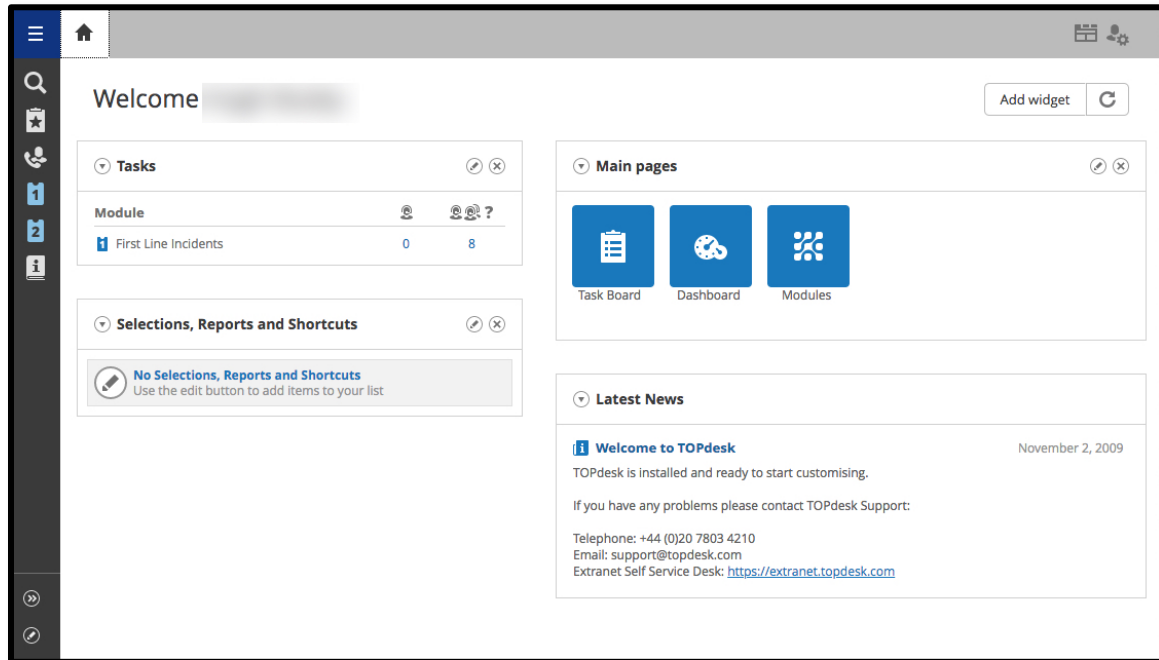# Customizing TOPdesk

This is the default view; the workspace can be customized.

Customizing Your Workspace

The Main pages window can be customized on a per operator basis. You can drag and drop 'widgets', add new widgets, and change the way your tasks are displayed.

