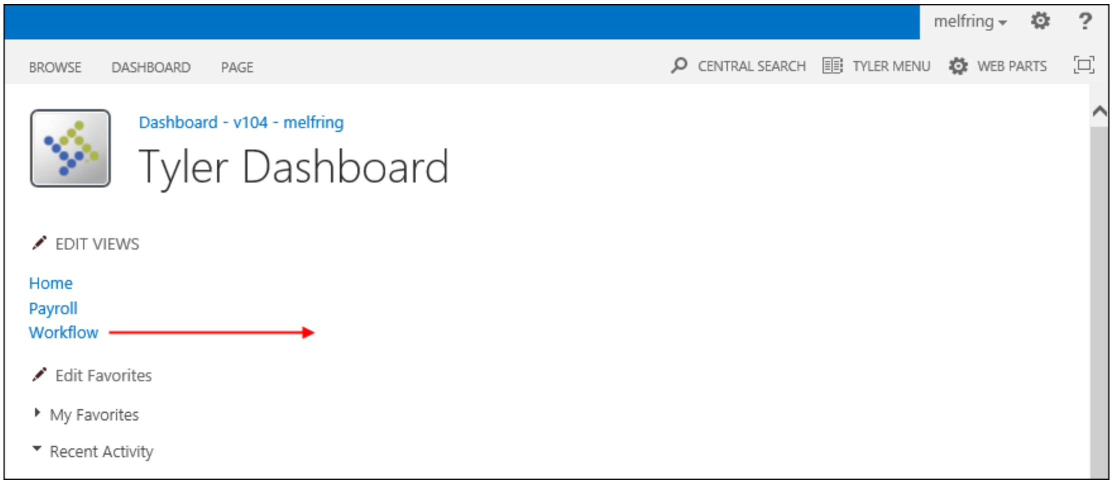
2. Click **Add View**.

3. Type the name of the view in the Name box.
   The default value for the Location box is Next Available and you cannot change this.

4. Click **Save View**.
   The program refreshes the dashboard to include the view in the Views group.



5. Click the link for the new view.
   The screen refreshes and the work area is blank.

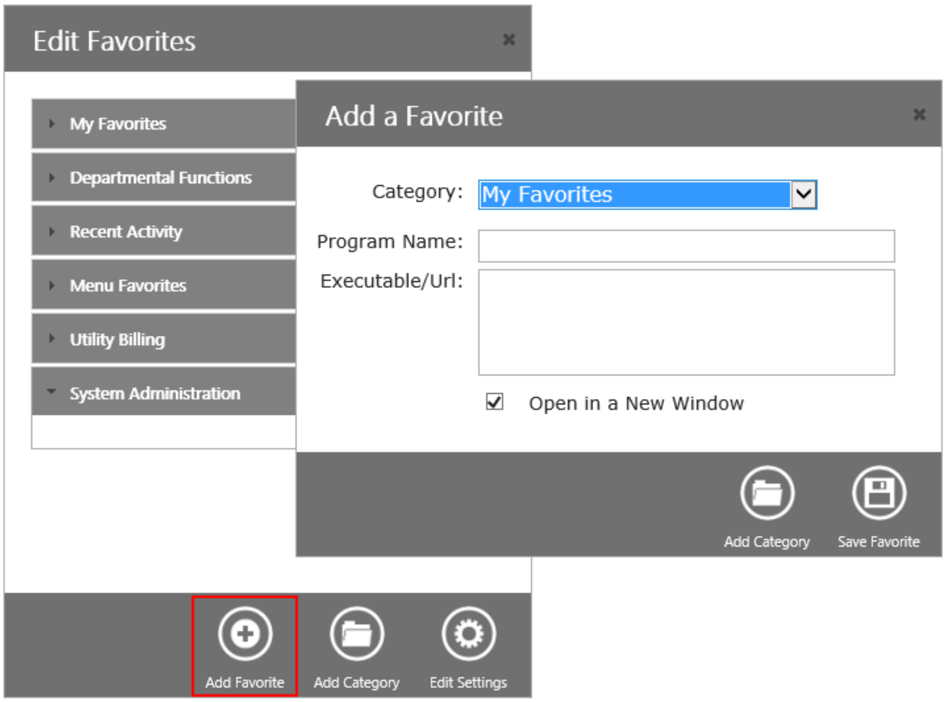


6. With this view active, add the appropriate web parts and favorites to complete the view.
7. Click the Home view or click the Tyler logo to return to the main Tyler Dashboard page.

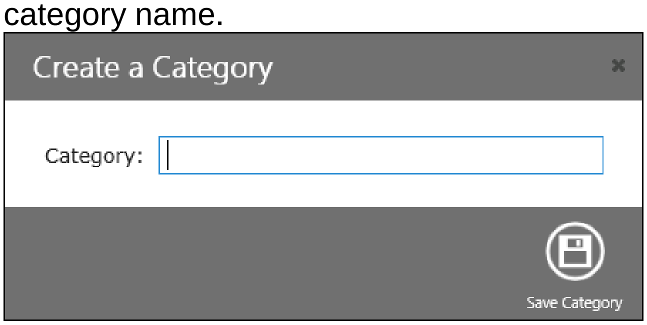
Favorites

Edit Favorites manages the programs, websites, or other applications accessed from the My Favorites and Menu Favorites menu options. Edit Favorites also provides the option for creating new categories for organizing your personal dashboard menu.

To add a favorite, click **Edit Favorites** on the menu. In the Edit Favorites dialog box, click **Add Favorites**.



Use the Add a Favorite dialog box to select the category and define the program name and applicable executable or URL. To add a new category, click **Add Category** and specify the category name.



The Edit Settings options on the Edit Favorites dialog box provide additional options for personalizing your dashboard.

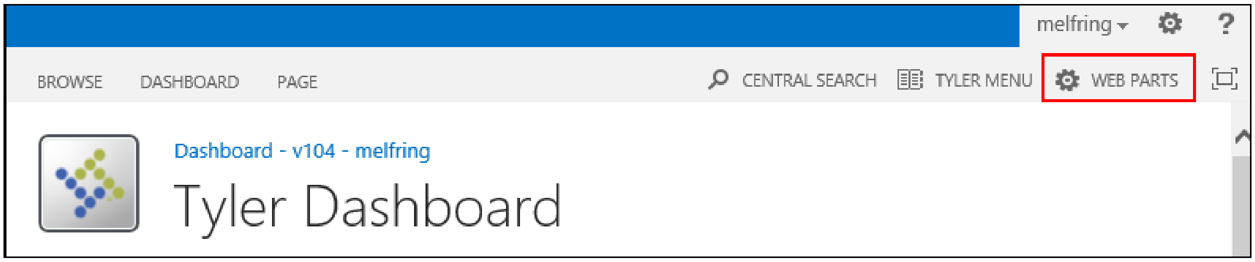
Use these options to remove the My Favorites or Recent Activity options from your menu and to specify the number of items returned when you complete a search from your Tyler menu or the Central Programs menu (Munis-specific).

Web Parts

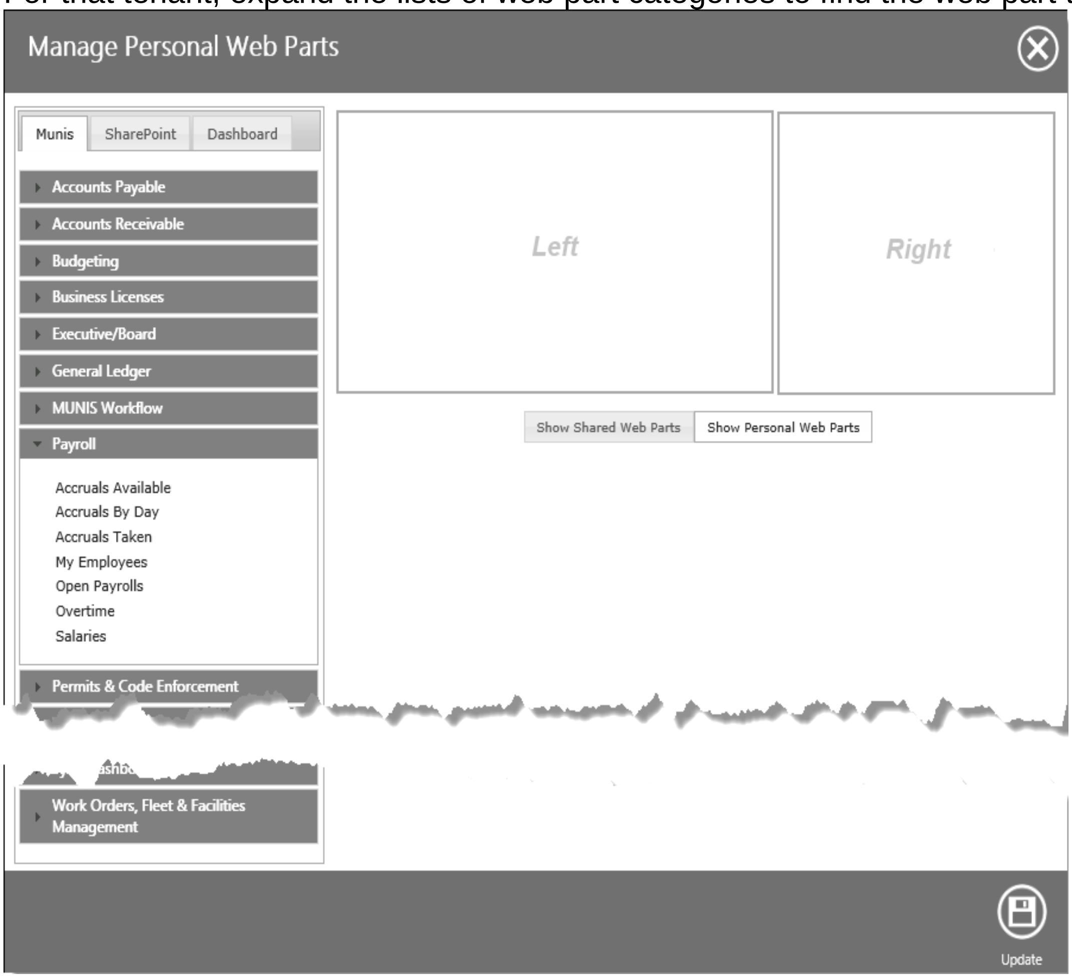
Web parts are web-based portals that display information from various Tyler organizations or provide links to third-party applications. The Web Parts setting adds, removes, and arranges the web parts that are available on your personal dashboard. If you are a system administrator, you can also manage shared web parts.

To add a web part:

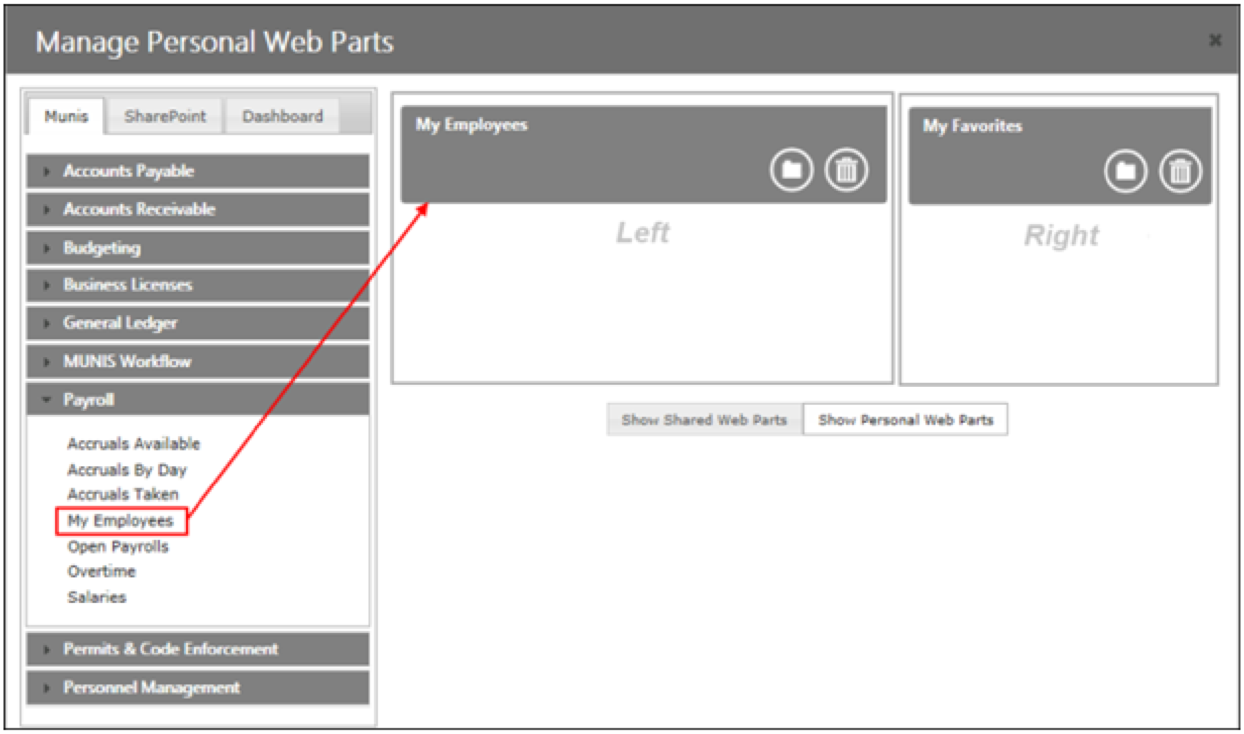
1. Click Web Parts on the dashboard.



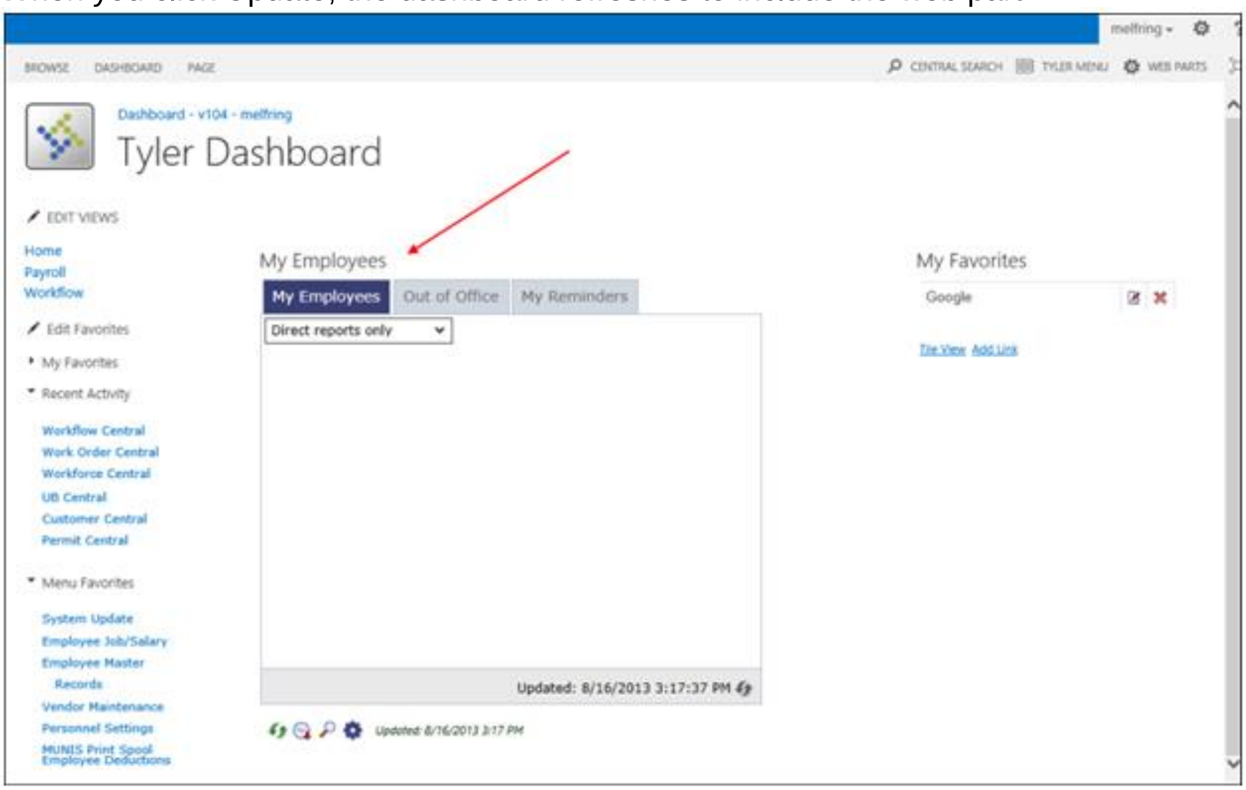
2. In the Manage Personal Web Parts dialog box, select the tab for the tenant web part to add: SharePoint, Dashboard, or your Tyler product.
3. For that tenant, expand the lists of web part categories to find the web part to add.



