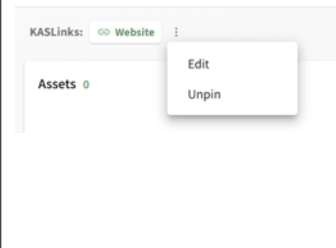
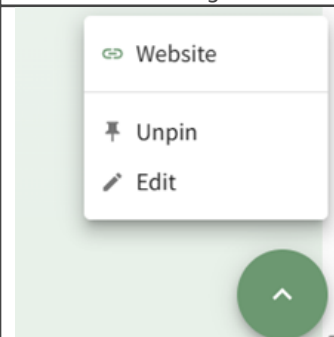
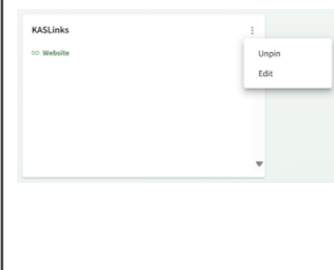


Edit a Speed Dial

To edit an existing Speed Dial, go to the Dashboard Module and select the dashboard you wish to make speed dial edits on.

The most efficient way to edit a speed dial is from its current placement. Refer to the table below to identify how to access the “Edit” option from each of the various speed dial placements.

| How to Select Edit Based on Speed Dial Placement | | | |
|--|--|--|--|
| Placement | Top | Floating | Widget |
| Image |  |  |  |
| Notes | Selecting the vertical three dot icon opens the context menu with the “Edit” option. | Click the floating speed dial icon to open it, showing the “Edit” option. | Selecting the vertical three dot icon opens the context menu with the “Edit” option. |

Click the “Edit” button for the speed dial you wish to alter, opening the Edit Speed Dial Modal.

Edit speed dial DELETE

Title

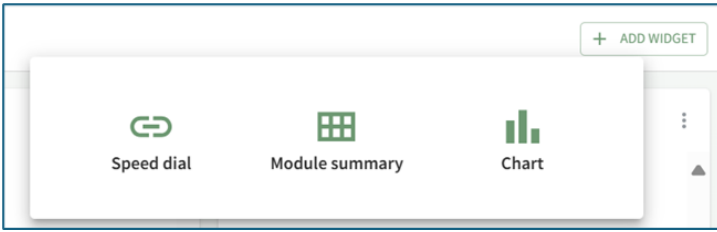
Placement

Links
 + Add Link

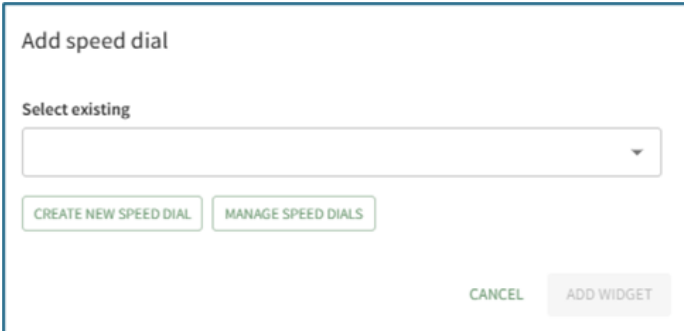
CANCEL CONFIRM

Make the desired changes and select “Confirm” to save them. Your edits will now be reflected on the dashboard.

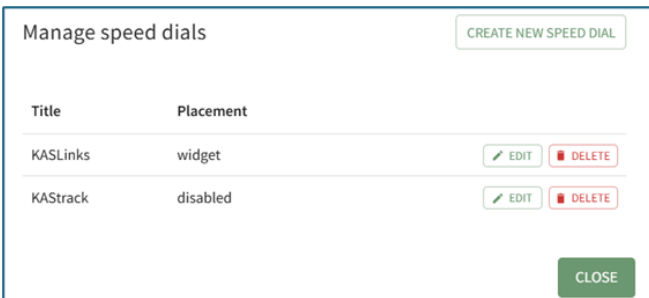
You can also select the “+ Add Widget” button from the top right-hand corner of any dashboard and click the speed dial icon.



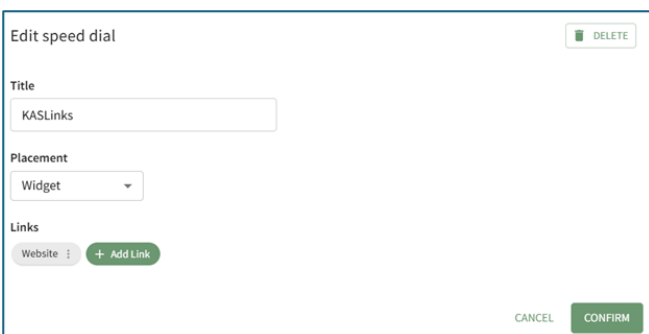
This opens the Add speed dial modal.



Select the "Manage Speed Dials" button opening the Manage Speed Dial Modal.



Click the "Edit" button for the speed dial you wish to alter, opening the Edit Speed Dial Modal.



Make the desired changed and select "Confirm".

Revision #4

Created 2025-11-21 00:21:07 UTC by Mitzi Orkus

Updated 2026-01-25 03:54:09 UTC by Mitzi Orkus