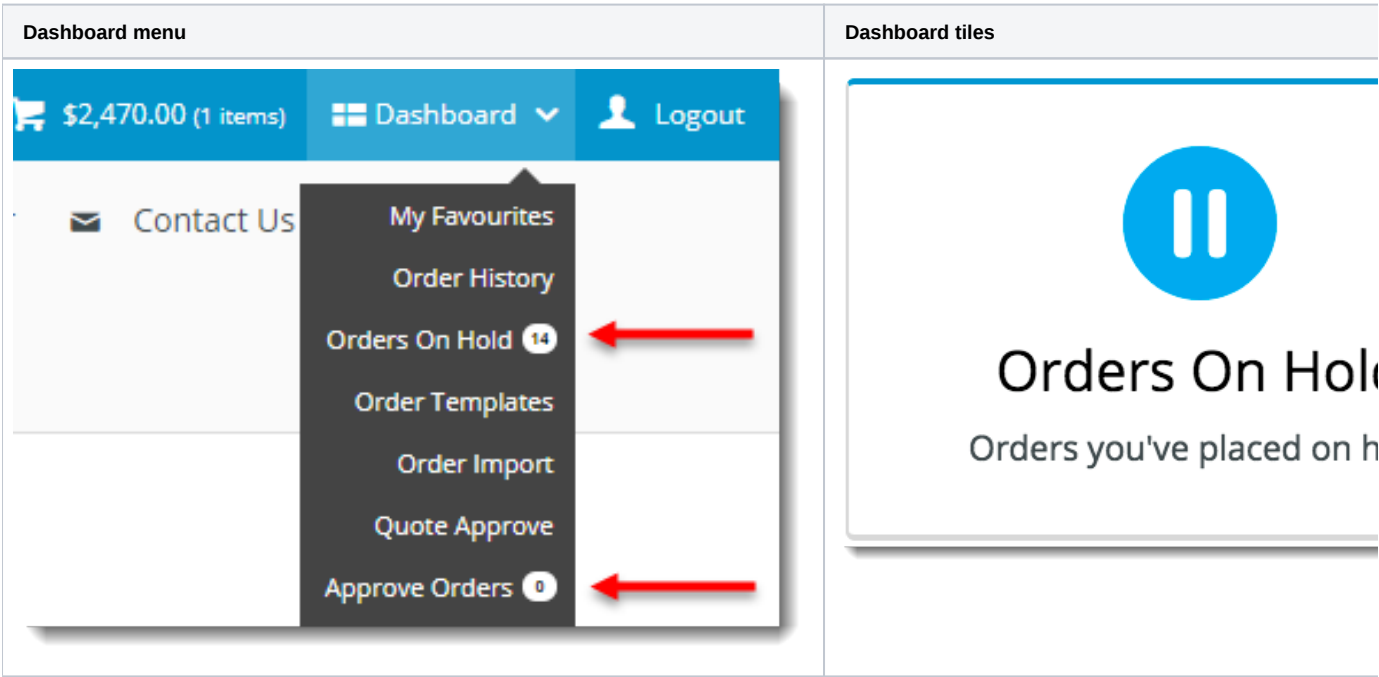


Dashboard counters for outstanding tasks

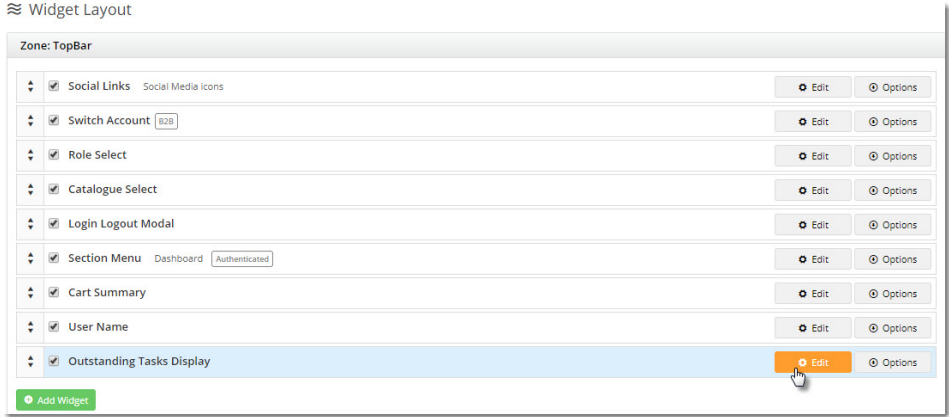
Overview

The [Outstanding Tasks Display widget](#) displays an indicator for your B2B users so they can easily see how many orders are on hold, require approval, or are awaiting payment. This guide will walk you through the implementation of the widget for your own site.



1. Add the Outstanding Tasks Display Widget

1. In the CMS, navigate to **Content Theme Layout**.
2. In the **Zone: TopBar**, click **Add Widget**.
3. Search for and select the [Outstanding Tasks Display widget](#), and click **Add widget**.
4. **Edit the newly added widget.**
≈ Widget Layout



5. Tick the options you wish to show counters for, based on the functionality your site uses:
 - Orders awaiting payment
 - Orders on hold
 - Orders requiring approval

- Orders requiring receipting

6. Update the **refresh interval** if you don't wish to use the default (which is every 5 minutes).
7. **Save.**

2. Add HTML to Menu Labels

1. Still in the CMS, navigate to **Advanced Content Menu Editor**.
2. **Select the B2B menu** you wish to edit, and click **Parent Items**.
3. Select the **'THEME_BPDTHEME01_Dashboard'** item and click **Menu Items**.

Top CSS

Menu Item Code	Label for Navigation Pane	Description
☒ THEME_BPDTHEME01_Dashboard	Dashboard	Dashboard
☐ LOGOUT	LOGOUT	
☐ THEME_BPDTHEME01_OrderDocuments	Order Documents	

4. In line with the widget options you enabled earlier, select a page that requires a counter and click **Modify**. (We'll do Orders On Hold for this example.)
5. Update the **Label for Navigation Pane** field by appending the text with the following HTML: `<span class="menu-item-count orders-on-hold-count"></span>`

Menu Code : Customer Self Service - B2B

Menu Item Code : THEME_BPDTHEME01_OrdersOnHold

Parent Item : THEME_BPDTHEME01_Dashboard - Dashboard

Label for Navigation Pane : Orders On Hold `<span class="menu-item-count orders-on-hold-count"></span>`

6. Click **OK** to save.
7. Repeat for other pages as required:
 - **Orders Awaiting Payment** - `<span class="menu-item-count orders-awaiting-payment-count"></span>`
 - **Orders On Hold** - `<span class="menu-item-count orders-on-hold-count"></span>`
 - **Orders Requiring Approval** - `<span class="menu-item-count orders-requiring-approval-count"></span>`
 - **Orders Requiring Receipting** - `<span class="menu-item-count orders-requiring-receipting-count"></span>`
8. Navigate to **Settings Cache Management**, and click **'Clear Cache'** to reset the Dictionary.

Test: NLogin as a B2B user and check that a handy counter is displayed in the Dashboard dropdown and page tiles! 👍

Additional Information

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Minimum Version Requirements	**.*.*
Prerequisites	
Self Configurable	Yes
Business Function	Website User Experience
BPD Only?	Yes
B2B/B2C/Both	B2B
Third Party Costs	n/a

Related help

- [Dashboard](#)
- [User Dashboard widgets](#)