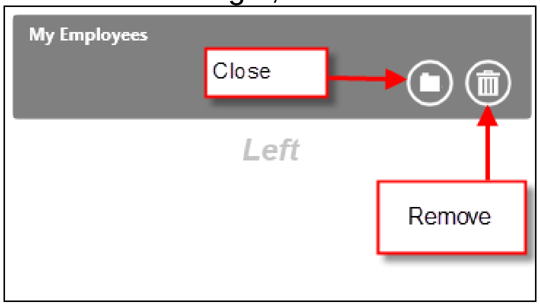
4. Highlight the web part to add and drag it to the Left or Right position box.



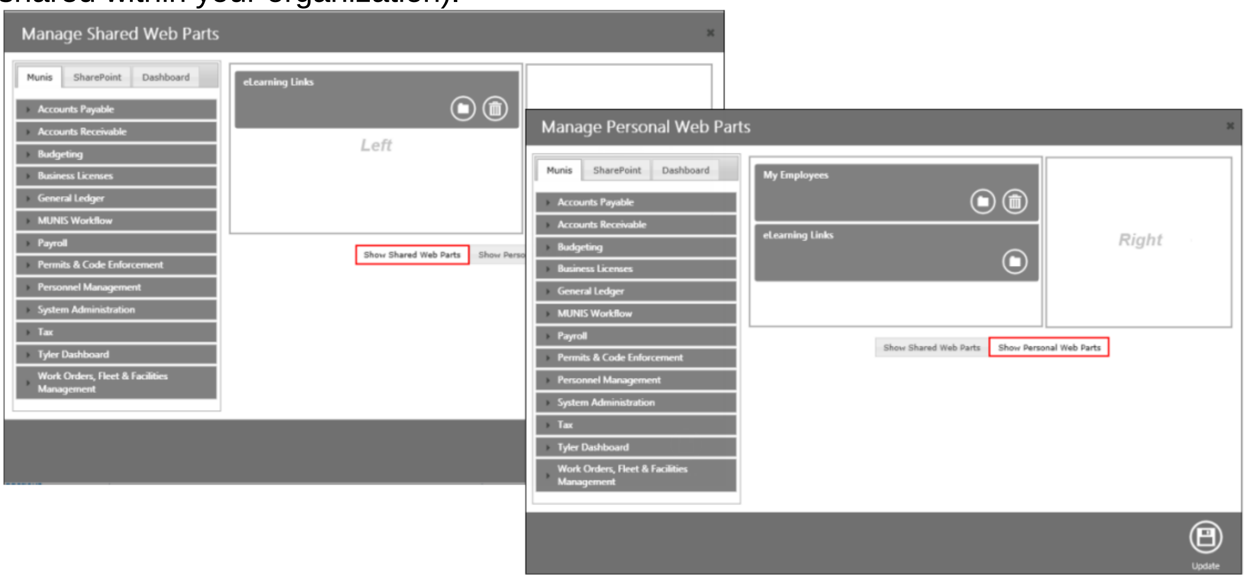
When you click Update, the dashboard refreshes to include the web part.



5. Once a web part is added, click the close button to hide the web part from the view without removing it, or click the remove button to delete the web part from the view.



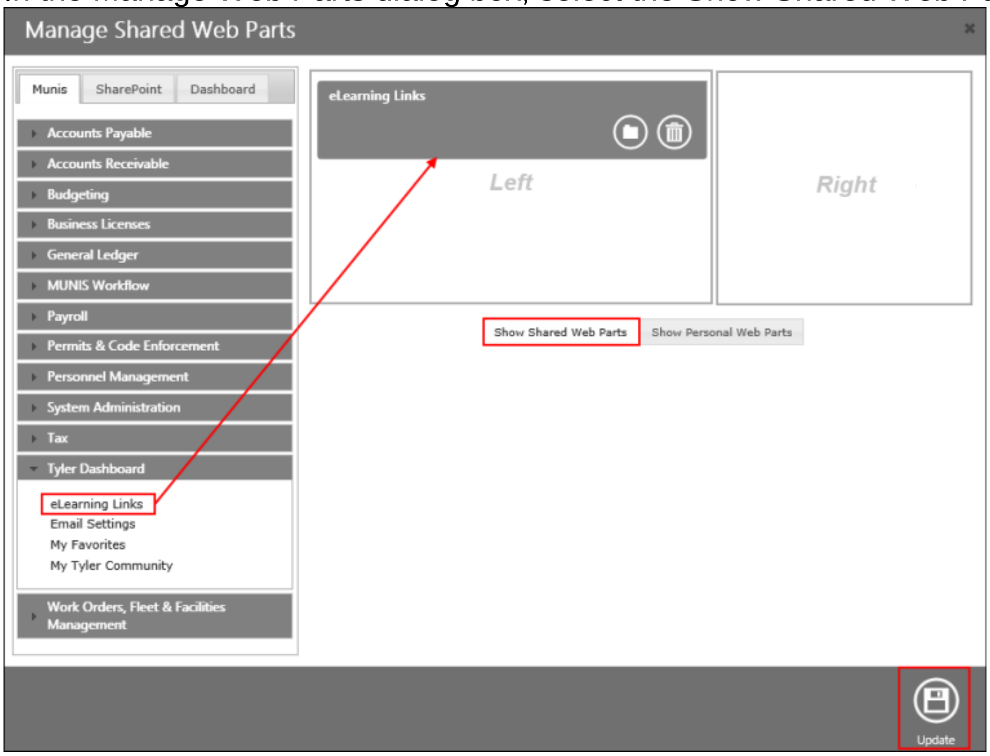
Use the Show Shared Web Parts and Show Personal Web Parts buttons to refresh the dialog box to display the personal view (your personal web parts) or shared view (web parts assigned and shared within your organization).



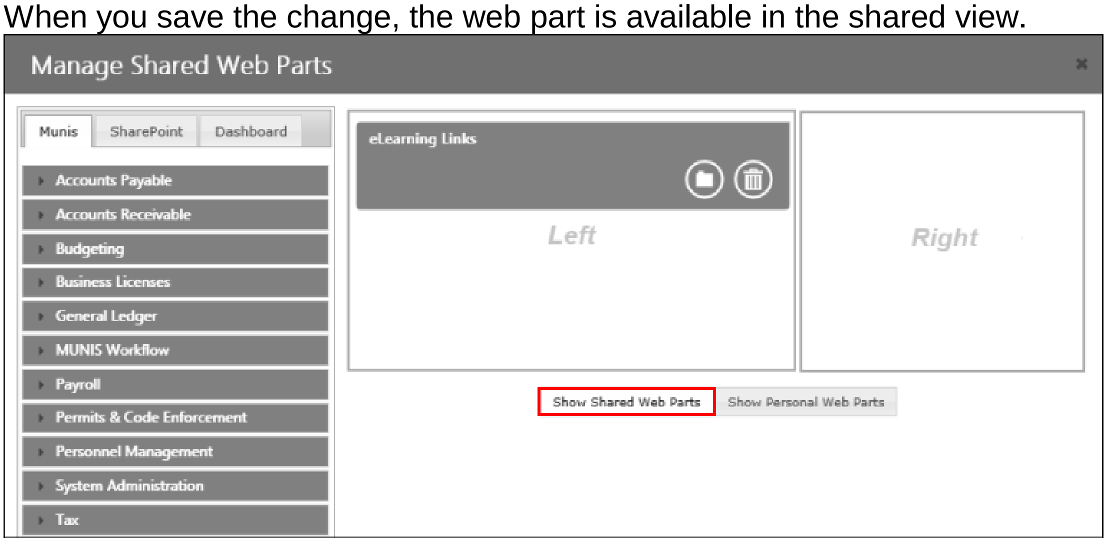
Shared web parts are web parts that display for all users. Sharing web parts creates a default user view with web parts that individual users cannot remove. Only system administrators can manage shared web parts.

To add shared web parts:

1. In the Manage Web Parts dialog box, select the Show Shared Web Parts option.



2. Navigate to the web part to add and drag it to a position box.
   When you save the change, the web part is available in the shared view.

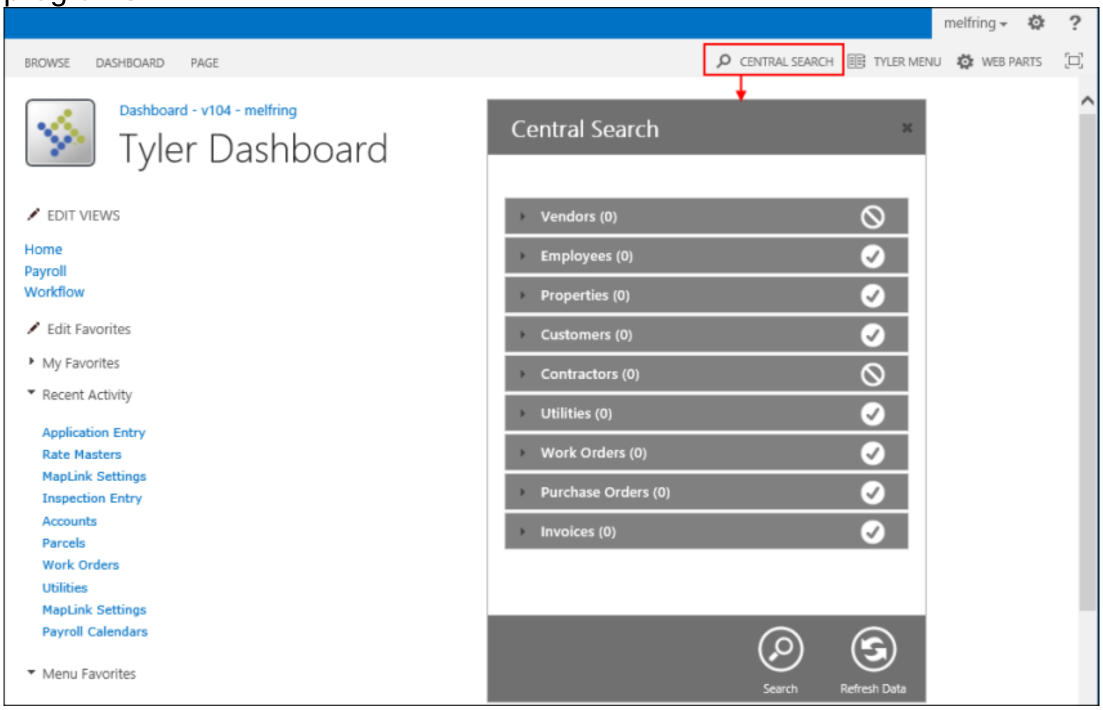


See the Web Parts section in this document for more information on managing individual web parts.

Central Search

Munis-specific

The Central Search option searches the Munis central programs for records. You can search for records within a specific central program, or you can search for records within all the central programs.



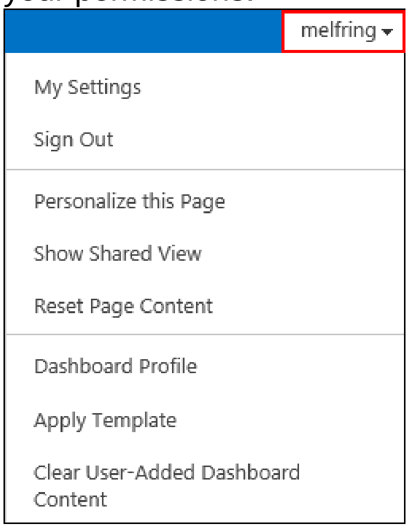
To find records:

1. Select the type of record for which you are searching.
   The default value is All.
2. Click **Search**.
3. Type the name or number for the record for which you are searching in the Search box.
4. Click **Search**.
   The program displays the list of matching records under the categories for which records exist.
5. Click a record to view detail in the associated Munis Central program.

Personal Preferences

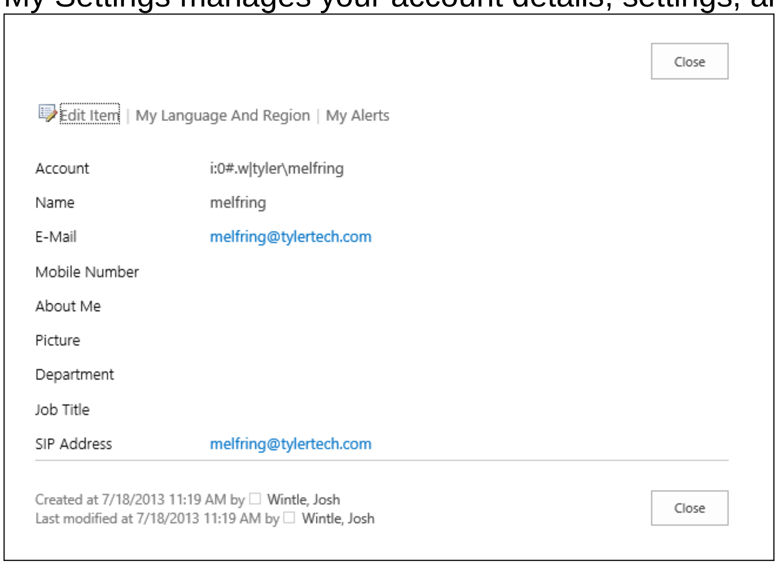
The Personal Preferences menu maintains your personal settings and personalizes your home page. Use the preference settings to set default values, clear personal web parts, or apply a template to your personal dashboard.

To open the Personal Preferences menu, click your user name in the header of the Tyler Dashboard home page. Available options on the Personal Preferences menu vary according to your permissions.



My Settings

My Settings manages your account details, settings, and personal alerts.



- Edit Item —Identifies your user ID, email address, job information. It also includes an About Me description or picture, if applicable.