Adding, Moving and Deleting Main Page Widgets

1. To change the order of your widgets, click on the Edit button [✏].
2. Available widgets will be listed on the left side. **A)** You can Name your Widget area here. **B)** Highlight the widget you want to display and use the left/right arrow buttons to add or remove widgets in the Display column. **C)** Highlight the widget you would like to change order of and use the up/down arrow buttons to organize the order in which they are displayed. Once you have made your choices **D)** Click **Save**.
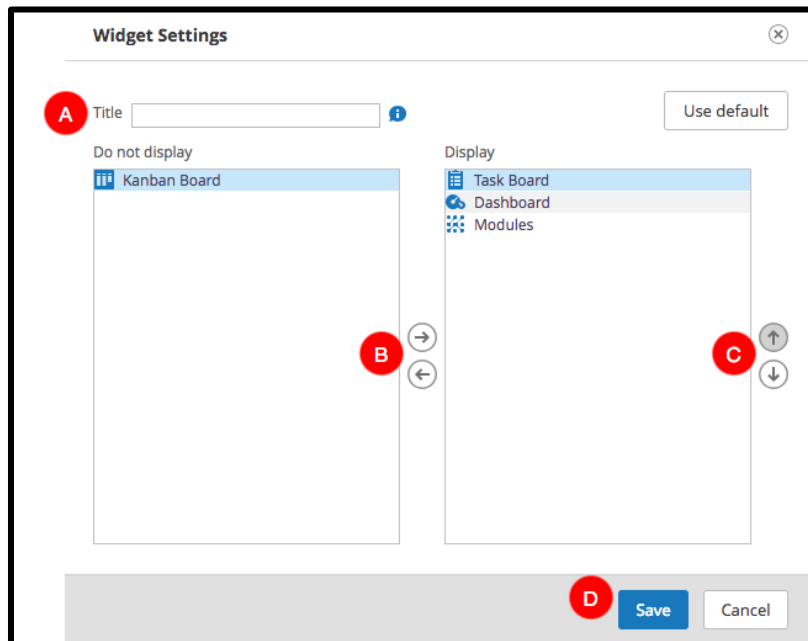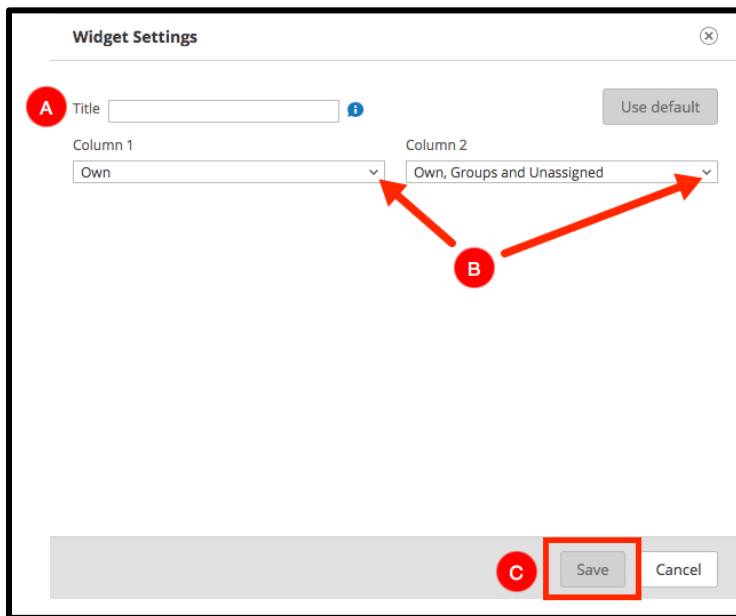
Tasks

1. Click on the *Edit icon* [pencil icon] in the Tasks widget.
2. The *Tasks Widget Settings* will open.

3. From here, you can **A)** rename your Task Widget **B)** and select the incidents you wish to see in these columns from the drop-down search lists, under **Column 1** and **Column 2**.
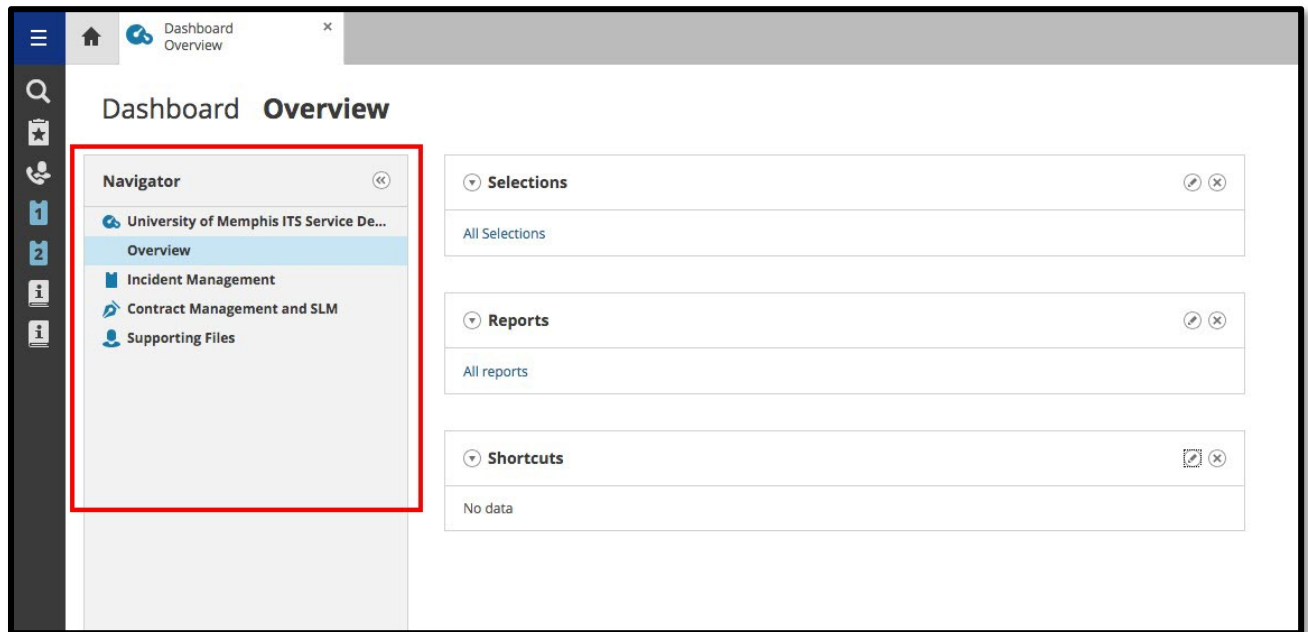

