How to enable the cockpit and dashboard in SAP Business One

This guide shows you how to enable the cockpit and dashboard in SAP Business One. You turn on the Cockpit in General Settings, activate it from the **Tools** menu, and sign in again. You then work with the modules and widgets in **My Cockpit**, customize the Browser widget, and review the final layout.

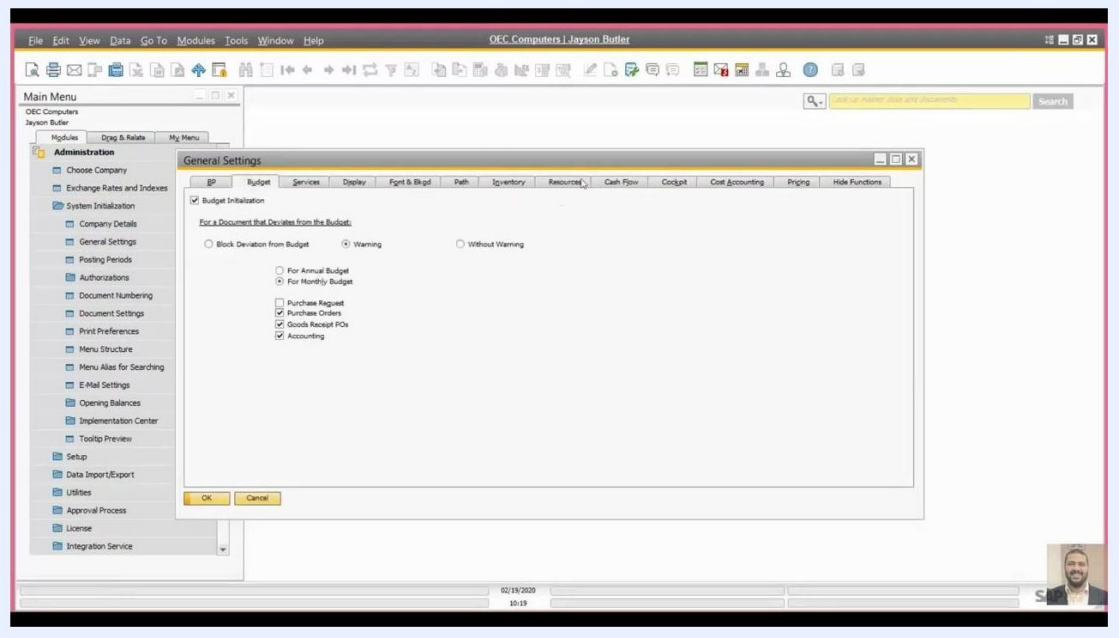
Prerequisites

- Access to the **Administration** section in the left navigation pane, including **System Initialization** and **General Settings**.
- The ability to sign out of SAP Business One and sign in again. Signing out stops all running processes and closes all open windows.

Step 1: Open General Settings and select the Cockpit option

1. In the left navigation pane, expand **Administration**.
2. Expand **System Initialization**.
3. Select **General Settings**.
4. In the General Settings window, click the **Cockpit** tab at the top.
5. Select the **Cockpit** radio button.

6. Click **OK** to save your changes.



General Settings window with the Cockpit tab selected and the Cockpit radio button enabled

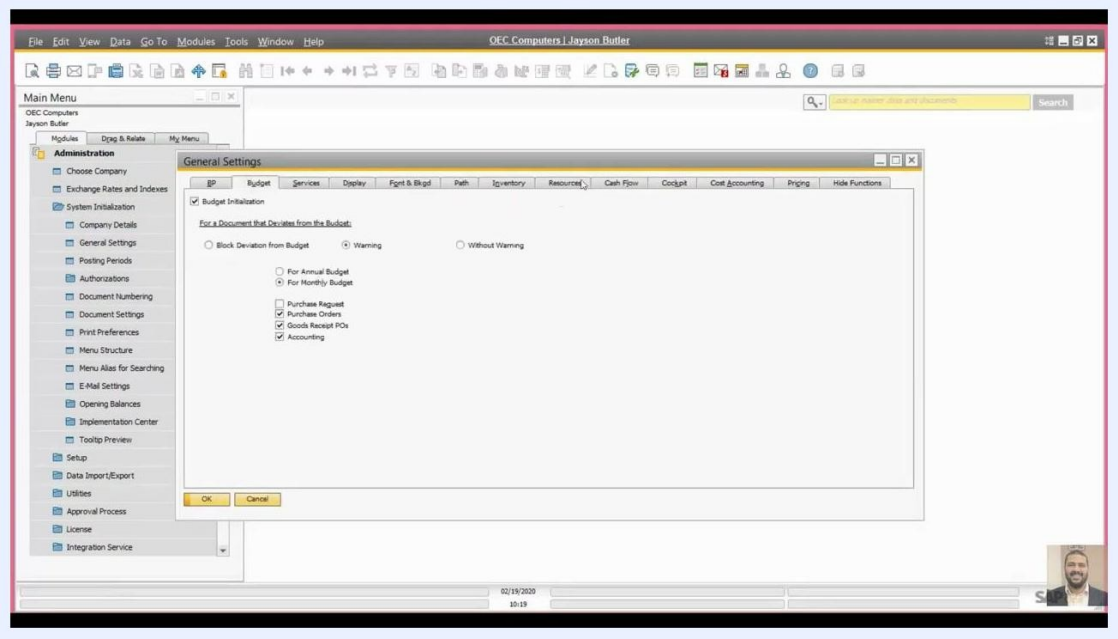
Step 2: Activate the cockpit from the Tools menu

1. Go to the **Tools** menu at the top of the screen.
2. Select **Enable My Cockpit** from the dropdown.

Step 3: Sign out and sign in again

You must sign out of SAP Business One and sign in again for the changes to take effect.