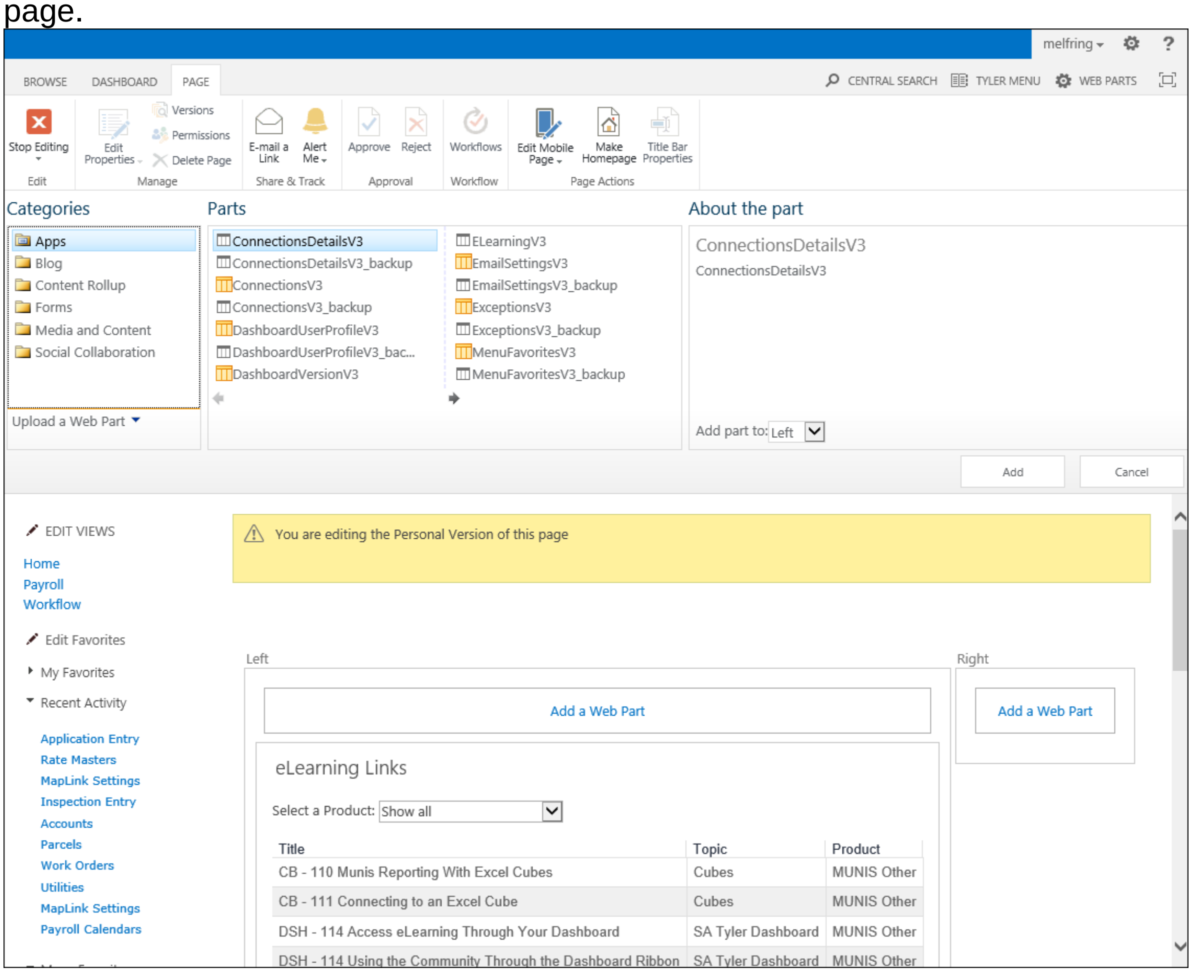
- My Language and Region Settings—Identifies language preferences and the geographic region settings for your dashboard - county, time zone, standard calendar, standard work week and work days. If the Always Follow Web Settings check box is selected, these fields are not accessible.
- My Alerts—Manages alerts for your dashboard.

Sign Out

The Sign Out closes the connection from your user ID to the dashboard.

Personalize This Page

Personalize this Page provides a grid format for reorganizing your dashboard. Use this option to add new SharePoint web parts or drag-and-drop existing web parts to different positions on the page.



Show Shared View/Show Personal View

Show Shared/Personal Views refreshes your dashboard to display the selected views.

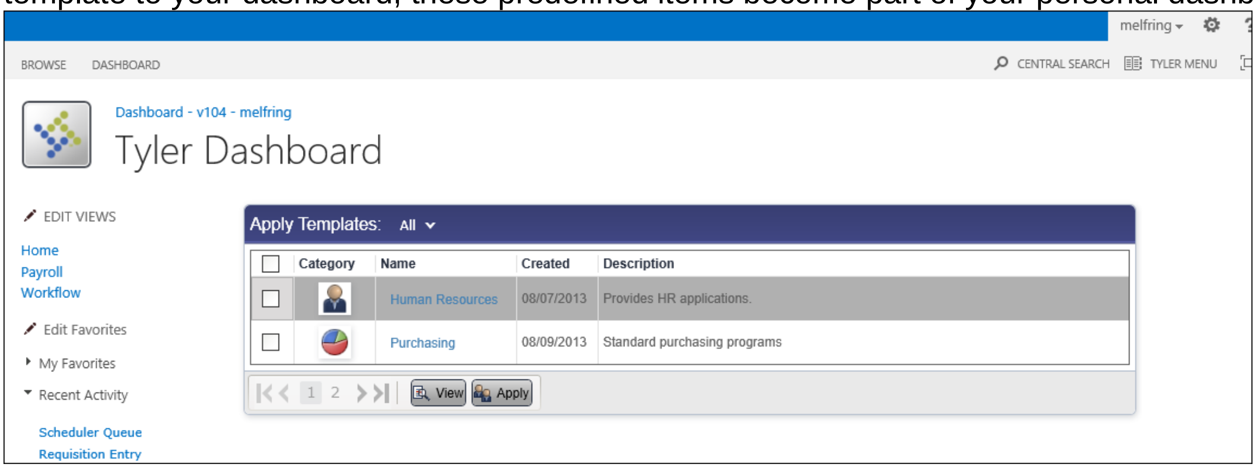
- If your dashboard is currently set to show your personal dashboard, this option is Show Shared View. When you click Show Shared View, the dashboard refreshes to show only the shared views available on your dashboard.
- If your dashboard is currently set to show the shared view, this option is Show Personal View, and when you select it, the dashboard refreshes to display your personal dashboard.

Reset Page Content

The Reset Page Content option resets added web parts to their shared values and deletes all web parts that you have added.

Apply a Template

Apply Templates provides options for viewing and applying templates to your personal dashboard. Templates include predefined programs, web parts, views, or favorites, and when you apply a template to your dashboard, these predefined items become part of your personal dashboard.

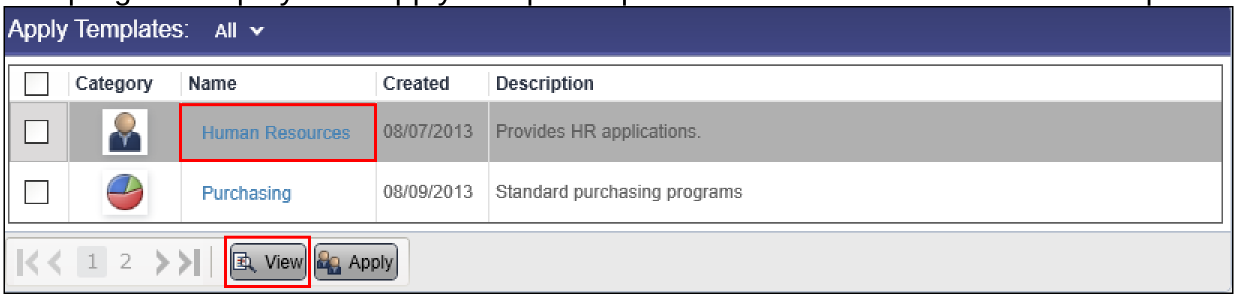


You can apply multiple templates to your personal dashboards. When you apply more than one template, any duplicate views, web parts, or favorites are merged together so that they are not duplicated on your dashboard. Use the Clear User-Added Dashboard Content option on the Personal Preferences menu to remove all personal templates, web parts, favorites, or views. This clears everything from the dashboard except web parts shared by an administrator.

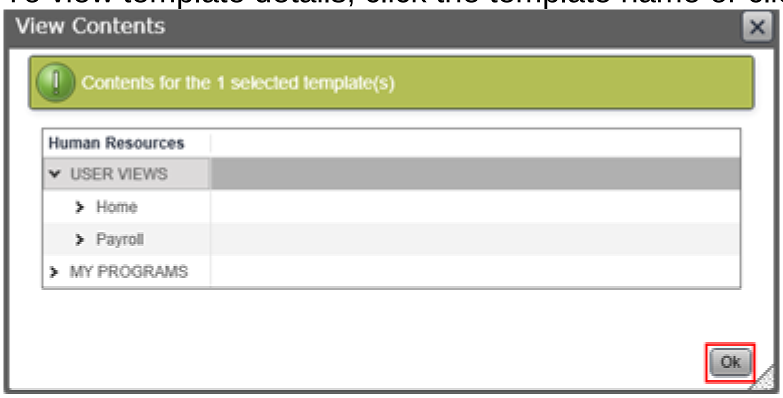
Note: Administrators can create an unlimited number of templates using the Template Administration option on the Dashboard Administration menu.

To apply a template:

1. From the Personal Preferences menu, click **Apply Template**.
   The program displays the Apply Templates pane that lists all of the available templates.

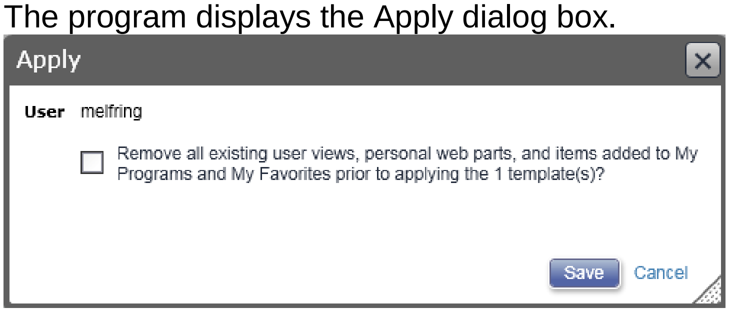


2. To view template details, click the template name or click **View**.



3. Click **OK** to return to the Apply Templates pane.
4. Select the check boxes for the templates to apply.

5. Click **Apply**.
   The program displays the Apply dialog box.

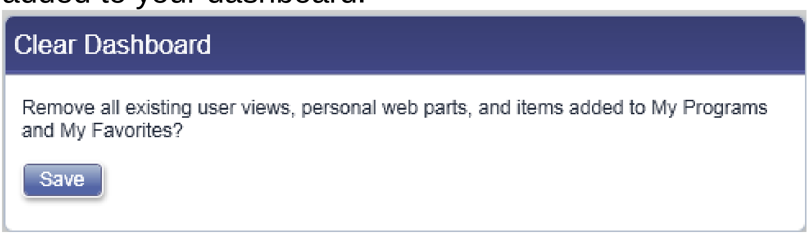


6. Select the Remove check box if all existing user-added content should be removed from your dashboard before applying the templates.

7. Click **Save**.
   The program displays a confirmation message.
8. Click **OK** to apply the templates; click **Cancel** to cancel the application of the templates. If you click OK, the program displays a confirmation message when the templates are applied successfully. This message includes a summary of the templates that were applied to your personal dashboard.
9. Click **OK**.

Clear User-Added Dashboard Content

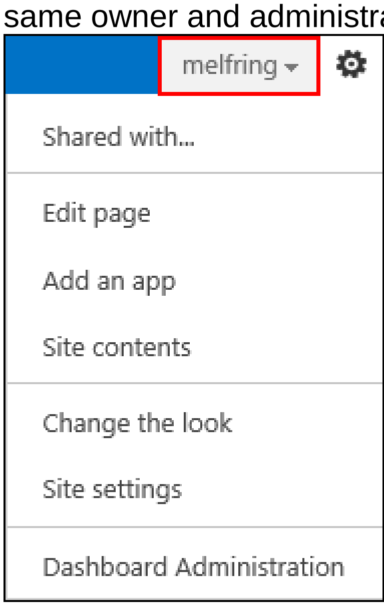
The Clear User-Added Dashboard Content clears all personal web parts, user views, and items added to your dashboard.



When you select this option, the program displays a confirmation message. To complete the removal process, click **Save**. To cancel the process, click the Back button on your browser to return to your home page.

Settings

Settings manages the overall dashboard display, shared web parts, and user permissions through a site collections page. A site collection is a website that may include subsites, which all share the same owner and administrators.



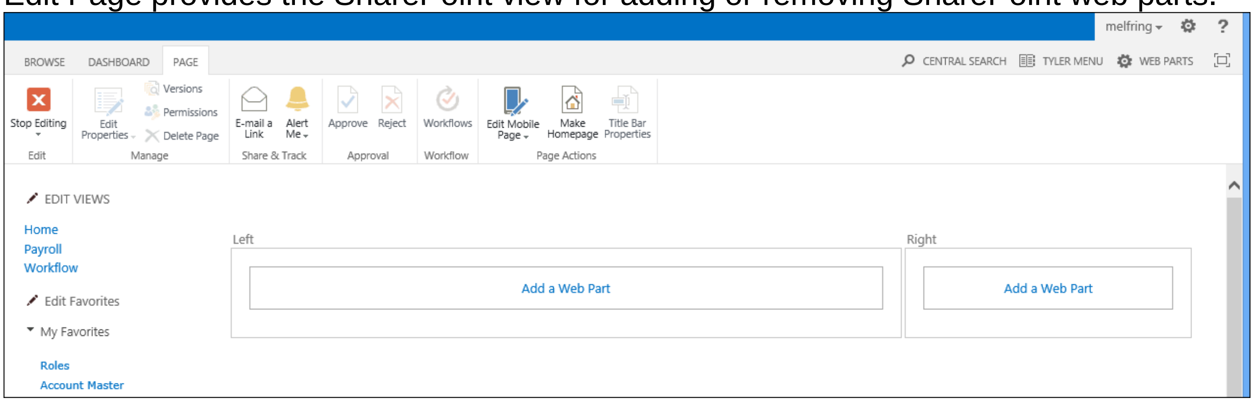
Shared With

Shared With displays users who currently have permissions to share your personal dashboard.

The Invite People option allows you to invite shared users to contribute to the dashboard; the Email Everyone option creates an email message preaddressed to your shared contacts. Click **Advanced** to view the shared users and associated permission levels.

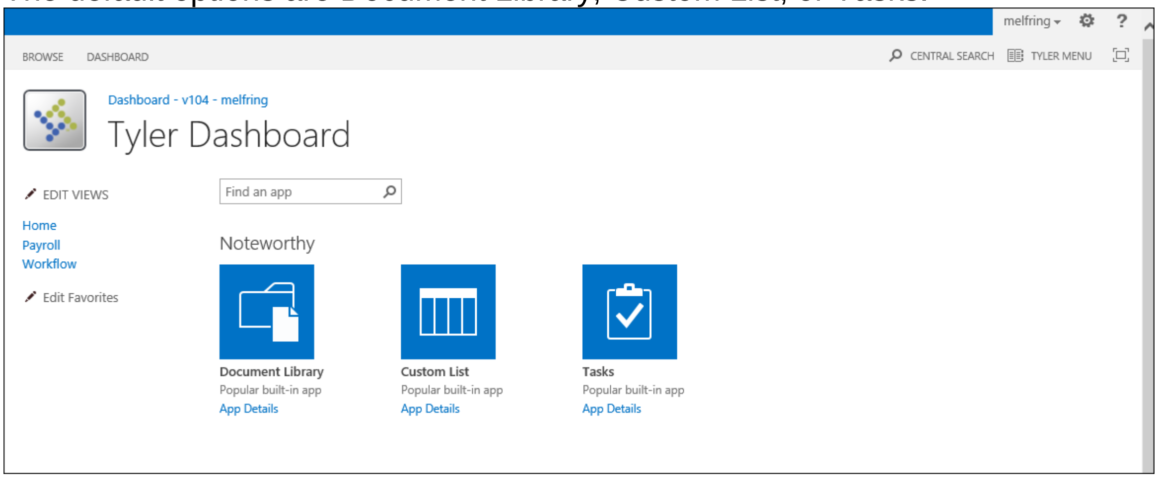
Edit Page

Edit Page provides the SharePoint view for adding or removing SharePoint web parts.