4. **C)** Click Save. Your start page will now display the incidents you have selected to view.
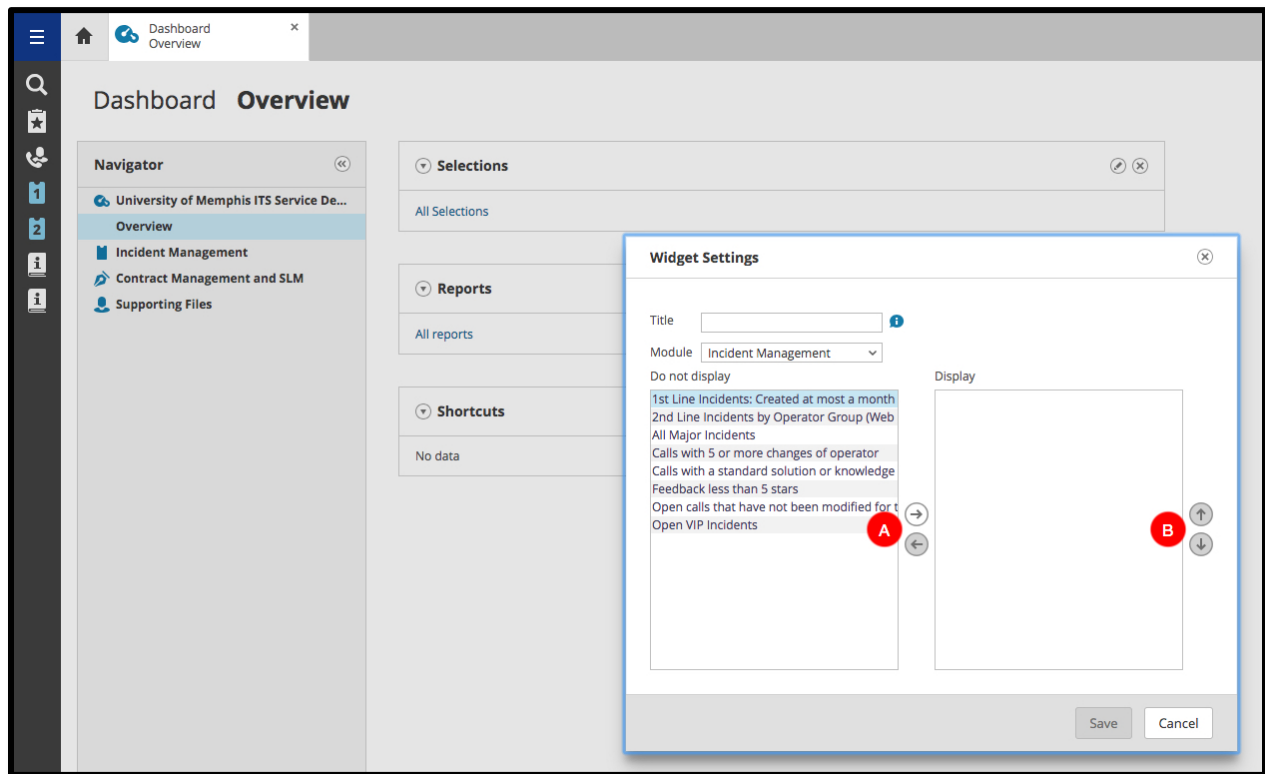
Customizing Dashboard

