



## How to hide/show cards in dashboard

### Overview:

In the system, there are 2 types of views in the dashboard: the first is the Quick View, which shows default shortcuts including the bank balances, and the second is the Business Overview, which displays the company's performance. This screen also have a customize option to hide cards that may not be applicable to your business.

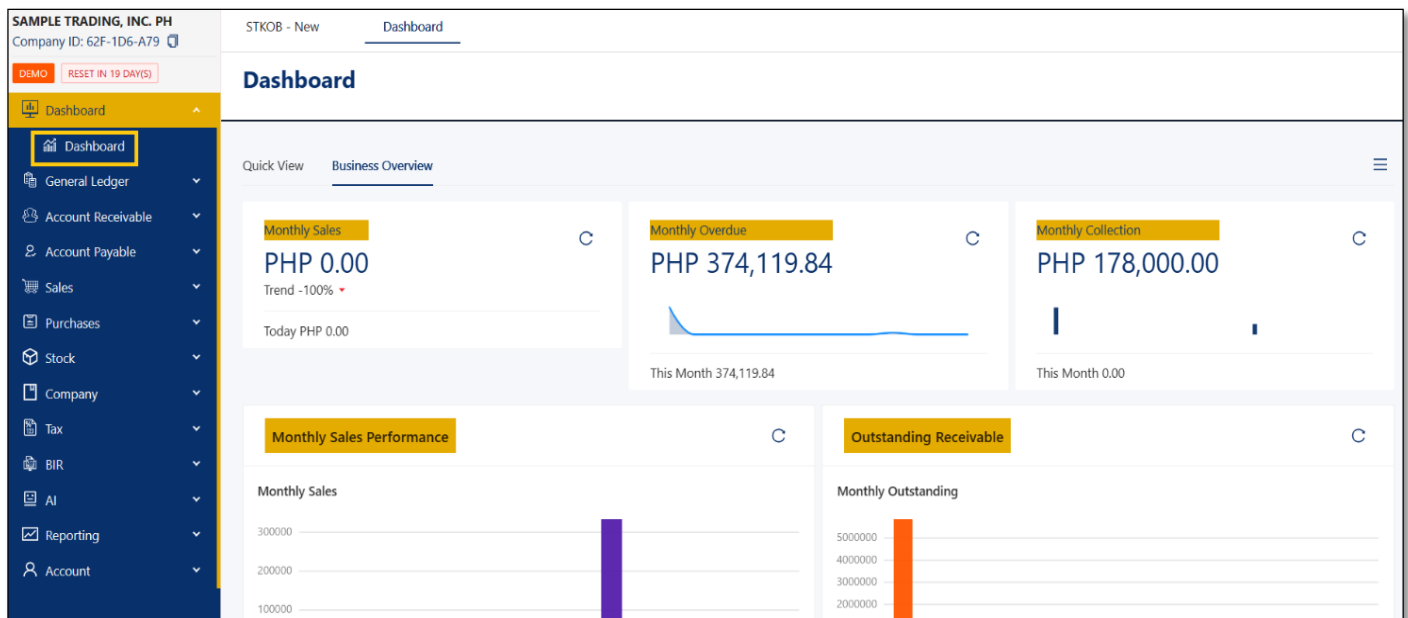
### Default Card that cannot be hidden:

- Shortcut (Quick View)
- BIR DAT Files and Forms (Quick View)