Add an App

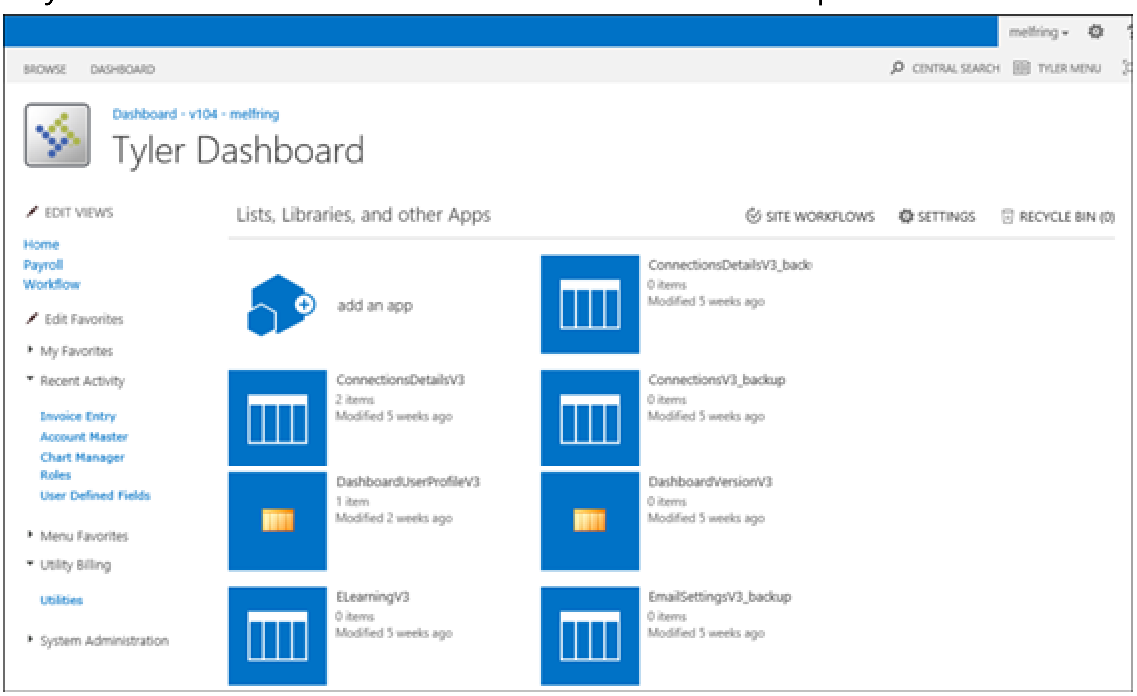
Add an App is a SharePoint feature that provides the option for adding apps to your dashboard. The default options are Document Library, Custom List, or Tasks.



If other apps are available to your organization, use the Search feature to find and download these apps. System administration personnel can add apps that are available to all users.

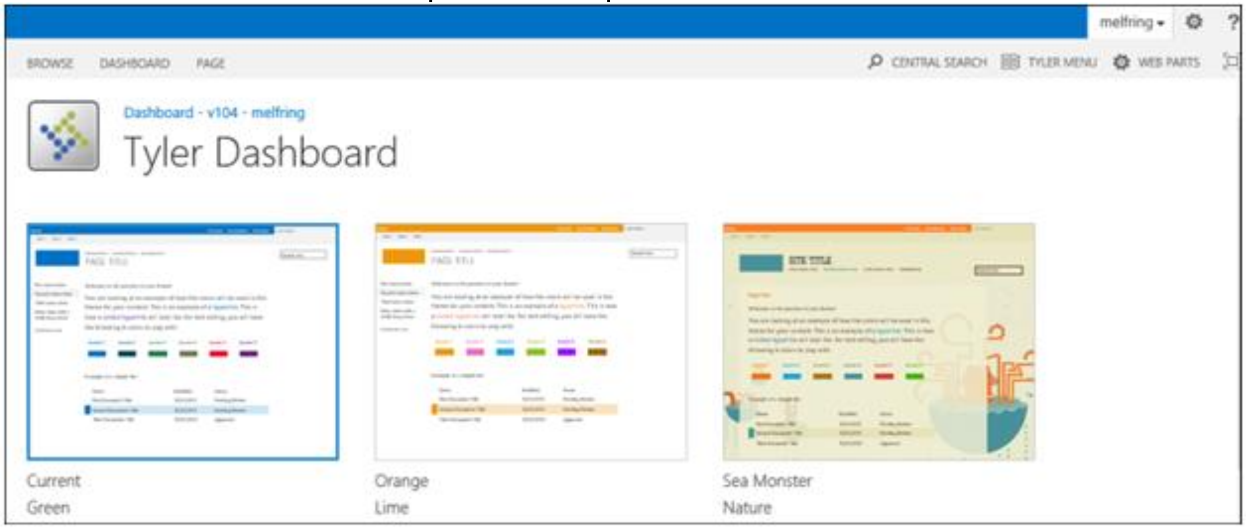
Site Contents

Site Contents is a SharePoint feature that provides a page layout view for your dashboard application. This view displays the lists, document libraries, and apps for your site. This option is only available to users with Site Collection Administration permissions.



Change the Look

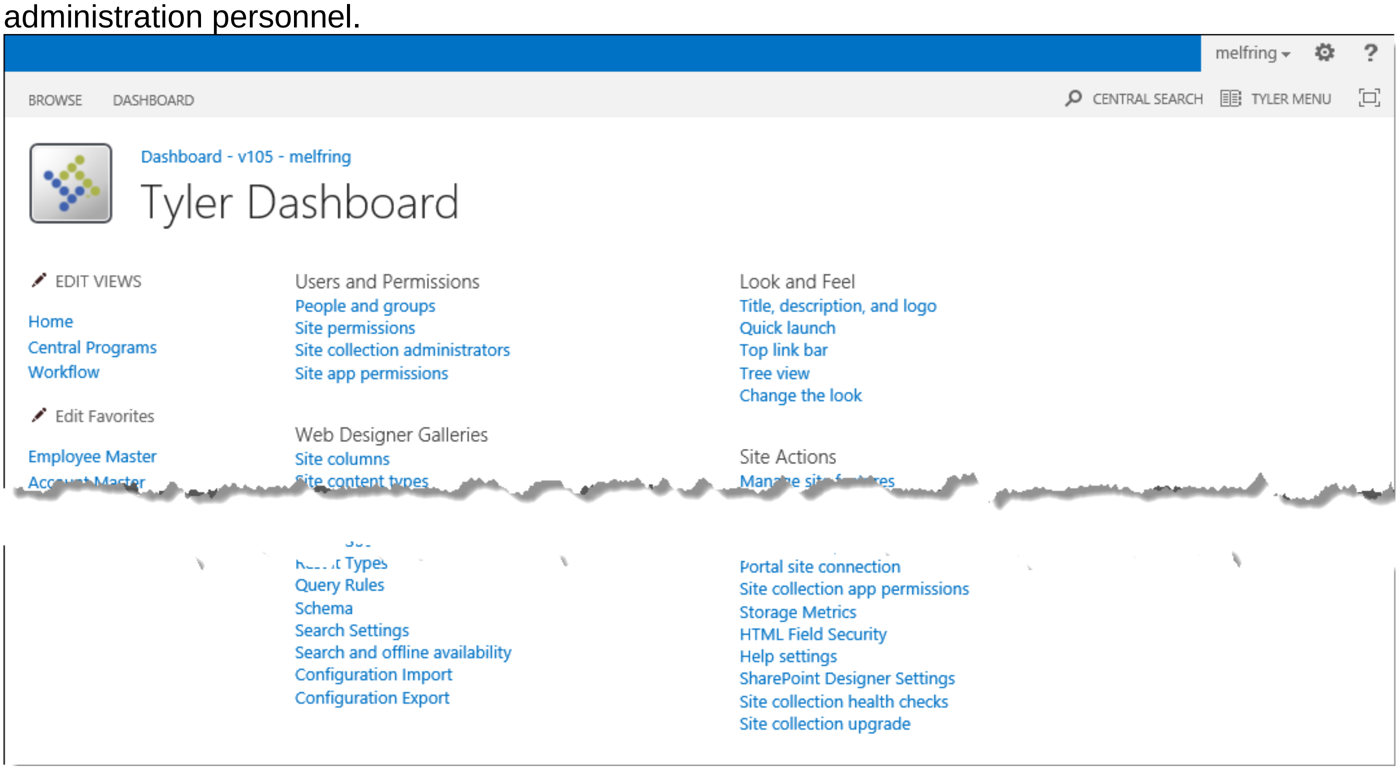
Change the Look provides templates for color and style changes that apply to your personal dashboard. There are several predefined options available.



Site Settings

The Site Settings page manages the overall dashboard display, shared web parts, and user permissions through a site collections page. A site collection is a website that may include subsites, which all share the same owner and administrators.

Caution! Dashboard administration procedures should only be completed by system administration personnel.

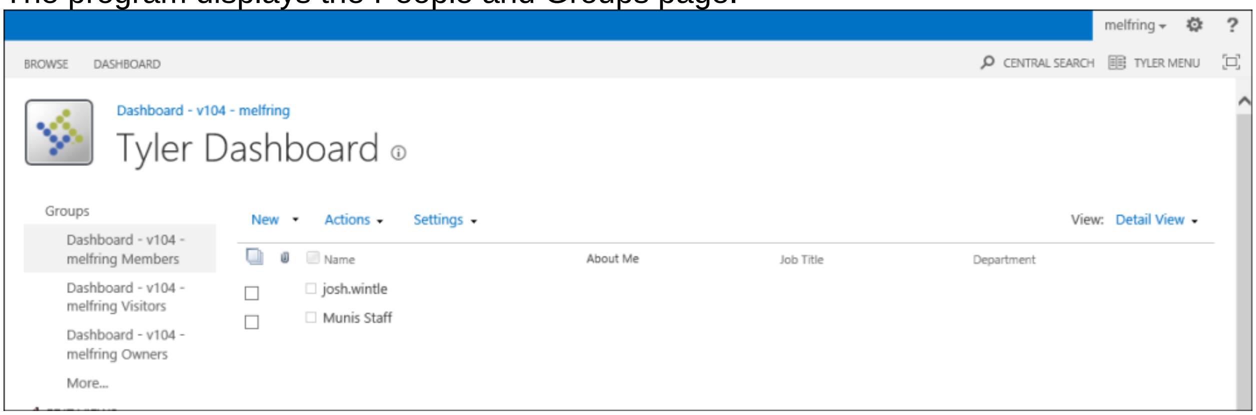


Adding a Group

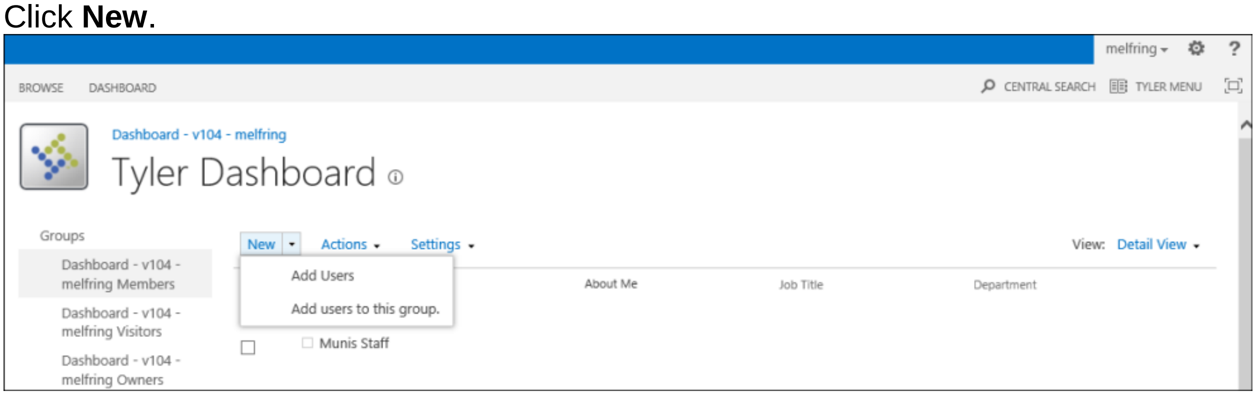
When you add a user or a group of users using this method, those users are automatically assigned to the Dashboard Members SharePoint group, which has Contribute level permissions. To add administrative users or users with more complex permissions, see the Add a User or Group with Full or Limited Permissions task. In order for SharePoint to recognize the user or group that you are adding, the user or group must exist on the local network account.

To add a user or group with contribute permissions:

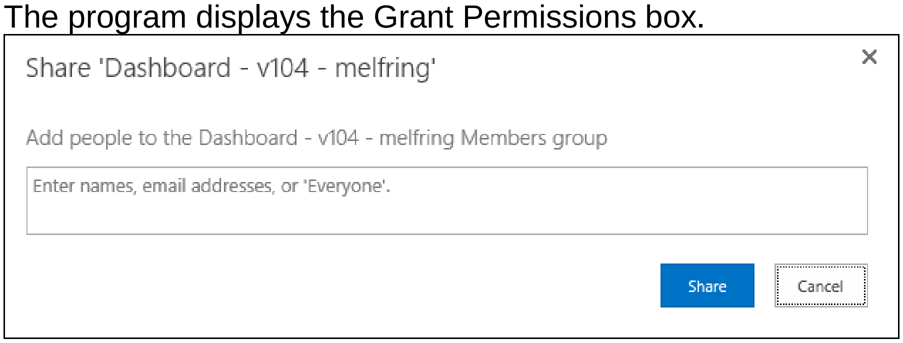
1. On the Site Settings page, click **People and Groups** under Users and Permissions. The program displays the People and Groups page.



2. Click **New**.

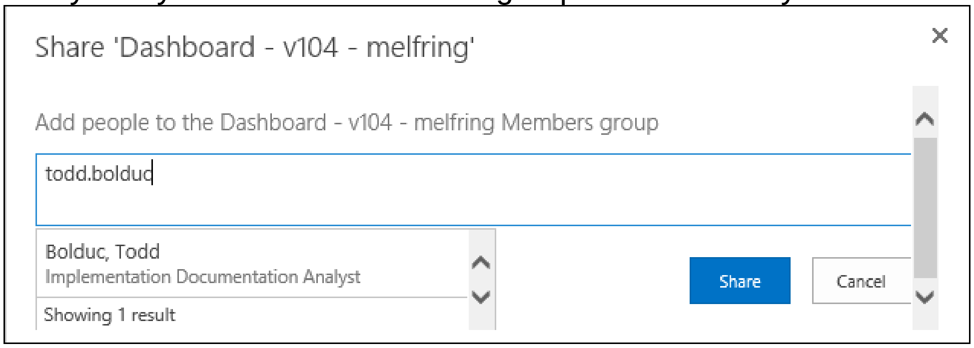


3. Click **Add User**.
   The program displays the Grant Permissions box.



4. Enter the user or group name in the Users/Groups box. For example, type tyler\munisusers. To enter more than one user or group, separate the names using a semi-colon.

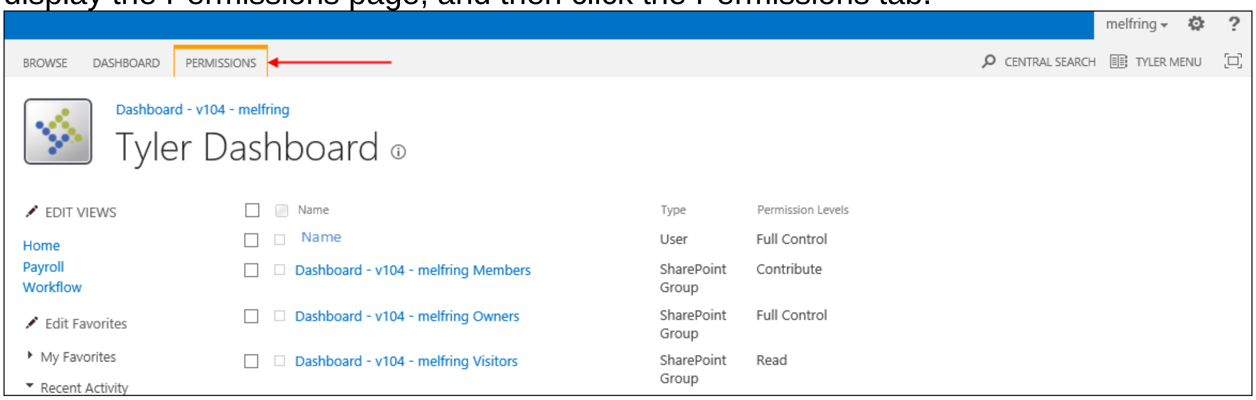
5. Verify that you entered the user or group name correctly.



