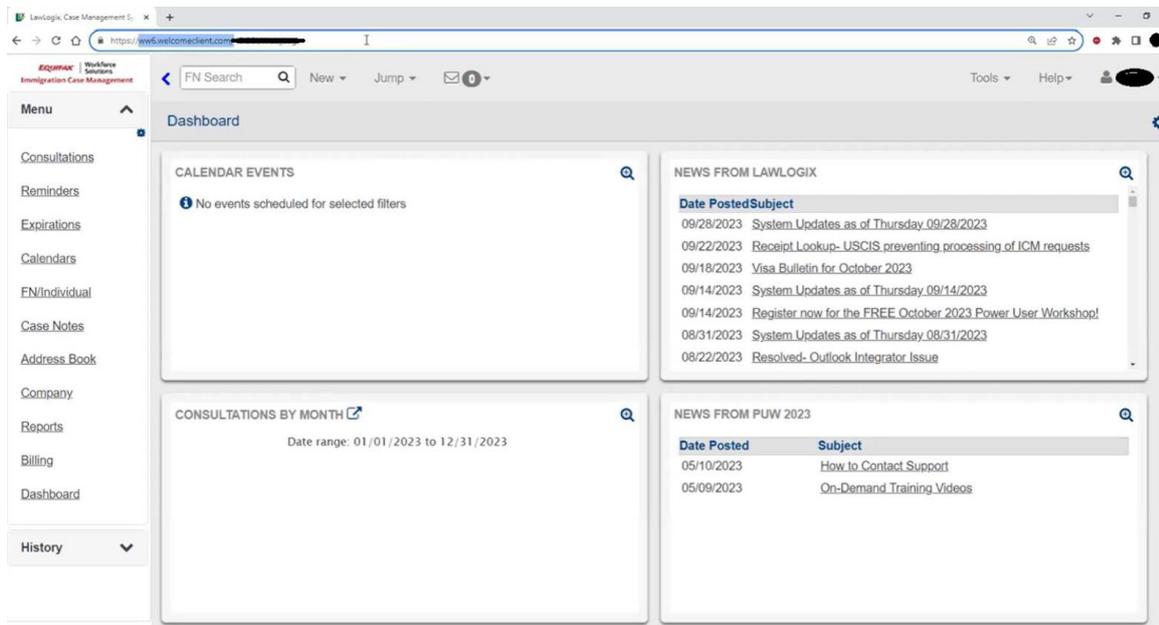




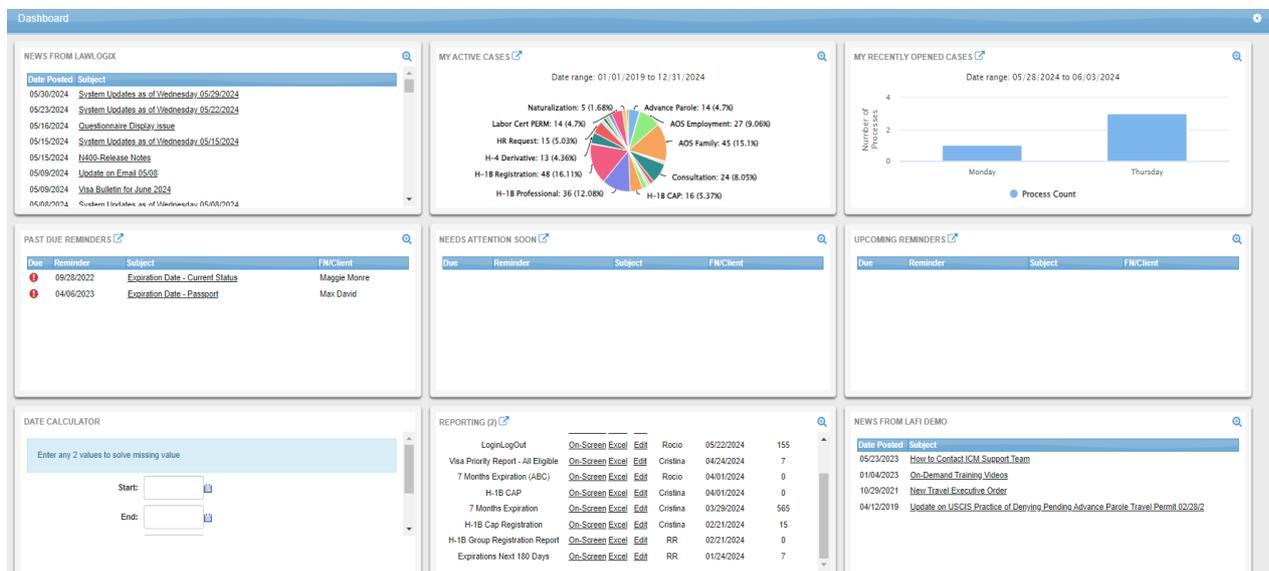
# Immigration Case Management (ICM)

## Power User Series

If your ICM dashboard looks similar to the below, please consider following this guide to customize your dashboard and create a more informative display.