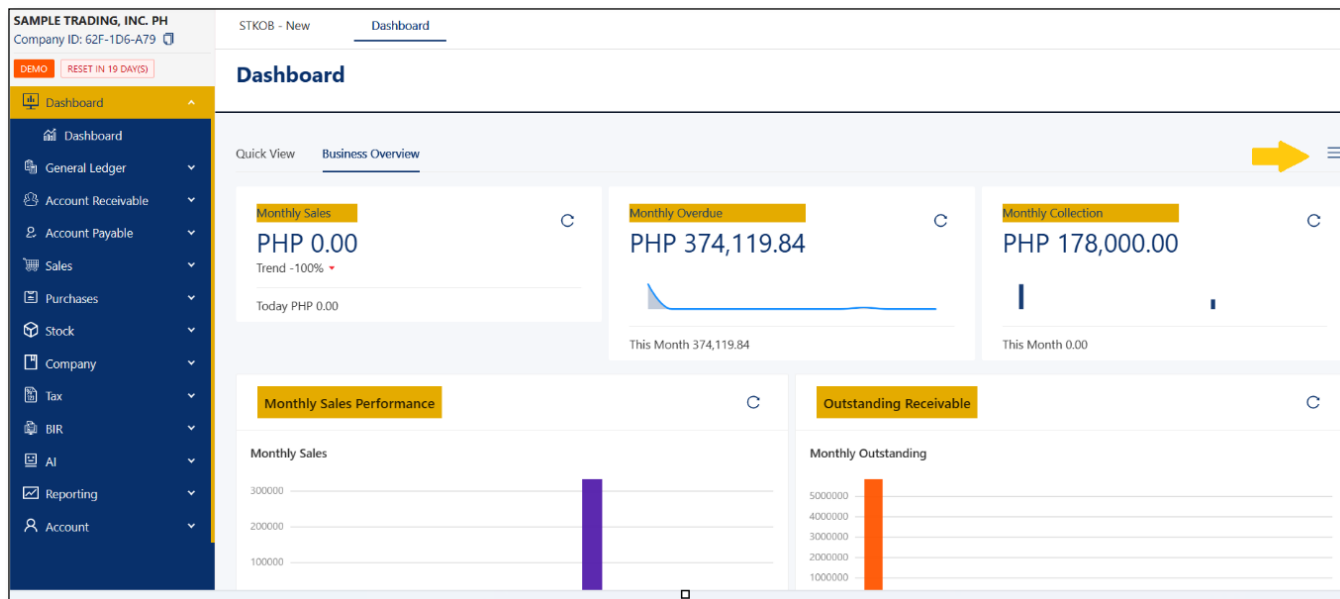
### Procedure:

#### Hide cards

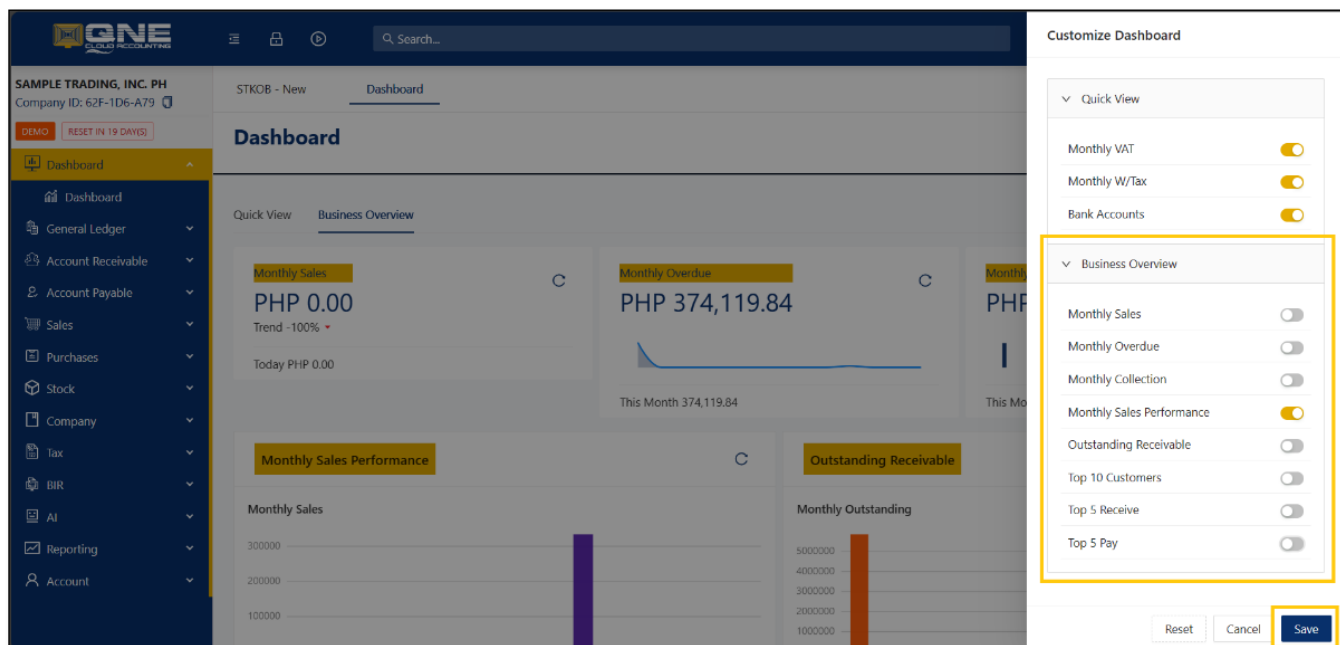
#### 1. In Navigation pane, go to Dashboard