When SAP Business One displays the message "Closing SAP Business One will stop all running processes and close all open windows. Do you want to continue?", click **Yes**.



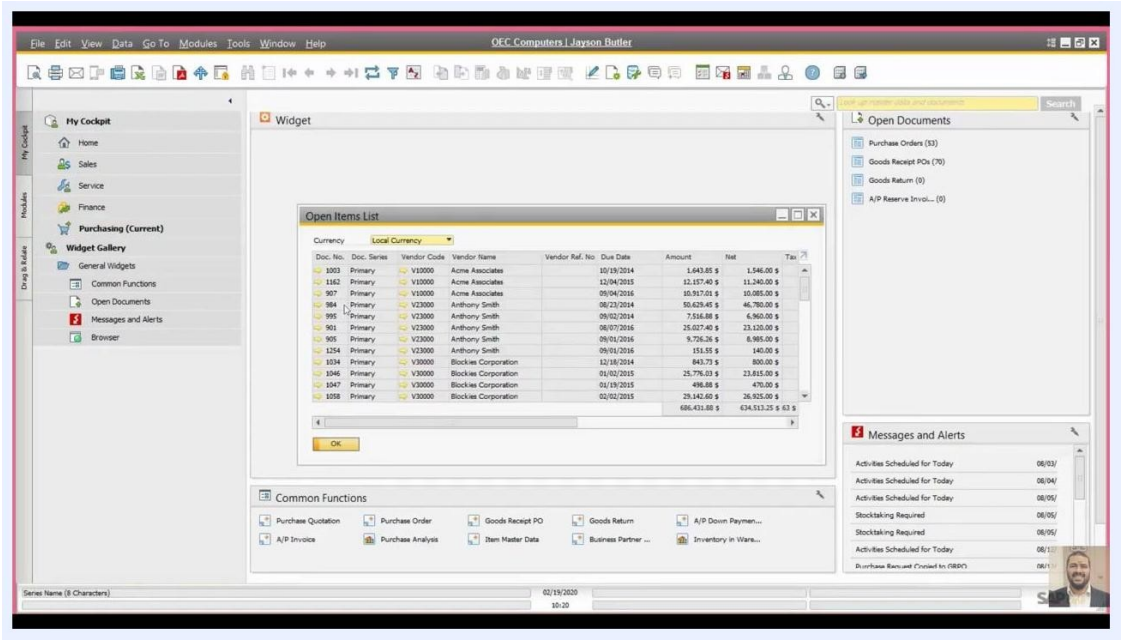
System message dialog asking you to confirm closing SAP Business One

Step 4: Open My Cockpit and use the modules

After you sign back in, look at the left side of the screen. The **My Cockpit** section shows these modules:

- Home
- Sales
- Service
- Finance
- Purchasing

The **Widget Gallery** is also available. Its General Widgets include Common Functions, Open Documents, Messages and Alerts, and Browser.



My Cockpit section showing the modules and the Widget Gallery

To view related widgets and reports, click any module. For example, select **Purchasing** to display an **Open Items List**. It includes these columns:

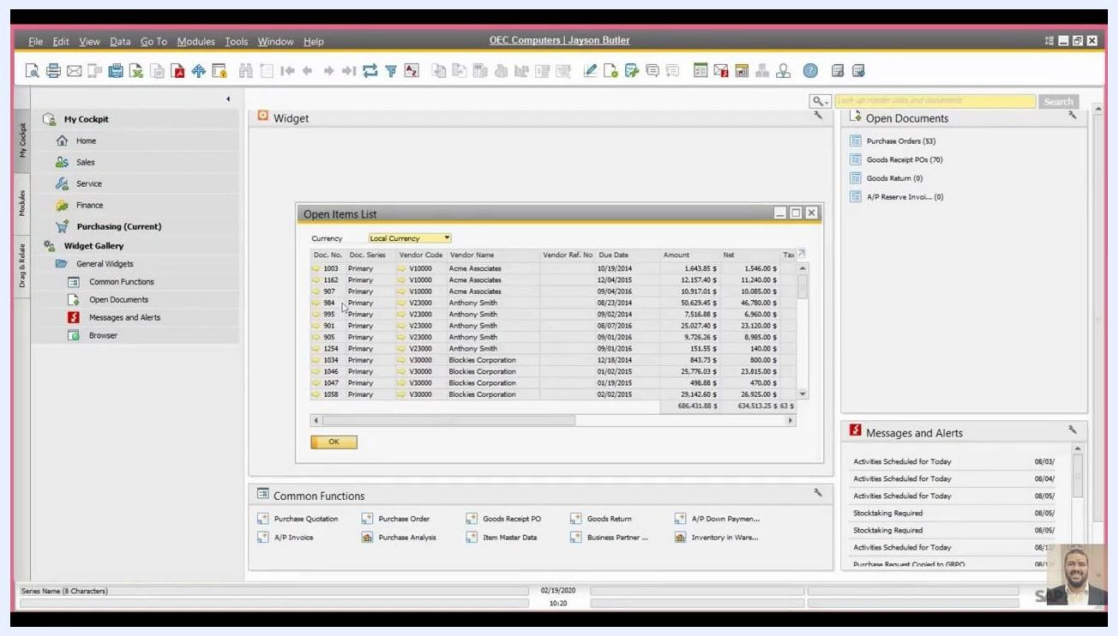
- Doc. No.
- Vendor Code
- Vendor Name
- Due Date
- Amount
- Net