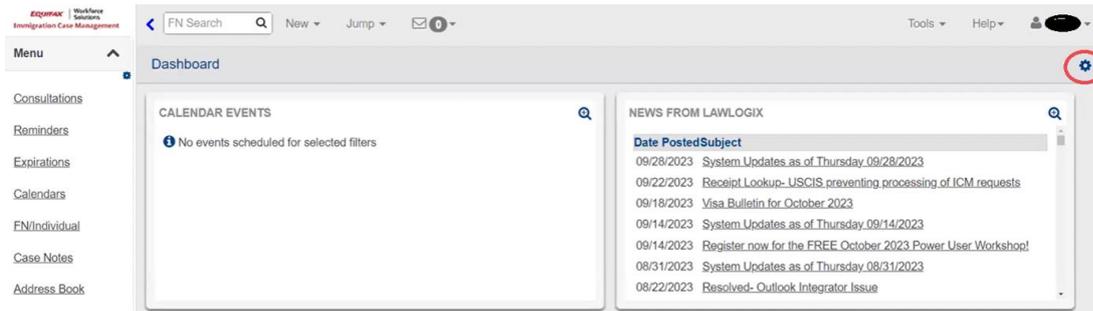


By customizing your ICM dashboard, you will improve your visibility into the data and insights you need most, including: active cases, past due reminders, upcoming reminders, reports, and events.