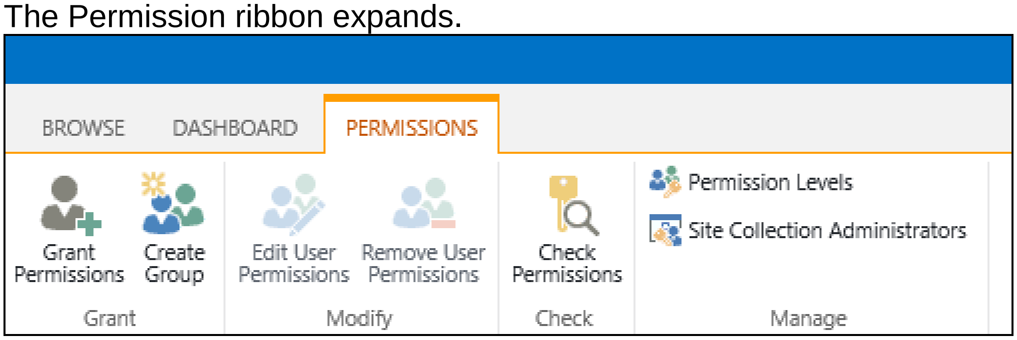
6. Click **Share**.

To add a user or group with full or limited permissions

1. On the Site Settings page, under Users and Permissions, click **Site Permissions** to display the Permissions page, and then click the Permissions tab.

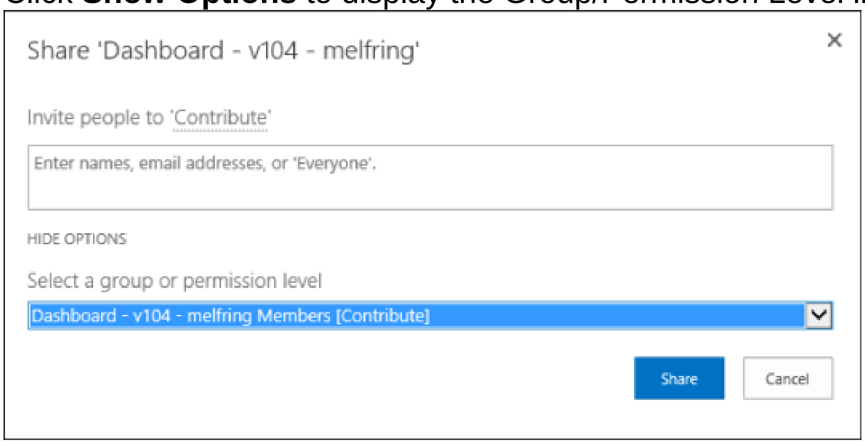


The Permission ribbon expands.



2. In the Grant group on the ribbon, click **Grant Permissions**.
   The program displays the Grant Permissions dialog box.

3. In the Contribute box, type the domain name, user, or group name. For example, type tyler\munisusers. To include more than one user or group, separate the names with a semi-colon.
4. Click **Show Options** to display the Group/Permission Level list.

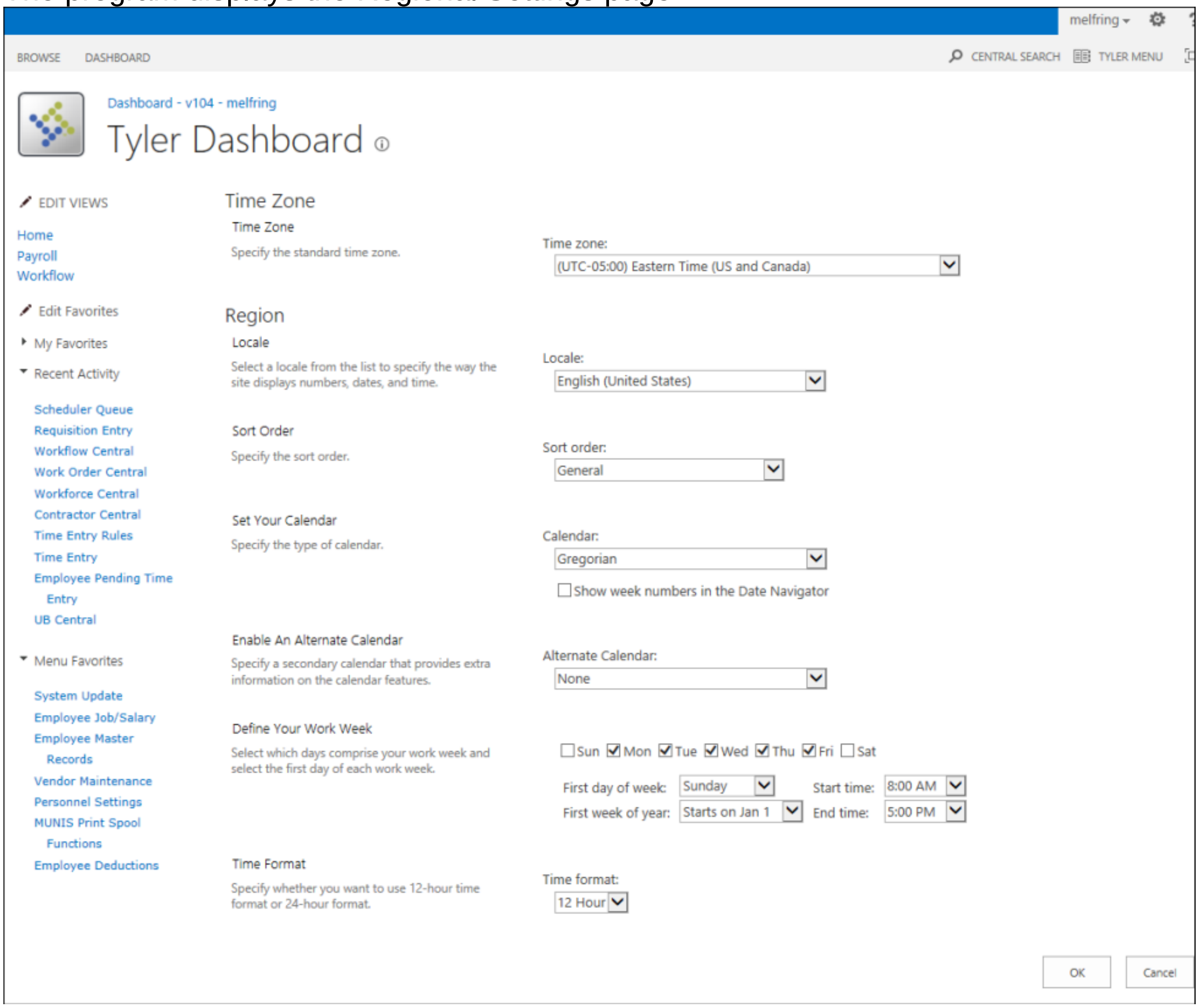


5. Select the applicable group or permission level.
6. Click **Share**.

Configuring Regional Settings

To maintain regional settings for your organization:

1. On the Site Settings page, under Site Administration, click **Regional Settings**.
   The program displays the Regional Settings page.

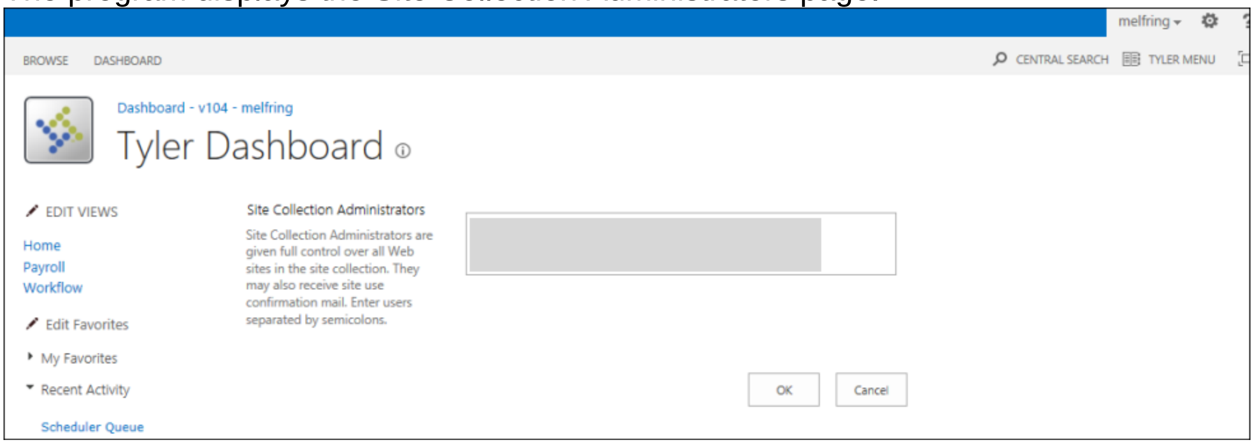


2. Update the settings, as required, and click **OK**.

Maintaining Site Collection Administrators

Site collection administrators have full control over all websites in the site collection. To add or update site collection administrators:

1. On the Site Settings page, under Users and Permissions, click **Site Collection Administrators**.
   The program displays the Site Collection Administrators page.



2. Add the appropriate names; as you add a name, the program displays the user details for verification. To add multiple names, use a semi-colon between each.
3. Click **OK**.

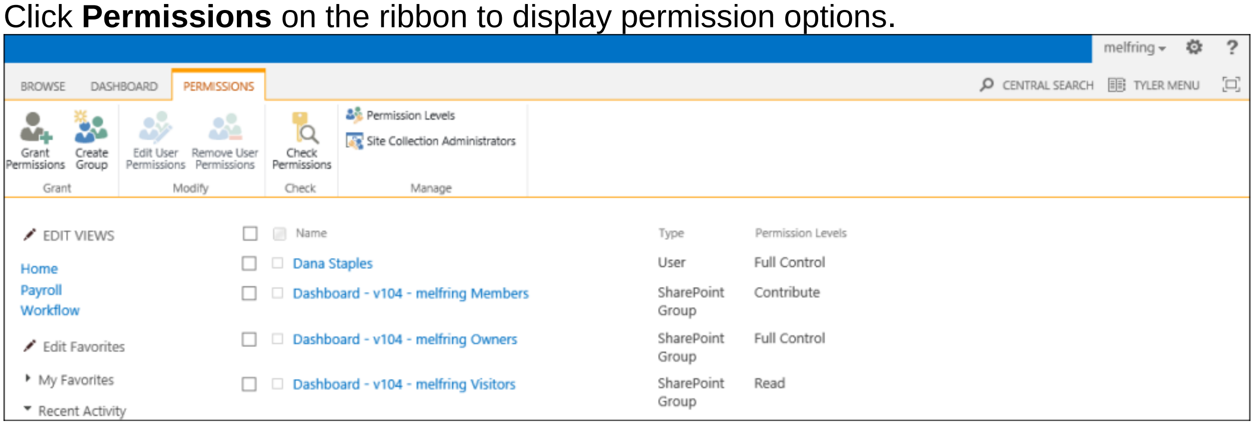
Note: Site collection administrators have full control over all websites in the site collection.

Restricting Access to Microsoft SharePoint Settings

The Dashboard Members group is automatically assigned to users added using the People and Groups page. This SharePoint group has contribute permissions and since users other than your system administrators should not have access to the SharePoint Settings page, you must change the contribute permissions to restrict general access to the SharePoint Settings pages.

To restrict access to the Settings pages:

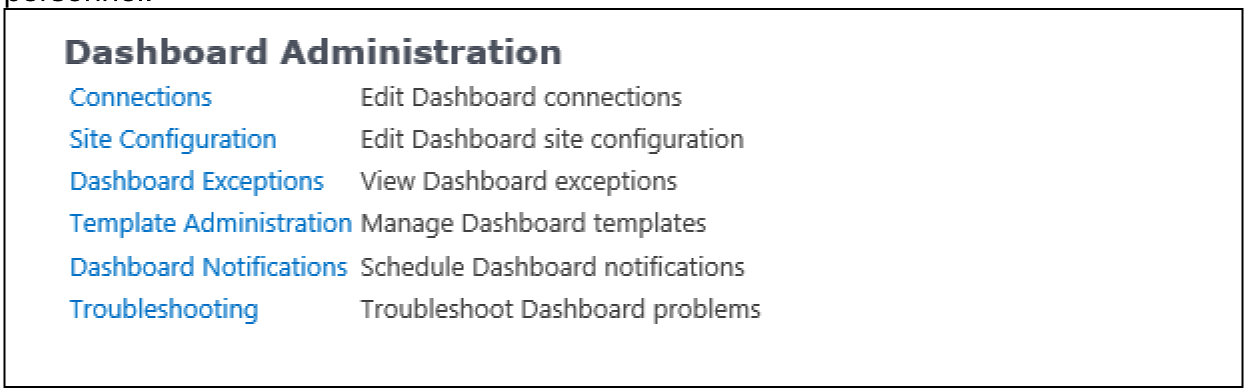
1. On the Site Settings page, under Users and Permissions, click **Site Permissions**.
   The program displays the Permissions page.
2. Click **Permissions** on the ribbon to display permission options.



3. From the Manage group on the ribbon, click **Permission Levels**.
   The program displays the Permission Levels page.
4. Select the Contribute check box.
5. Select **Delete Selected Permission Levels**.

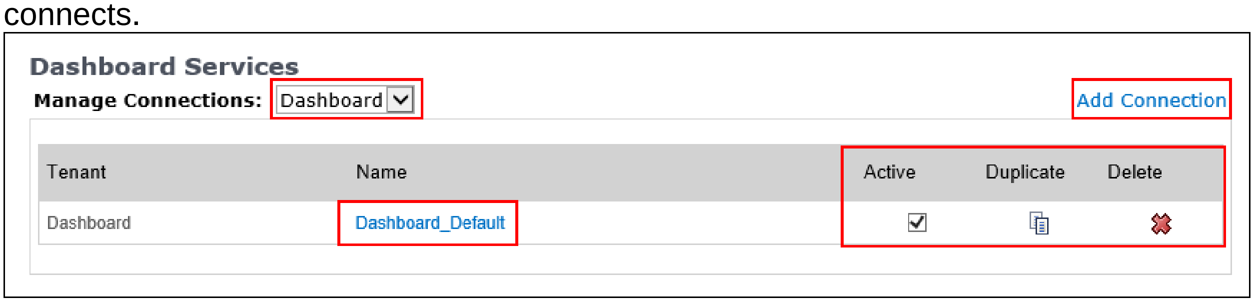
Dashboard Administration

The Dashboard Administration option provides dashboard management for system administration personnel.



Connections

Connections provides the Dashboard Services page that maintains the connection between the Tyler Dashboard and the web services for the Tyler applications with which the dashboard connects.



To view the connections that are available for different Tyler applications, use the Manage Connections list and select the application for which to view connections. The default value for this list is Dashboard.

To create a new connection based on the active connection, click **Duplicate**. To remove a connection, click **Delete**.

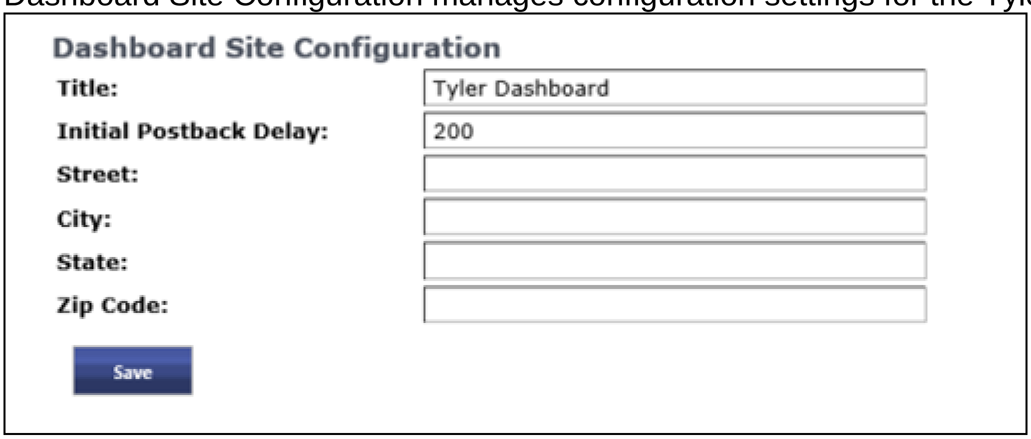
The Tyler Dashboard allows only one connection per application to be active at any one time. The Active check box is selected for the active service.

