Understanding the Dashboard

https://campus.barracuda.com/doc/77399050/

When you open Security Awareness Training, the Dashboard displays. This is your home base for tracking, editing, and creating all of your Security Awareness Training projects. Numbers next to links indicate the number of records in that category, helping you to see the status of your projects at a glance.

Numbers on the Dashboard correspond with descriptions below the image.

1. Status Messages

Status messages appear across the top banner of the Dashboard, warning you of potential problems like unauthorized domains. Follow instructions in the warnings to fix problems.

2. Content Center Marketplace

For information about working within the **Content Center**, refer to Email Templates, Landing Pages, and Image Gallery.

- **Click Thinking** – Click to access the Security Awareness Training **Click Thinking** bonus materials. Each month, **Click Thinking** presents a new bundle of content updates, aligned around a hot topic.
- **Visit Content Center** – Click to navigate directly to the **Content Center**, where you can create and edit templates for emails, landing pages, and training.

3. Guidance

- **Getting Started** – A link to basic information to get you ready to use Security Awareness Training.
- **Documentation** – A link to the Security Awareness Training documentation you are currently reading.
- **Administration Training Videos** – A link to training for Security Awareness Training administrators on how to use Security Awareness Training.
- **View Release Notes** – Click to view release notes for the current version of Security Awareness Training.
- **Contact Information** – Use the contact information to reach Barracuda via email or phone.

4. Approval

For more information on campaign approval, refer to Creating and Generating an Email Campaign and Approving an Email Campaign and Going Live .

- **Pending Approvals** – Displays campaigns that currently require approval. Click to go to the **Approval Manager**, where you can review and approve the campaigns. If you are the individual who approves campaigns, this information is easy to see each time you open Security Awareness Training.

5. Campaign

For more information on working with campaigns, refer to How to Create an Email Campaign.

- **Start a New Campaign** – Click to begin a new campaign, rather than navigating through the menus.
- **Campaigns** – Click to go to the **Campaign Manager**, where you can view, edit, and copy your campaigns.
- **Stage *x*** – Displays a breakdown of how many campaigns are in each **Stage**. Click a number or **Stage** link to view the campaigns in that **Stage** within the **Campaign Manager**, where you can view, edit, and copy your campaigns.

6. Education

- **Training Responses** – Click to go to the **Training Results** page, where you can view and drill

down into data received from your campaigns.
- **100% Complete** – Click to go to the **Training Results** page, where you can view data received from your completed campaigns.

7. Plan

- **Create a New Plan** – Click to go to the **Plan Manager** page to create a new plan.
- **Plans** – Click to view and edit your existing plans, if any, in the **Plan Manager**.
- **<status>**– Click to view and edit your existing plans grouped by **Status** in the **Plan Manager**.

8. Quick Launch

For more information on Quick Launch, refer to Quick Launch.

- **Quick Launch** is the fastest way to start a campaign.

9. Notifications

Lets you know when Results report files have downloaded and are ready to review.

10. Help and Back to Recent Campaign

The following buttons are available on most pages:

- Click the question mark for quick help about the current page.
- Click the clock icon to return to the campaign you were most recently editing.

11. Profile

Contains:

- My Preferences
- Account Information, including your serial number.
- Sign Off

12. Address Book

For more information on Address Books, refer to Address Books.

- **Import a New Address Book** – Click to import contacts into a new **Address Book**.
- **Address Books** – Click to view and edit existing **Address Books**.
- **Active** – Click to view and edit only those **Address Books** marked as **Active**.

13. Email Template

For more information on Email Templates, refer to Email Templates.

- **Design a New Email Template** – Click to go to the **Email Template Manager**, where you can create a new Email Template from scratch.
- **Email Templates** – Click to go to the **Email Template Manager** , where you can view, copy, and edit existing Email Templates.

14. Landing Page

For more information on Landing Pages, refer to Landing Pages.

- **Design a New Landing Page** – Click to go to the **Landing Page Manager**, where you can create a new Landing Page from scratch.
- **Landing Pages** – Click to go to the **Landing Page Manager**, where you can view, copy, and edit existing Landing Pages.

Figures

1. dashboard.png