



Fastmarkets Dashboard
User Guide

Customizing your workspace

V2.1.8526

17th Nov 2021

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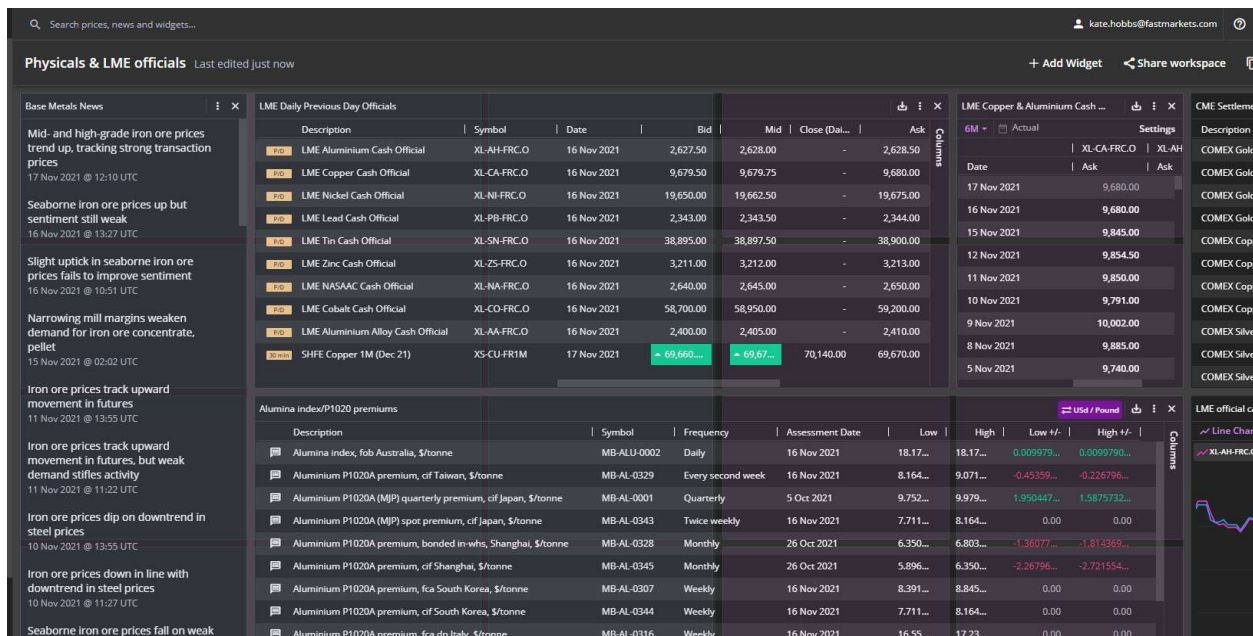
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INTRODUCTION

Workspaces provide a blank canvas on which you will add tools to track the prices and markets that are vital to your business. You can save and pin your favorite workspaces or you can use the market page templates already available to you. It is also possible to share workspaces with other Dashboard users.

You may create and save up to 64 workspaces; they will appear on the left side of the Dashboard.

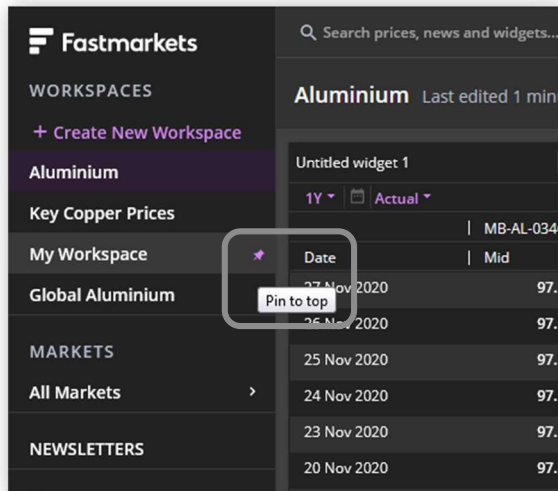
Workspace layouts have a fixed structure – it is a grid system that makes it easy to change a widget’s dimensions. The default widget size is 2x2; widgets can be resized by clicking and dragging their edges or corners. You will see the grid appear as you resize widgets making it easy to align in the workspace. You can add up to 32 widgets to each workspace.



The screenshot displays a dashboard titled "Physicals & LME officials" with a search bar at the top. The main content area is a grid of widgets. The largest widget is a table titled "LME Daily Previous Day Officials" with columns for Description, Symbol, Date, Bid, Mid, Close (Daily), and Ask. The table lists various LME metals including Aluminium, Copper, Nickel, Lead, Tin, Zinc, and Cobalt. Other widgets include "Base Metals News" with headlines about iron ore prices, "Alumina index/P1020 premiums" with a table of premium data, and "LME Copper & Aluminium Cash" with a table of cash prices. The interface also shows a sidebar with "CME Settlements" and "LME official ca" sections.

If the size of the Dashboard is amended on the screen, the grid system adjusts accordingly to resize the workspace content.