Once you select an application, click the service name to view or edit the service details, or click **Add Connection** to create a new connection.

The Dashboard Services option is only available to users with appropriate permissions.

Dashboard Site Configuration

Dashboard Site Configuration manages configuration settings for the Tyler Dashboard.



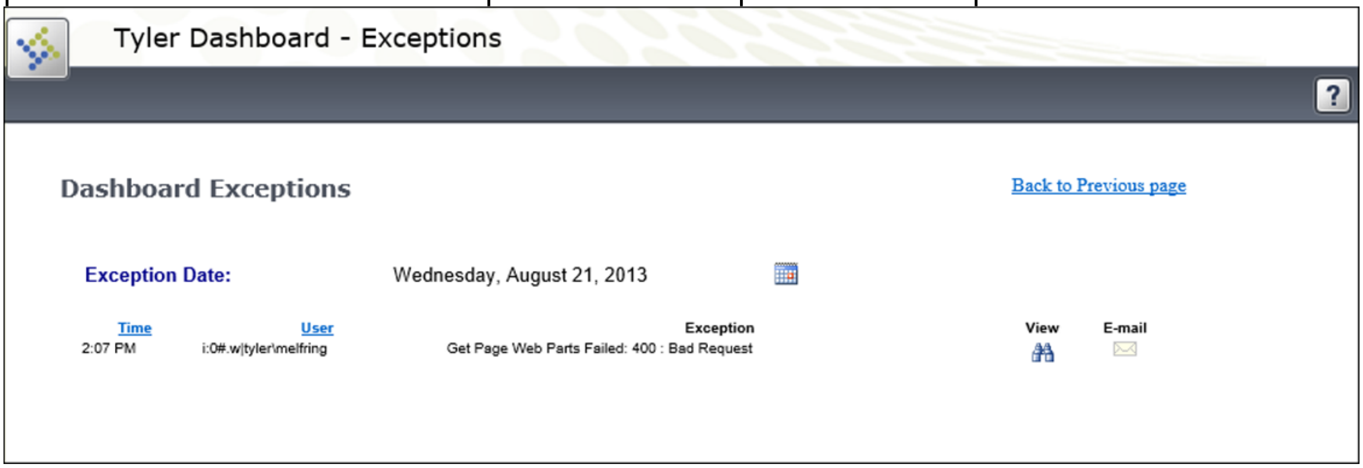
Use this option to establish menu and default site options:

- Title—Provides the text that displays in the dashboard banner
- Initial Postback Delay— Specifies the initial delay, in milliseconds, the postback waits before rendering.
- Street/City/State/Zip Code—Provide the address for the location used to center the initial pin drop in mapping web parts.

The Dashboard Configuration option is only available to users with appropriate permissions.

Dashboard Exceptions

The Dashboard Exceptions page displays a list of exceptions (errors) encountered by the Tyler Dashboard. The program displays the time of the exception, as well as the username of the person who encountered the exception and a description of the exception.



Use the calendar button to view exceptions for a specific date.

The Exceptions page displays exceptions by date, with the current date as the default date. To view exceptions for a different date, click the calendar button and select the date. If enabled, click the email button to attach the exception record to an email message.

The Dashboard Exceptions page is only available to users with appropriate permissions.

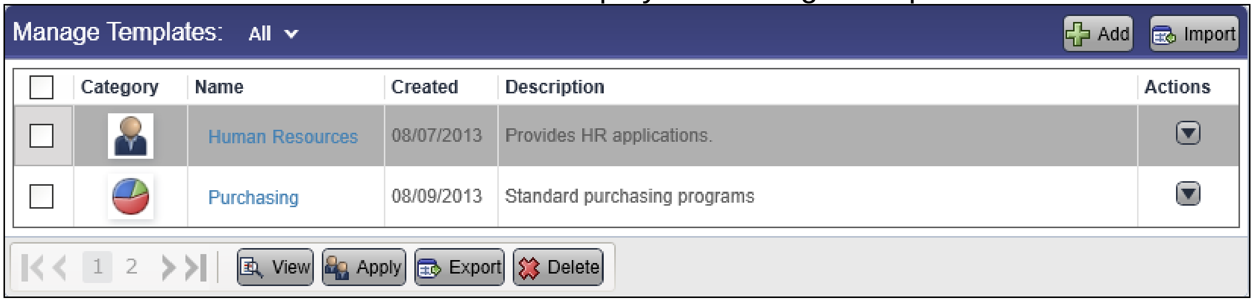
Template Administration

Template Administration provides system administrators the option of creating standardized dashboards that users can then apply to their personal dashboards. Templates can include favorites, defined views, and web parts. Administrators can create an unlimited number of templates and users can apply multiple templates to their personal dashboards.

If a user applies more than one template, any duplicate views, web parts, or favorites are merged so that they are not duplicated on the user's dashboard. Users can remove all personal templates and additional web parts, favorites, or views from their dashboards, but they cannot remove the shared web parts managed by the administrator.

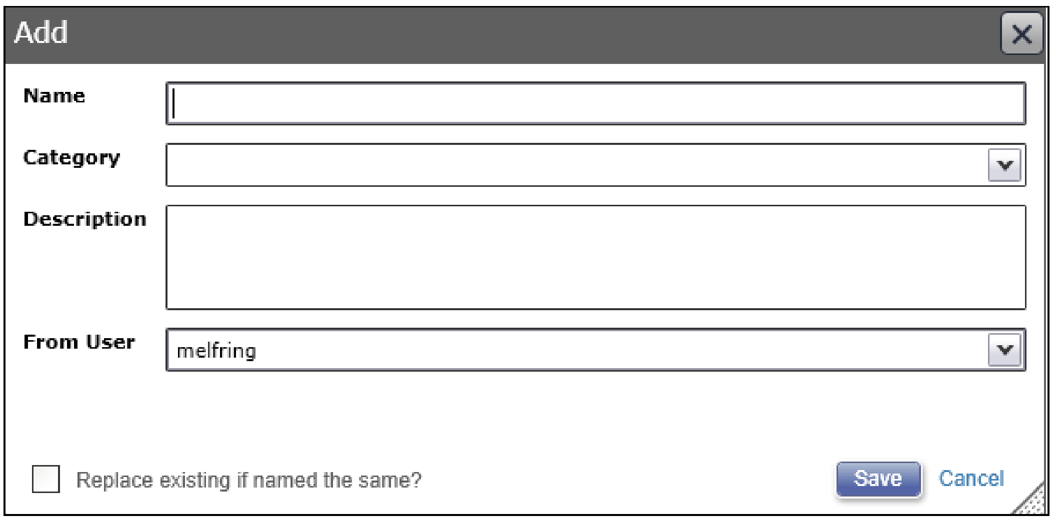
The Template Administration option is only available to users with appropriate permissions.

To create a template, build a dashboard that contains the user views and web parts that should be provided in the template. Once the dashboard is set, use the Template Administration option on the Dashboard Administration menu to display the Manage Templates screen.



To add the template:

1. Click **Add** in the Manage Templates banner**.**
   The program displays the Add dialog box.

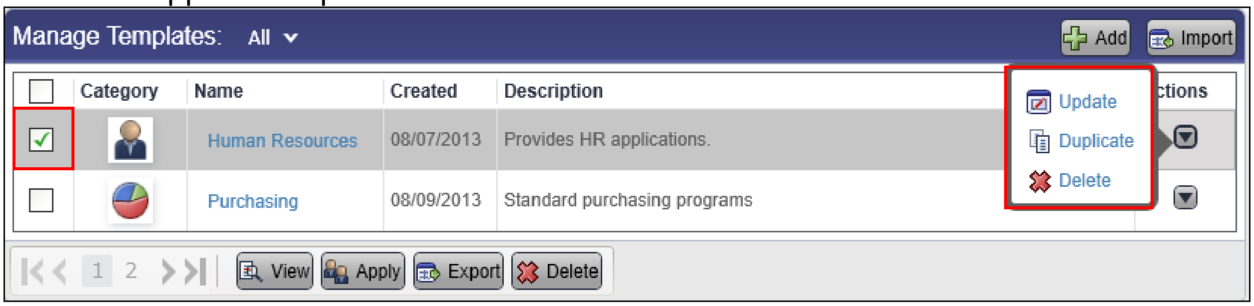


2. Type the name of the template in the Name box.
3. Select the category for the template from the Category list.
4. Type a description of the template in the Description box.
5. Select the user whose dashboard is the model for the template from the From Use**r** list.
6. Select the Replace Existing if Named the Same check box if the template is replacing an existing template of the same name.
7. Click **Save**.
   The program displays a confirmation message that the template saved successfully.
8. Click **OK**.

Note: Only system administrators have permissions to create templates.

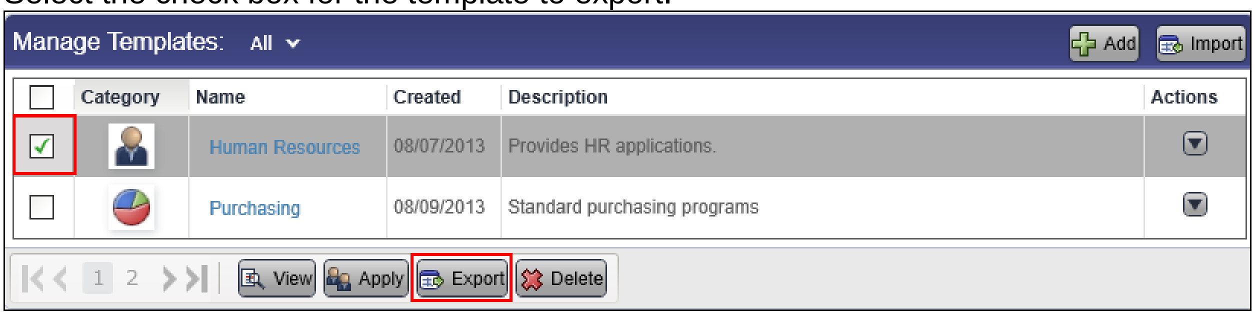
Once you create templates, users can add them to their personal dashboards using the Apply Templates option on the Personal Preferences menu.

To maintain a template, select the template or templates from the Manage Templates list and then select the applicable option.



To export a template:

1. Select the check box for the template to export.

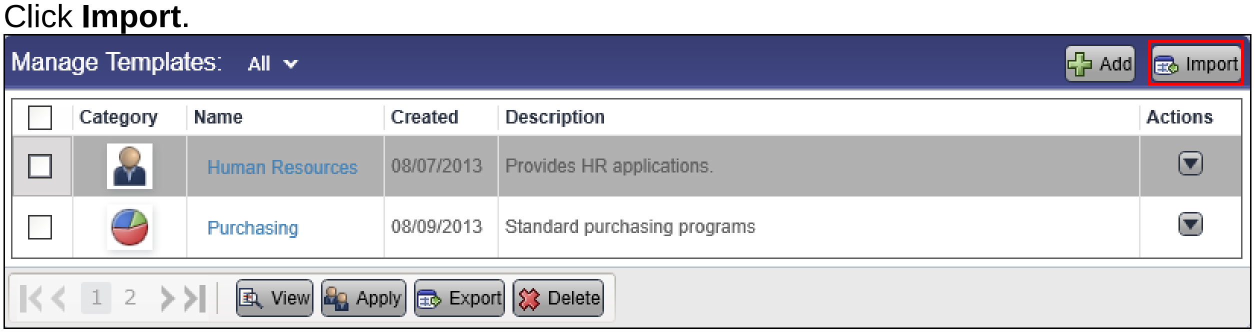


2. Click **Export**.
3. Navigate to the location to save the file.
4. Type a name for the file in the File Name box.
5. Click **Save**.
   The program displays a confirmation message when the template is exported successfully.
6. Click **OK**.

Note: Templates are exported as a single XML file.

To import a template:

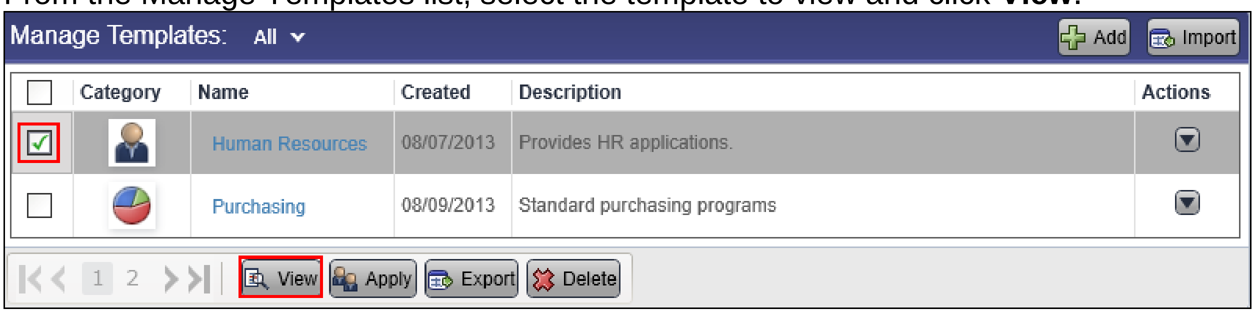
1. Click **Import**.



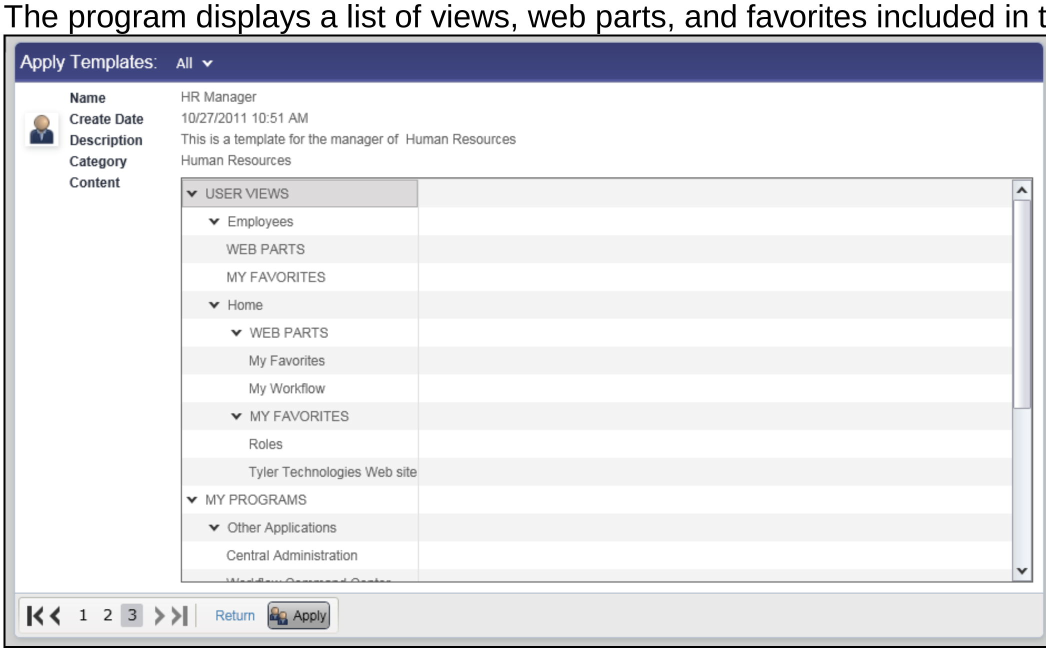
2. Navigate to the XML file that contains the template or templates to import.
3. Click **Open**.
   The program displays the Import dialog box. This dialog box lists the templates that are included in the file.
4. Select the check boxes for the templates to import.
5. Click **View** to view the contents of the selected template.
6. Select the Replace Existing if Named the Same check box, if applicable.
7. Click **Save** to process the import; click **Cancel** to cancel the import.
   If you click Save, the program displays a confirmation message when the templates are imported successfully.
8. Click **OK**.