2. Click *three lines* located in the upper right corner of the screen

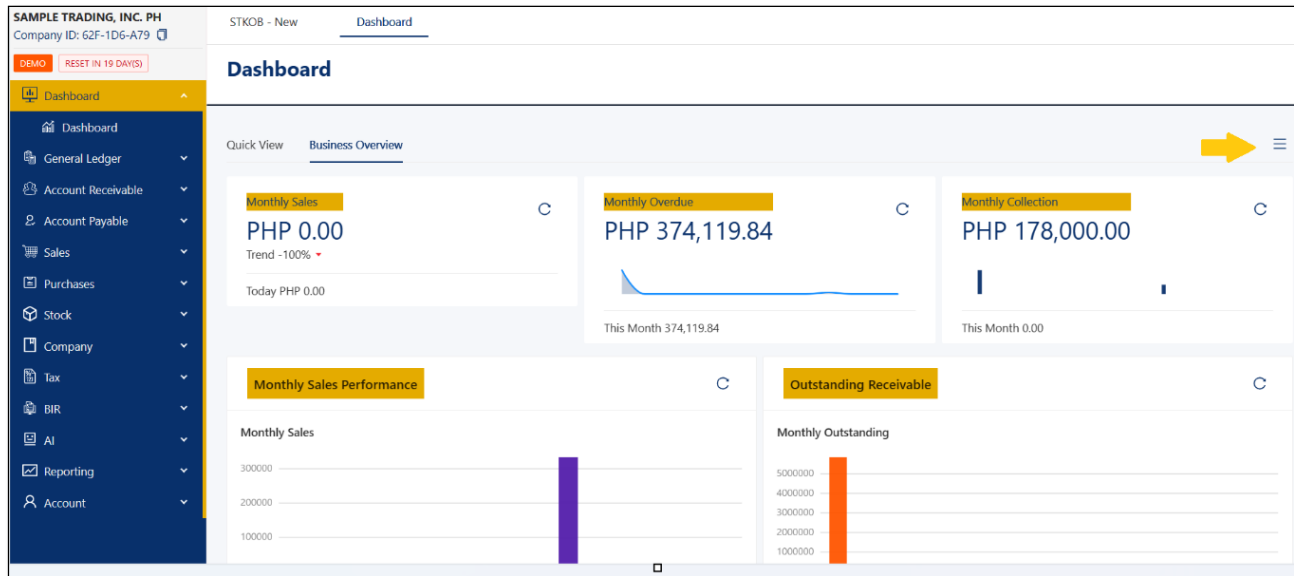


3. Pop-up box 'Customize Dashboard' appeared on the right side, listing the available cards in the dashboard. To hide a card, *toggle it off*, then click **Save**