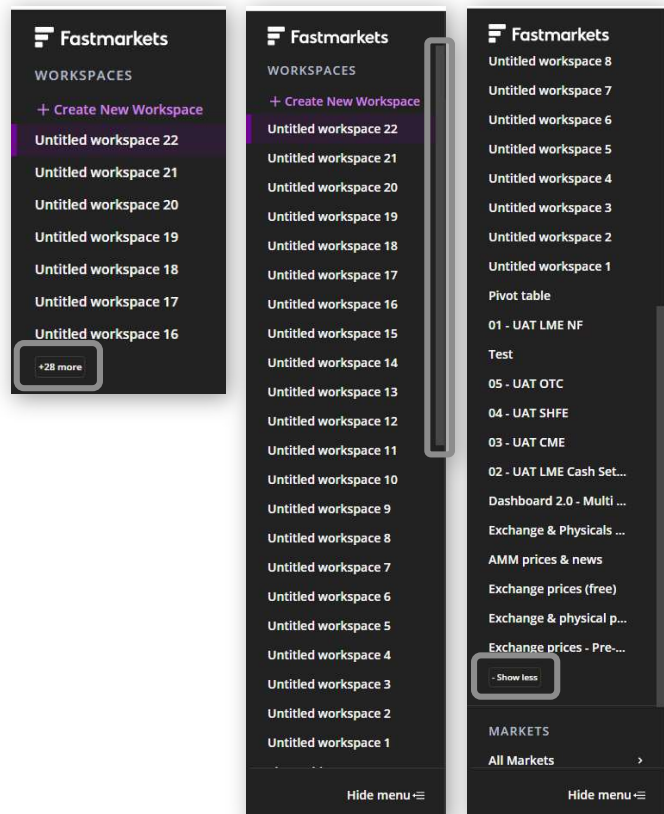
VIEW YOUR SAVED WORKSPACES



Workspaces will appear in the order in which they were last accessed. It is also possible to “pin” a workspace to the top of the list to make it easily accessible.

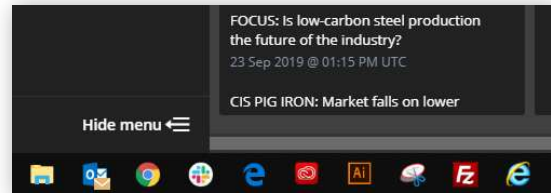
To view all your workspaces, click the +More button at the bottom of the workspace list in the sidebar. All workspaces will be displayed as a list. It is then possible to scroll down using the scrollbar.

At the bottom of the list the Show Less button collapses the list and only the top 7 workspaces are displayed.

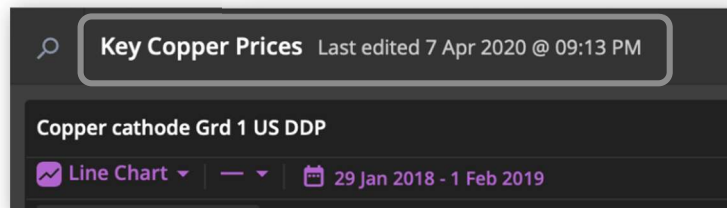


Hide and show the workspace menu bar

It is possible to hide and show the workspace menu pane. The icon can be found at the bottom of the left-side menu. Click it once to hide the navigation bar. Click it again to bring back the navigation bar.



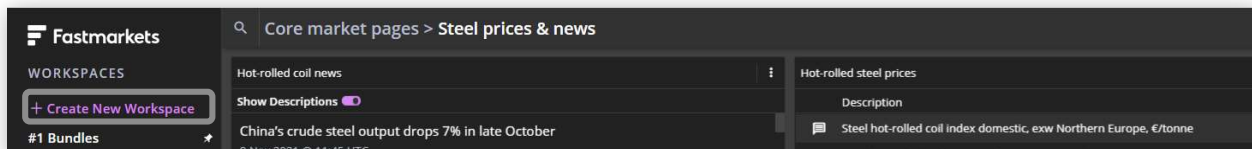
Workspaces are saved automatically whenever a change is made. The time of the last edit is displayed next to the workspace name at the top of the Dashboard.



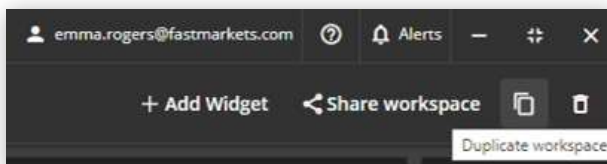
For workspace changes to synchronize on the desktop application and web browser versions of the Dashboard, you must log out and log back in.

CREATE A NEW WORKSPACE

To create a new workspace click the purple “+ Create New Workspace” link at the top of the navigation bar.



Workspaces can be duplicated to avoid starting from scratch when creating more workspaces. In a workspace on the desktop application or in the web version, click the double-rectangle icon between “Add Widget” and the trash can icon at the top-right corner, as shown at left.



VIEW DIFFERENT WORKSPACES ACROSS MULTIPLE SCREENS CONCURRENTLY

If you are using multiple screens and you wish to view more than one workspace at a time, it is possible to open another Dashboard screen. If using the installed version, hover over the workspace name in the navigation bar, then click on the “Open in new window” icon. If using the Dashboard via a web browser, right-click on the browser tab.

If multiple workspaces remain open when the Dashboard is closed, all workspaces will open the next time you log in (installed version only).

You might also be interested in reading other user guides on these topics; Market Pages, Newsletters, Searching, Comparing Prices, News and Charts.

FURTHER HELP

If after reading these instructions you have further questions about how to use the Fastmarkets Dashboard, please contact our Customer Success teams or for access/order queries our Client Services team:

- **Europe, Middle East and Africa: +44 20 3855 5581**
- **Asia: +65 31 633 458**
- **Americas: +1 708 329 2641**
- **Customer Success Email: customersuccess@fastmarkets.com**
- **Client Services Email: client.services@fastmarkets.com**