To view template contents:

1. From the Manage Templates list, select the template to view and click **View**.



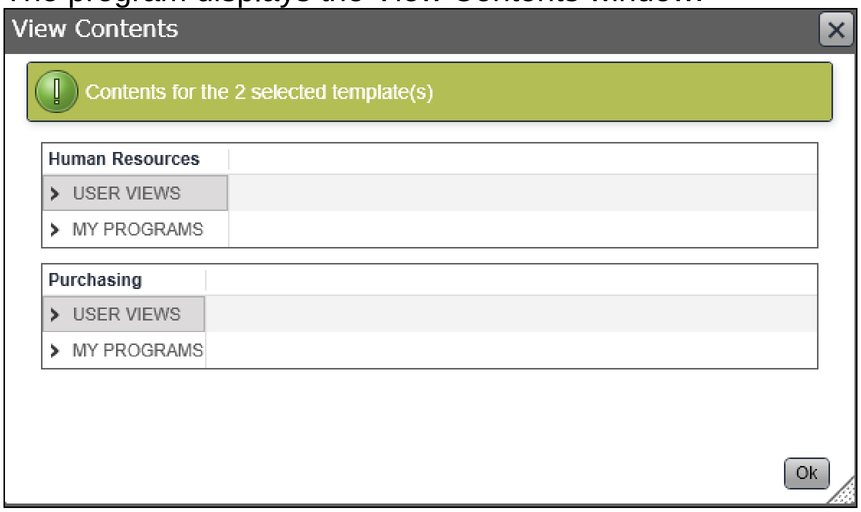
The program displays a list of views, web parts, and favorites included in the template.



2. Click **Return**.

To view the contents for multiple templates at one time:

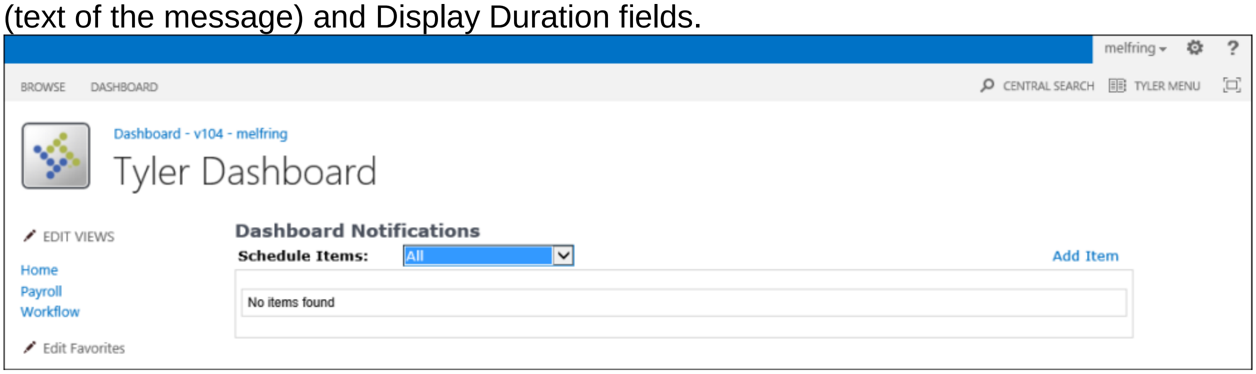
1. Select the check boxes for the templates to view.
2. Click **View**.
   The program displays the View Contents window.



3. For each template, click **User Views** to see the views and web parts included in the template, or click **My Programs** to view a list of favorites saved to the Programs tab for the template.
4. Click **OK** to return to the Manage Templates pane**.**

Dashboard Notifications

The Dashboard Notifications page manages notices that display to all dashboard users. When you click Add Item, the program displays a dialog box that provides the Priority, Title, Body (text of the message) and Display Duration fields.

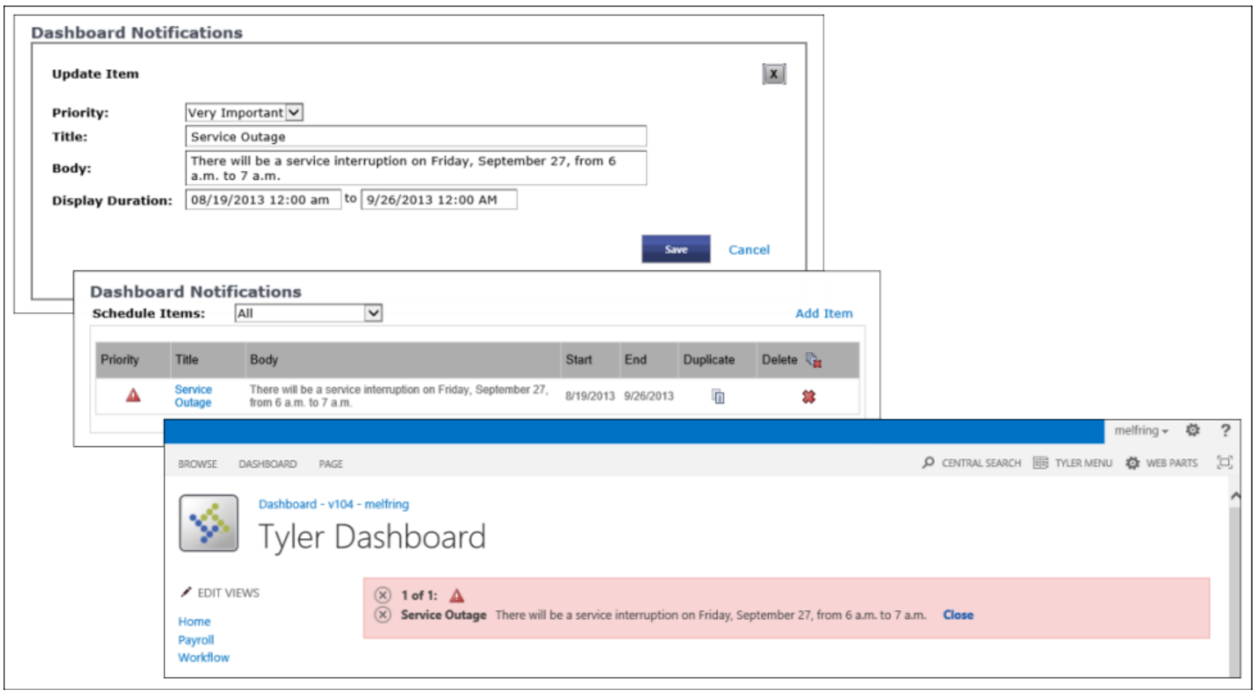


Complete these settings to define the message. When you click Save, the Dashboard Notifications page refreshes to include the scheduled item. The notification displays directly under the dashboard ribbon on users' personal dashboards for the defined timeframe.

Use the Schedule Items list to filter the notifications that display.

Notifications are highlighted with the color associated with the notification priority:

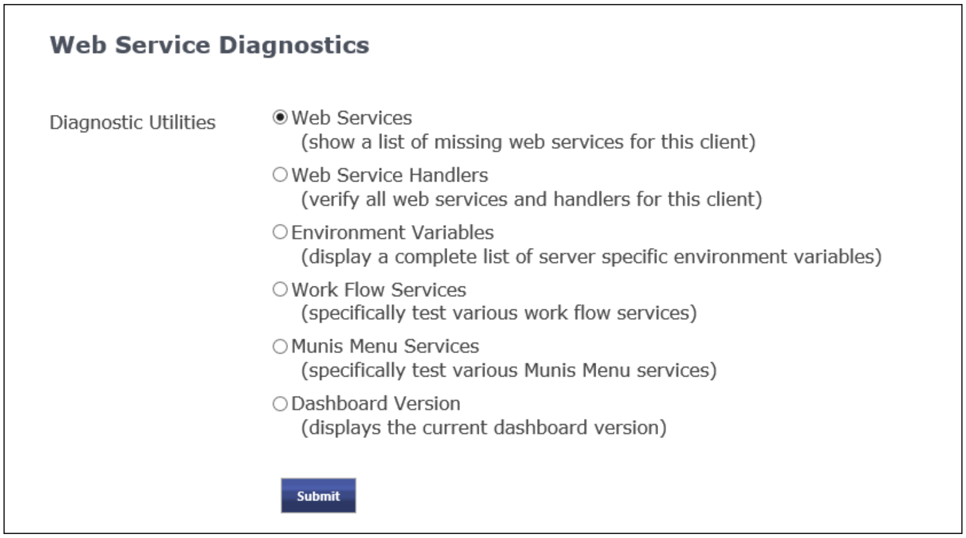
- Red - Very Important
- Yellow - Important
- Green - Success
- Blue/Gray - Informational



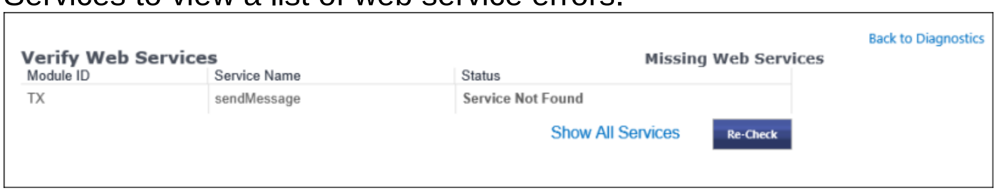
On the dashboard, users click Close to hide the notification; however, if they close and open the dashboard, the notification displays again.

Troubleshooting

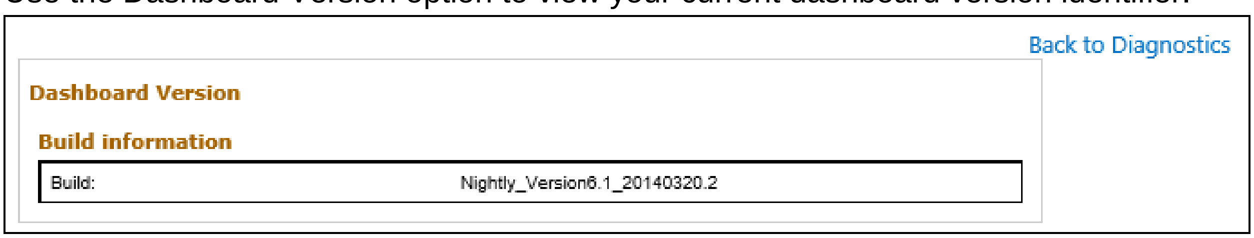
Troubleshooting provides a predefined list of items from which you can select and view applicable diagnostic details.



Select an item and then click Submit to view a report on-screen. For example, select Web Services to view a list of web service errors.

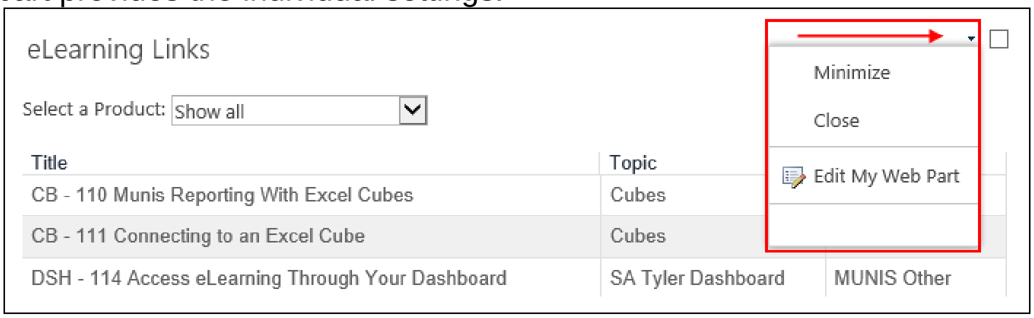


Use the Dashboard Version option to view your current dashboard version identifier.

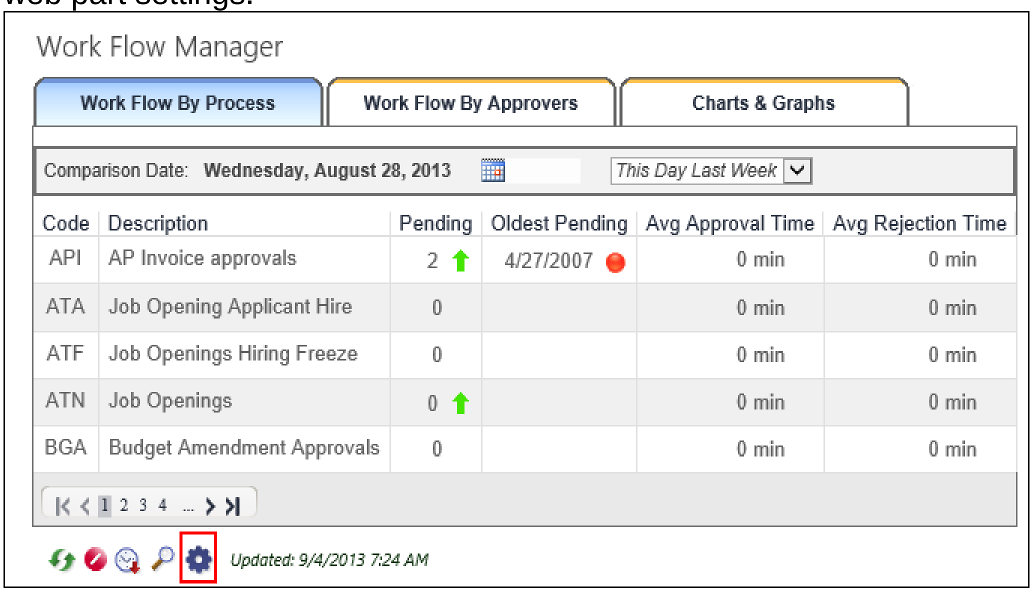


Web Part Actions

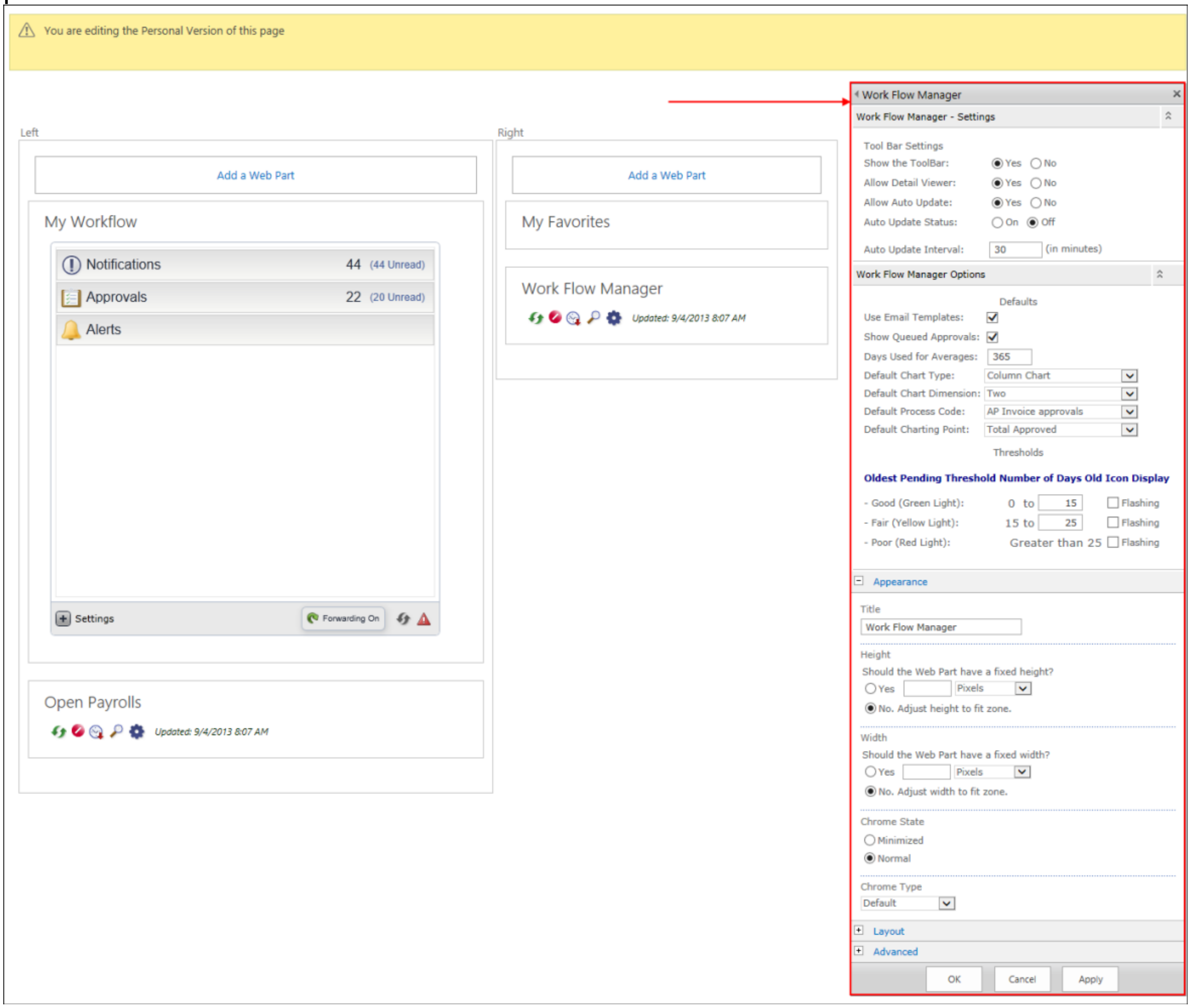
Once you have added web parts to your dashboard, the Edit My Web Part option for each web part provides the individual settings.