When you finish, click **OK** to close the Open Items List.

Step 5: Customize the Browser widget

1. In the Widget Gallery, select the **Browser** widget.
2. In the Browser widget, click the settings icon (three horizontal lines).
3. Enter the URL of your client or the site you want to display.

By default, the browser shows the SAP website. You can change it to your preferred client URL.



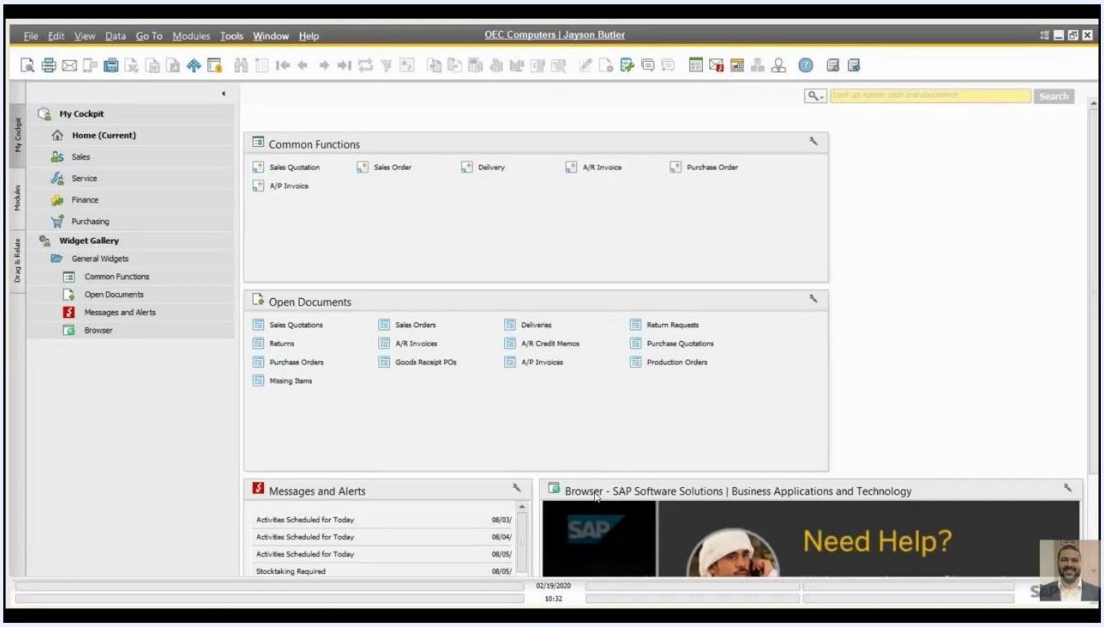
Browser widget settings open, ready for you to enter a custom URL

Step 6: Review the final cockpit layout

Check the Cockpit interface to confirm that all modules and widgets are configured correctly. The main screen should show the following:

- **My Cockpit** navigation pane on the left, with the modules Home (Current), Sales, Service, Finance, and Purchasing.
- **Widget Gallery** section with the General Widgets Common Functions, Open Documents, Messages and Alerts, and Browser.
- **Common Functions** widget in the main area, with shortcuts for Sales Quotation, Sales Order, Delivery, A/R Invoice, Purchase Order, and A/P Invoice.
- **Open Documents** widget, listing Sales Quotations, Sales Orders, Deliveries, Returns, A/R Invoices, A/R Credit Memos, Purchase Orders, Goods Receipt POs, A/P Invoices, Return Requests, Purchase Quotations, Production Orders, and Missing Items.
- **Messages and Alerts** widget at the bottom left, displaying scheduled activities and alerts.
- **Browser** widget at the bottom right, showing the SAP website or your configured client URL.

Confirm that the date and time appear at the bottom of the screen.



SAP Business One Cockpit with all modules, widgets, and the Browser widget visible

Summary

You now know how to enable the cockpit and dashboard in SAP Business One. You selected the Cockpit option in **General Settings**, chose **Enable My Cockpit** from the **Tools** menu, and signed in again. You then explored the **My Cockpit** modules, set a URL in the Browser widget, and reviewed the final layout.