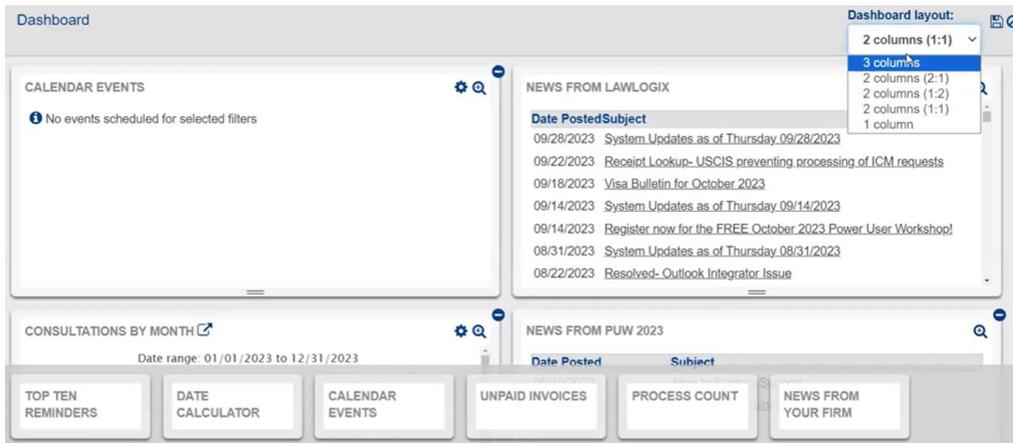


## Customize your Dashboard

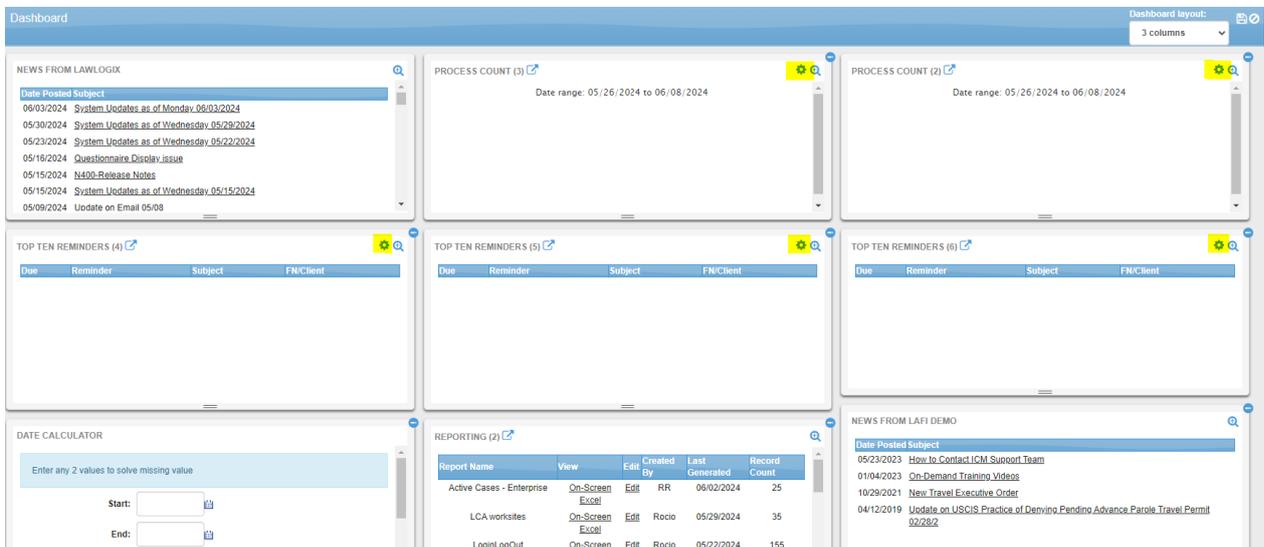
To edit your dashboard, click on the **gear icon** near the top right corner of your ICM home page.



Click on the drop down and select the column formatting to 3. This will determine the layout of your dashboard and allow for more widgets to be added. It is recommended to delete all the widgets currently present on your Dashboard. (The only widget we cannot delete is the *NEWS FROM LAWLOGIX*.) Click the floppy disk sign to save changes.



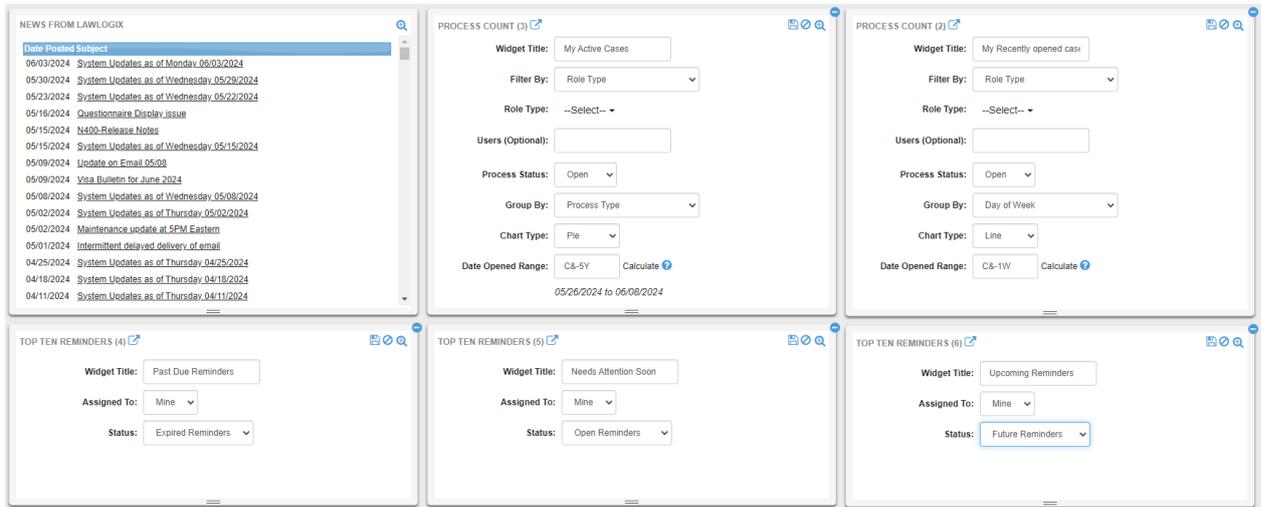
Begin to drag and drop widgets to your dashboard (below are recommendations). To save changes, click the floppy disk icon.



**\*\*Highlighted above are the widgets that will require filtering using the gear icons.**

**Process Count:** This is a powerful widget that will display process counts by a set of filter criteria that you specify.  
**Top Ten Reminders:** Customize the widget to see reminders that are past due, due soon, and upcoming.  
**Date Calculator:** Calculate dates with ease.  
**Reporting:** This provides visibility into the ten most recently run reports by the firm.  
**News from Your Firm:** Your firm may choose to post updates, news and information that they would like to broadcast to the team.

By clicking on the gear icon within a widget, you can customize the filter criteria. Included below are suggestions for your filter criteria. (Note, you can filter and label the widgets differently based on your individual needs.)



Continue to save changes using the floppy disk icons. Your dashboard should now look like the below.

