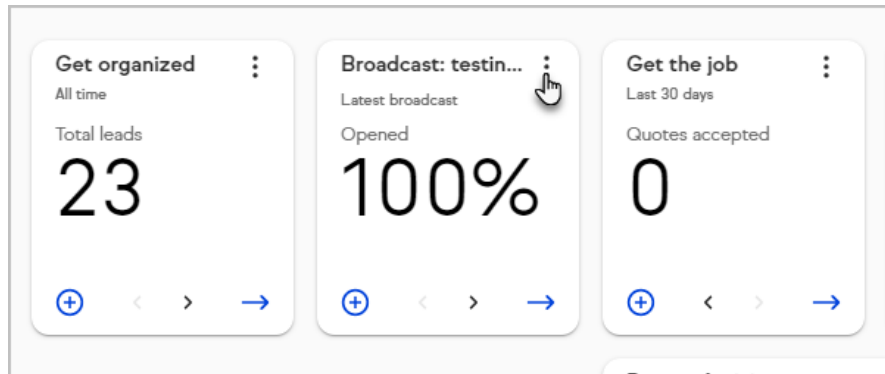# Rearrange Dashboard widgets

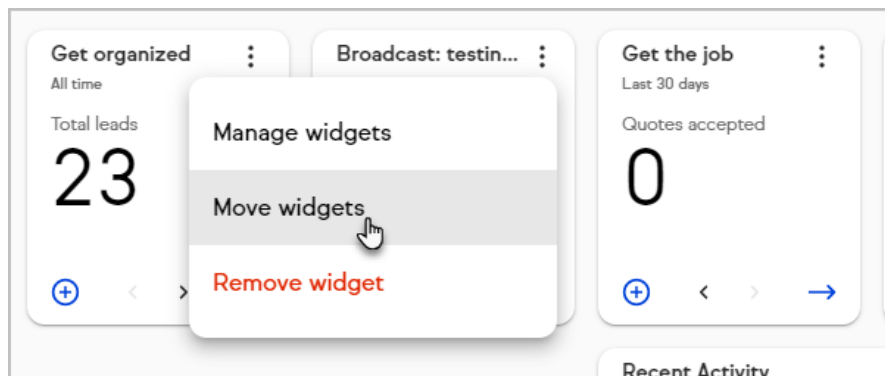**This article applies to:**

Your Dashboard widgets can rearranged, allowing you to put important information right where you need it.

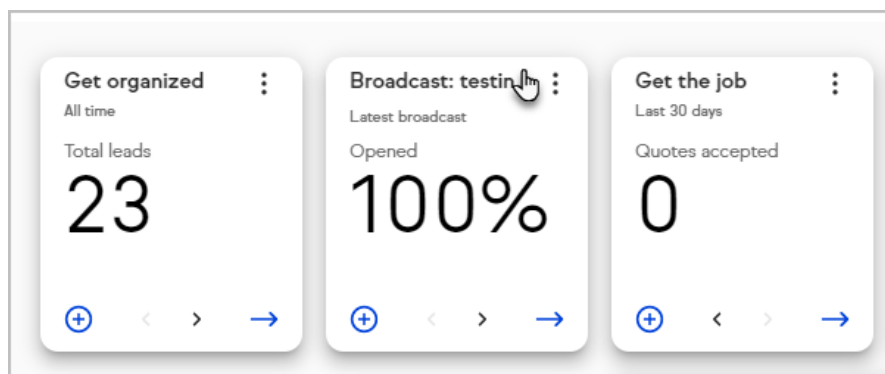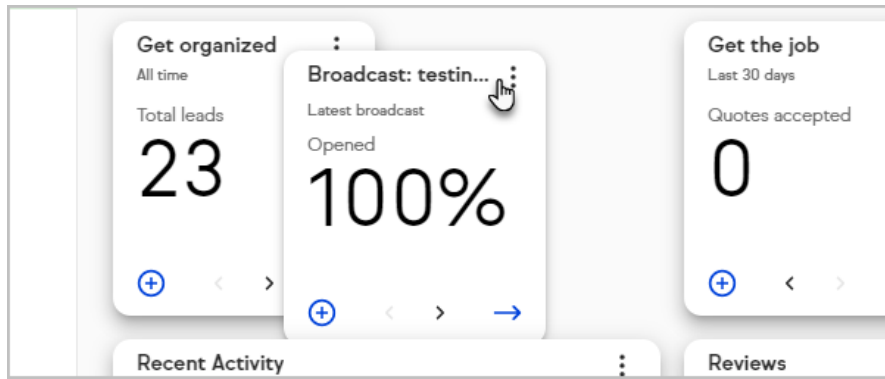**To rearrange your Dashboard:**

1. Open the menu on any widget

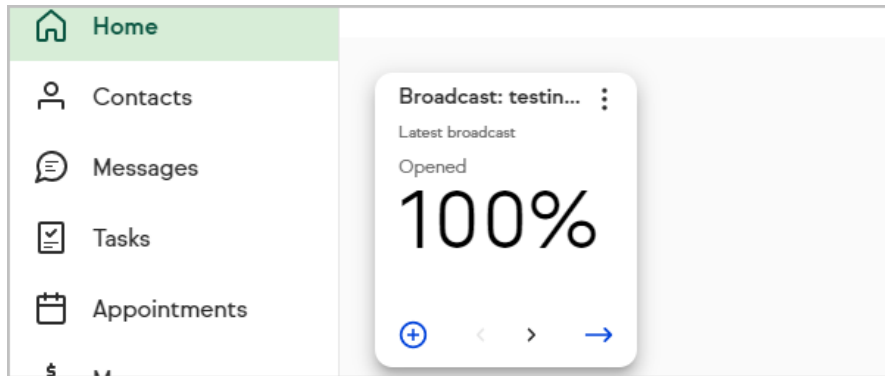2. Click **Move widgets**

3. Click and hold the top of any widget

4. Drag it to a new position

5. Release the mouse button and your widget will fall into place

6. Rearrange more widgets as needed, then click **Done** to lock your Dashboard into place