1. Click the 'TOPdesk Menu' icon on the main page [≡].Select Dashboard from the drop-down menu.
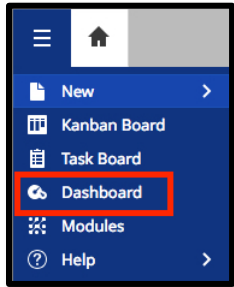
2. In the Navigator pane, click **Overview** to see a general overview or click on each module (e.g. Incident Management) to see a more detailed overview.

3. Additional items can be added to Selections, Reports and Shortcuts by clicking the edit button [✎]. **A)** Highlight what widget you want to display and use the left/right arrow button to add or remove widgets in the Display column. **B)** Use the up/down arrow button to choose order.
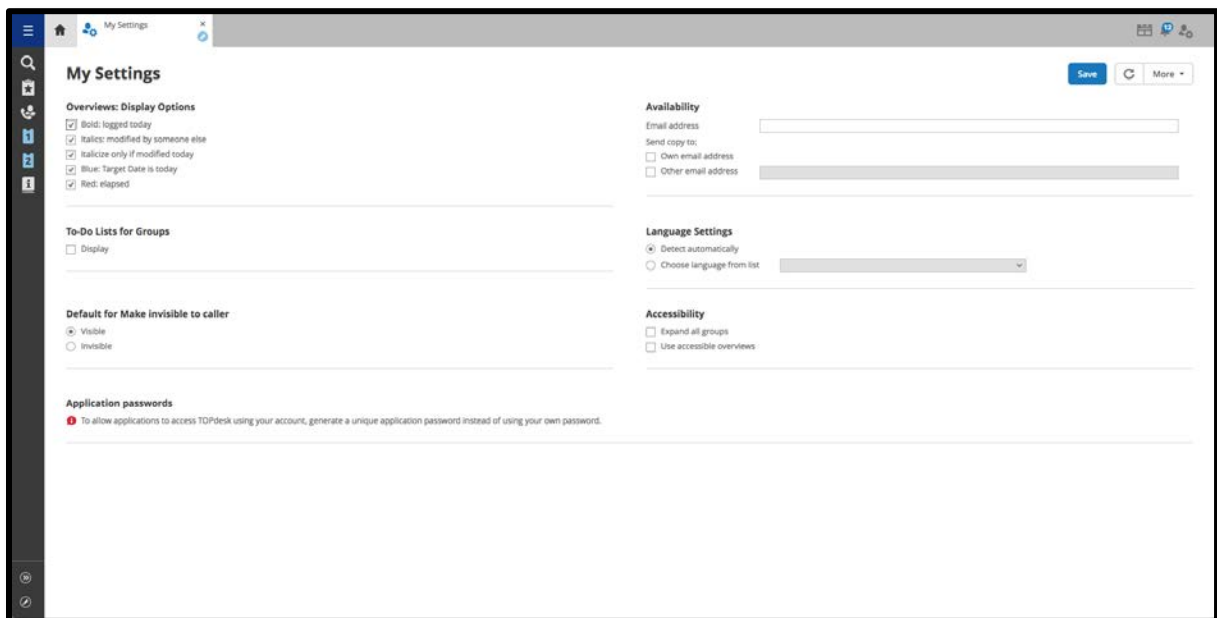
Adjusting User settings

The **My Settings** button allows the user to change some custom settings such as display options, adding additional email addresses, to-do lists for groups to display, and language settings.

1. Click on ⬛ in the top right corner and select **My Settings**.
2. Useful options to select here include:
   - Bold Logged Today
   - Italics: modified by someone else
   - Italicize only if modified today
   - Blue: Target Date is today
   - Red: Elapsed (task is overdue)