Some web parts include the Settings button in the web part footer. This button also displays the web part settings.



On the Personal View page, the Settings pane provides parameters specific to the selected web part.



Once you have selected the settings, click **Apply**.

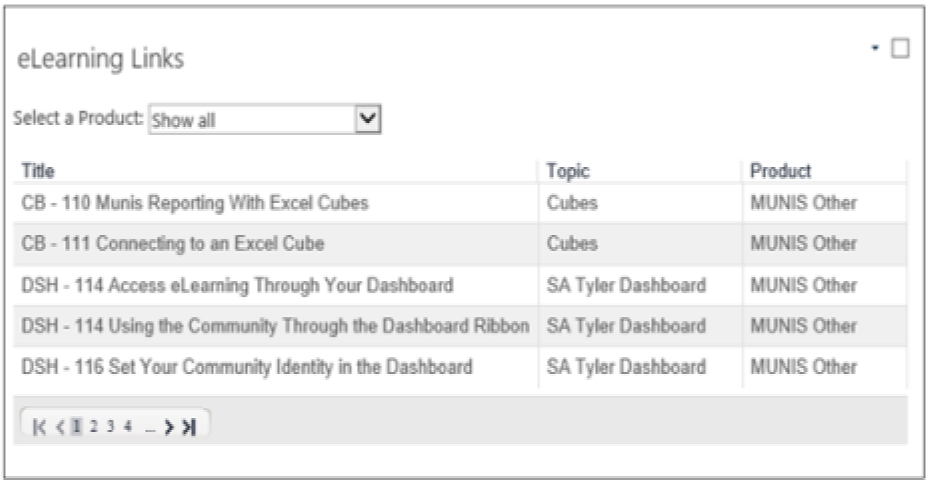
Caution! Tyler Technologies personnel recommend that individual users only make changes to settings specific to the web part or the general toolbar settings.

Tyler Dashboard Web Parts

The Tyler Dashboard includes the eLearning Links, Email Settings, My Favorites, and My Tyler Community web parts.

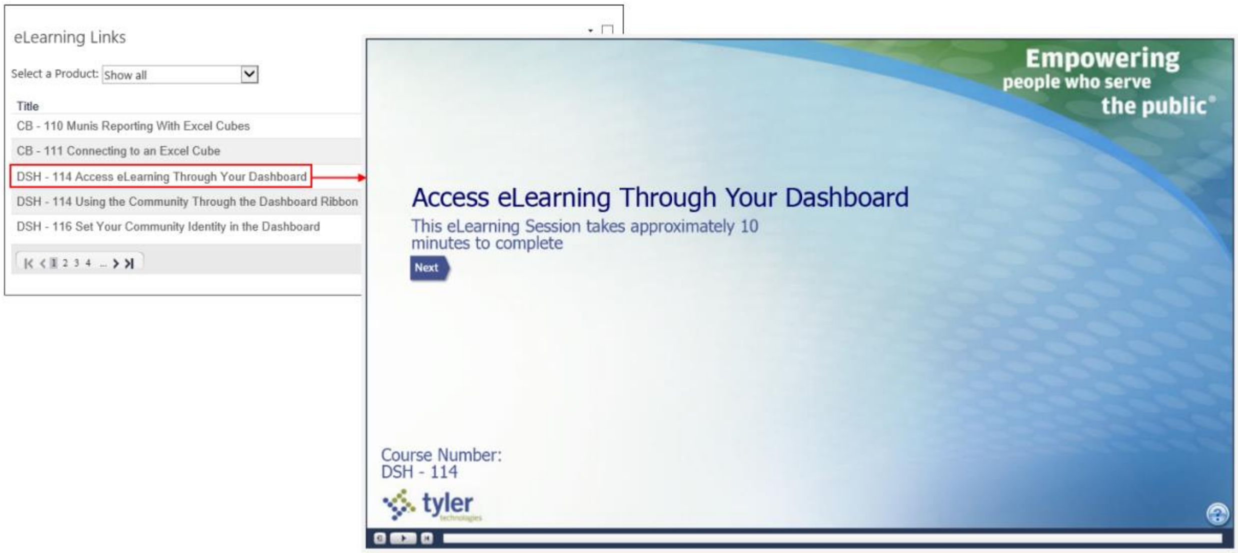
eLearning Links

eLearning tutorials, which are available on the Munis KnowledgeBase, provide interactive training for Tyler and Munis products. The eLearning Links web part provides access to eLearning tutorials directly from the Tyler Dashboard.



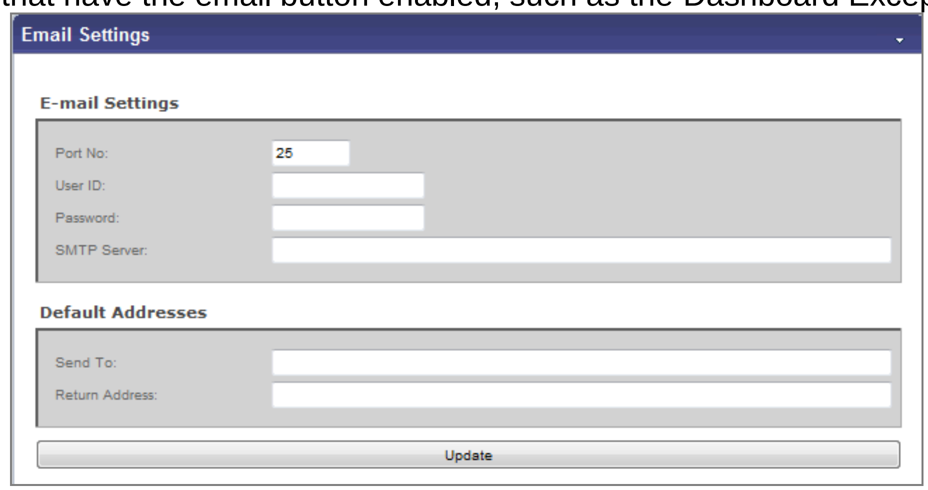
Before adding this web part, you must ensure that the KnowledgeBase Information box for the Munis Tenant is completed on the Dashboard Services page. System administration should complete this value when they establish your dashboard connections; if this value has not been entered, contact your system administrator.

Once you have added the eLearning Links web part, click the eLearning title to open the tutorial in a new window.



Email Settings

The Email Settings web part configures the settings for sending emails from pages or web parts that have the email button enabled, such as the Dashboard Exceptions page.

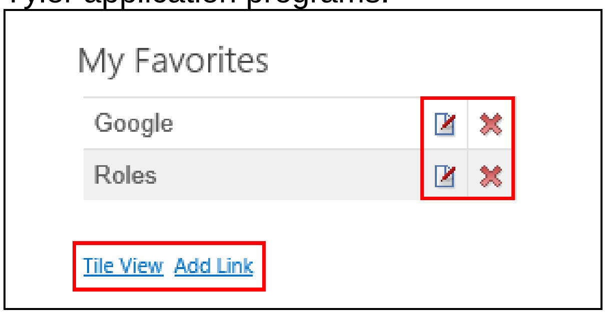


Once you have made all of the necessary changes, click **Update**.

Field	Description
Email Settings	
Port No	This box identifies the SMTP port number being used on the server.
User ID	This box provides the user ID used to log on to the outgoing mail server.
Password	This box provides the password for the user ID.
SMTP Server	This box identifies the address of the SMTP server.
Default Addresses	
Send To	This box specifies the default contact person to whom email is sent for some web parts, such as the Exception Viewer.
Return Address	This box provides the default return email address for sent email.

My Favorites

The My Favorites web part stores links to frequently used websites, Tyler Dashboard views, or Tyler application programs.

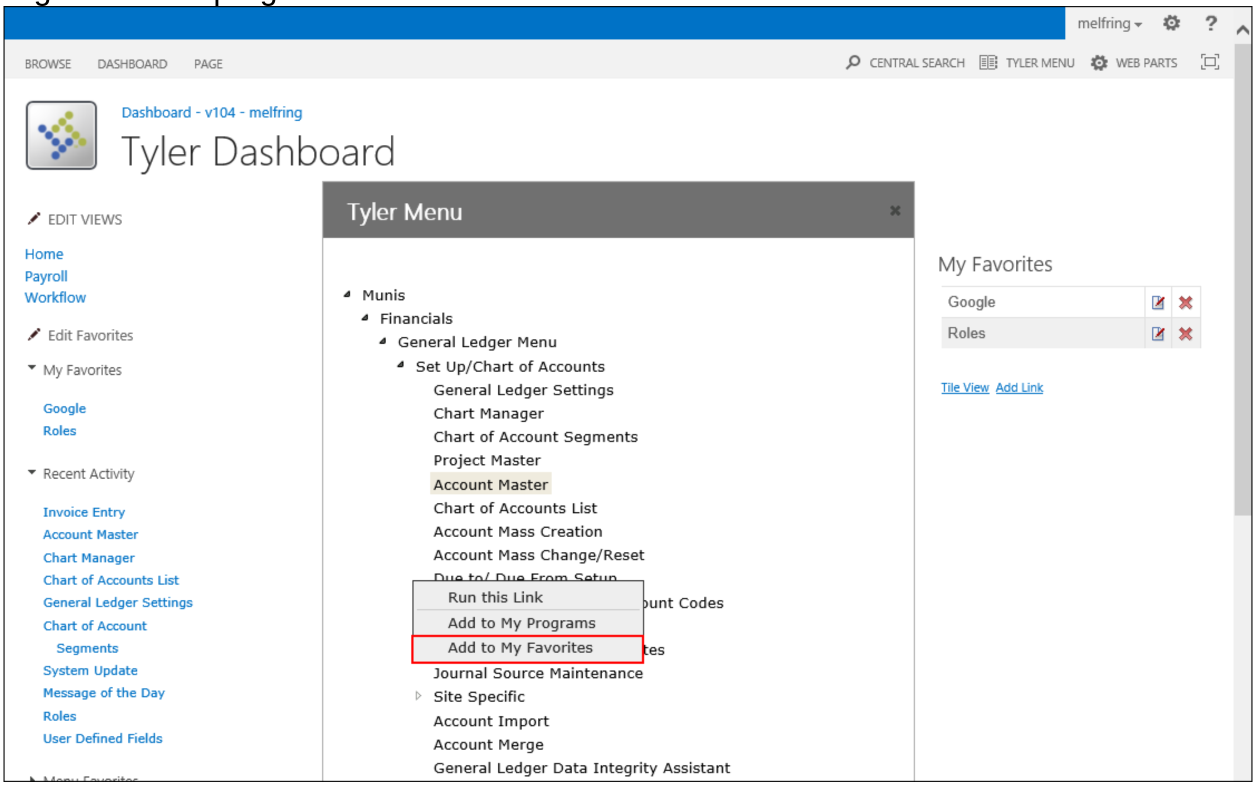


When you are viewing favorites as a list, click **Tile View** to view favorites as buttons; when you are viewing favorites as buttons, click **List View** to view favorites as a list. Click the edit button to change the settings for a favorite or click the delete button to remove a favorite.

To add a Tyler menu item favorite:

1. With the My Favorites web part open in the current view, navigate to the program to add on the Tyler menu.

2. Right-click the program name.

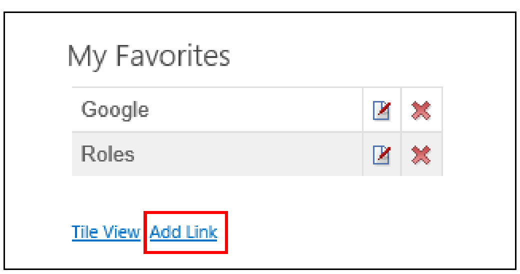


3. Select **Add to My Favorites**.

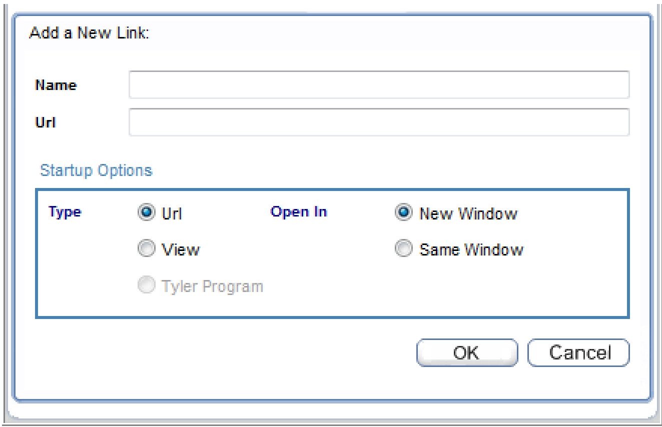
4. Refresh your Tyler Dashboard page.
   Note: Program favorites are listed alphabetically.

To add a view or website favorite:

1. Click **Add Link** on the My Favorites web part.



The program displays the Add a New Link fields.



2. Type the Name and URL in the boxes.
3. If you are adding a website, select URL under Type; if you are adding a favorite view, select View as the type option.
4. Select New Window or Same Window under Open In.
5. Click **OK**.
   Note: Favorites are listed in the order in which they were added.

My Tyler Community Web Part

The My Tyler Community web part provides direct access to specific areas of Tyler Community (for example, Forums or Wikis).

Prior to adding the My Tyler community web part, you must complete the Identity process to generate an API key. See the [Tyler Community] section of this document for more information on generating and applying the key. Once you have enabled your Tyler Community connection, see [Web Parts] for details on adding a web part.

Because there are multiple facets to the Tyler Community application, you may add the Tyler Community web part multiple times, and then customize each entry to provide access to a specific area of the community. Otherwise, you can edit the web part to update the focus, as needed.

To customize the web part, click the Edit My Web Part option for each web part and then select the Tyler Community Item to establish as the focus for the web part.