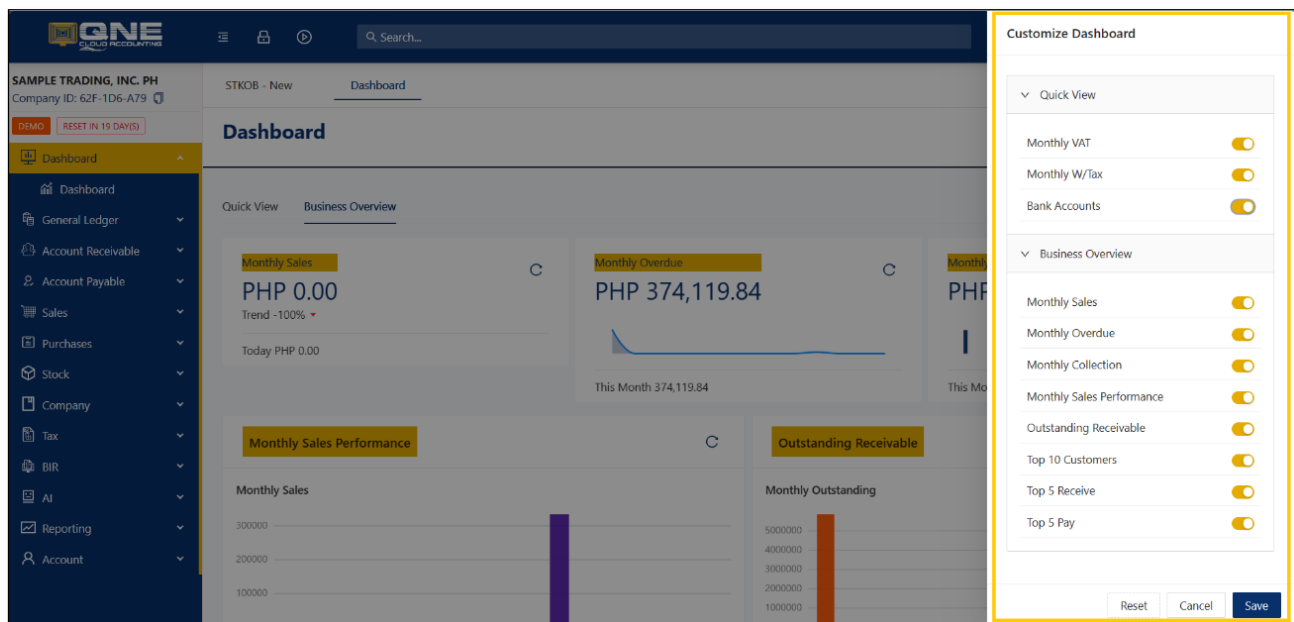


## Show cards

1. Click *three lines* to open the Customize Dashboard option



2. In the Customize Dashboard Pop-up box, To hide a card, toggle it on, then click **Save**



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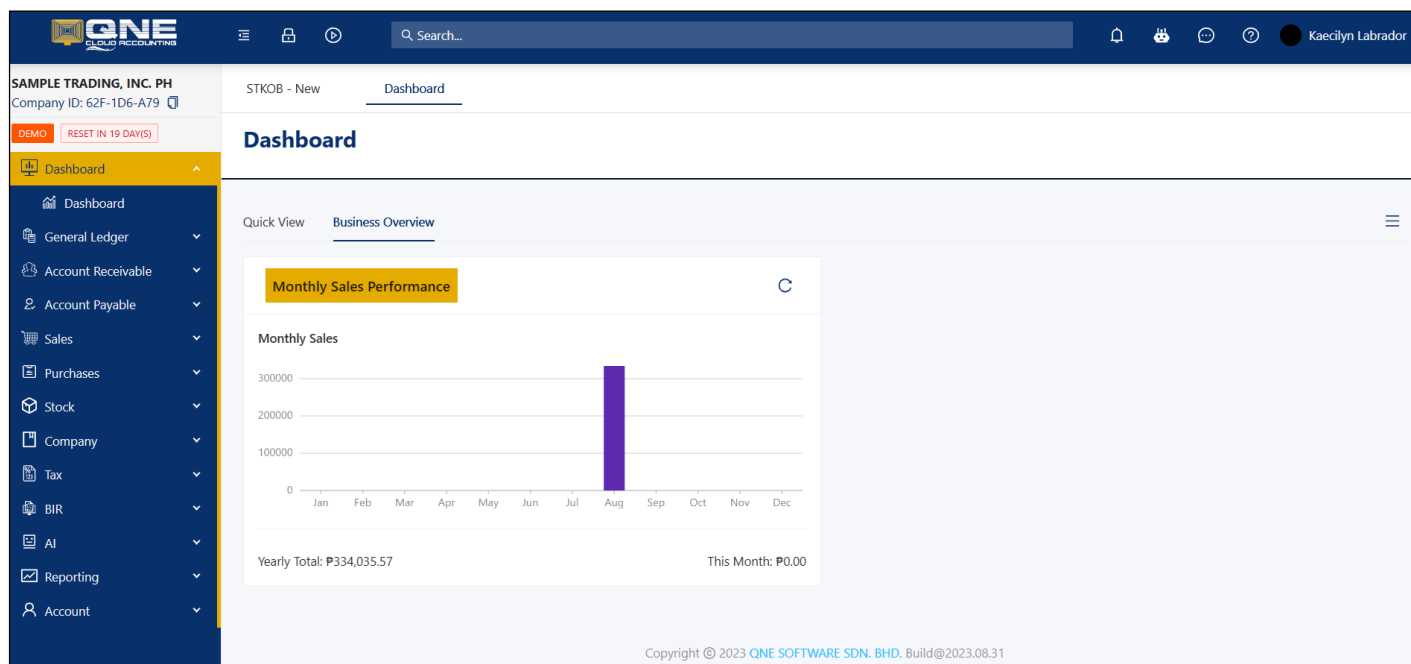
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# QNE KNOWLEDGE BASE

## Application:

Some cards are now hidden in the Dashboard



**For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <https://support.qne.com.ph>**

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