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Add, Edit, Resize, Rearrange, and Remove Dashboard Widgets

Laura Gibson - 2026-07-25 - [Dashboard](#)

Widgets are the building blocks of your Gym Lead Machine dashboards. Each one displays a piece of data, like a metric, chart, or list, so you can see the information that matters most to your gym at a glance. This article covers how to add widgets, configure their settings and filters, edit them, resize and rearrange them, and remove the ones you no longer need.

What You Can Do with Widgets

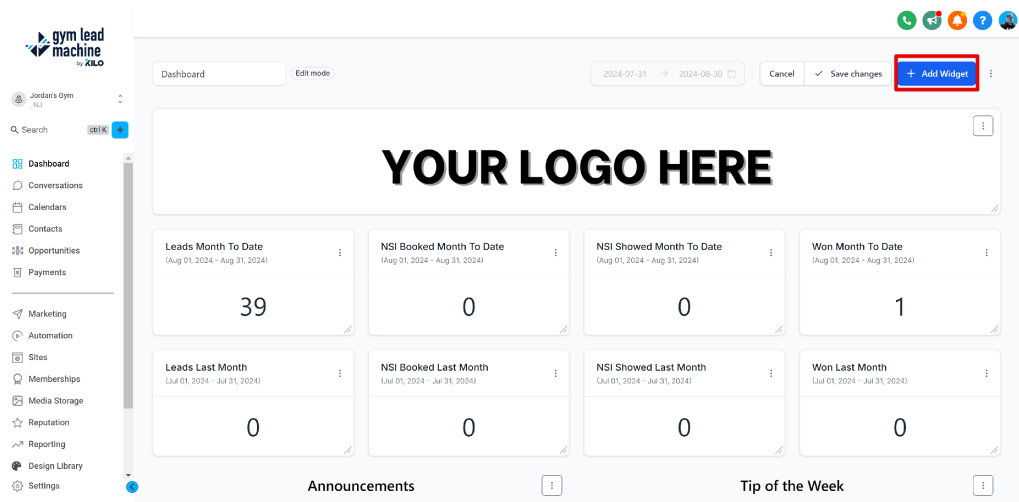
- Add new widgets and choose how their data is displayed
- Configure a widget's title, metrics, grouping, date range, and filters
- Edit an existing widget's settings and visualization
- Resize a widget to fit your layout
- Rearrange widgets by dragging them into a new position
- Remove widgets you no longer need

Good to know: Most widget changes use a two-step save. You click "**Save**" in the widget panel to save the widget itself, then "**Save Changes**" on the dashboard to lock in its placement. If you skip the second step, your changes will not stick.

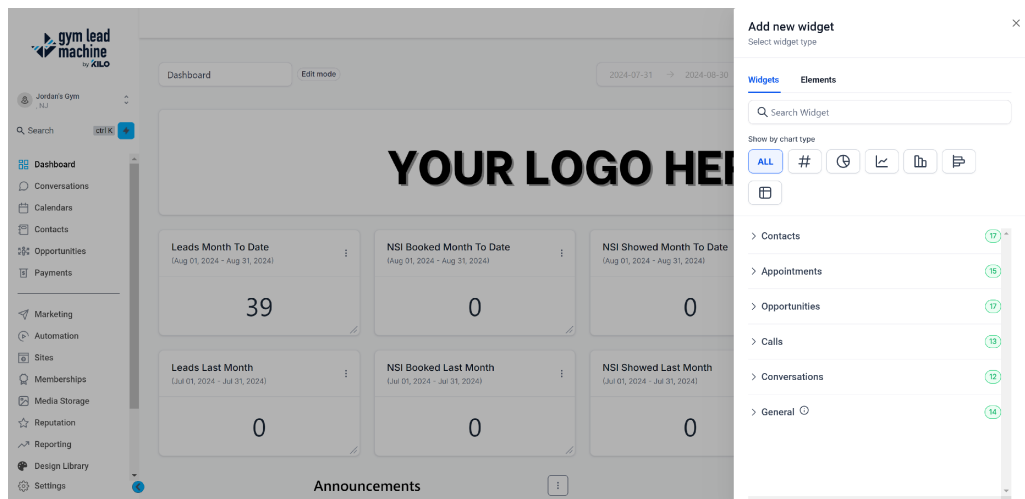
How to Add a Widget

Adding a widget lets you bring new data onto your dashboard and customize how it appears.

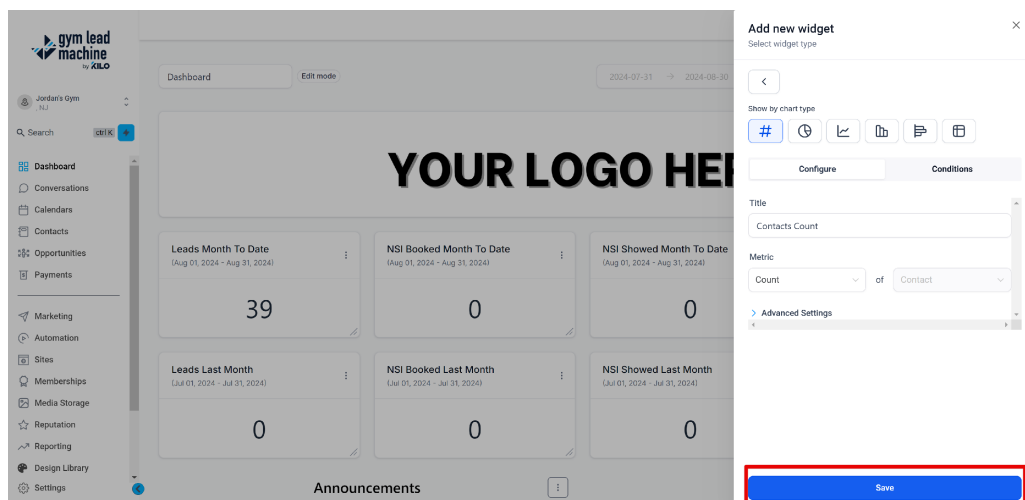
1. **Click "Add Widget."** Go to your dashboard and click the "**Add Widget**" button in the top-right corner. This opens the "**Add Widgets**" panel on the right side of your screen.



2. **Select a widget.** Browse the widgets grouped by category, or use the search box to find a specific one. You can also filter by chart type at the top of the menu. Under the "All" filter, a recommended chart type is pre-selected for each widget, and you can change it anytime.



3. **Customize the widget.** Adjust the title and any other settings (see Configure a Widget below for the full list of options), then click "Save" to add it to your dashboard.

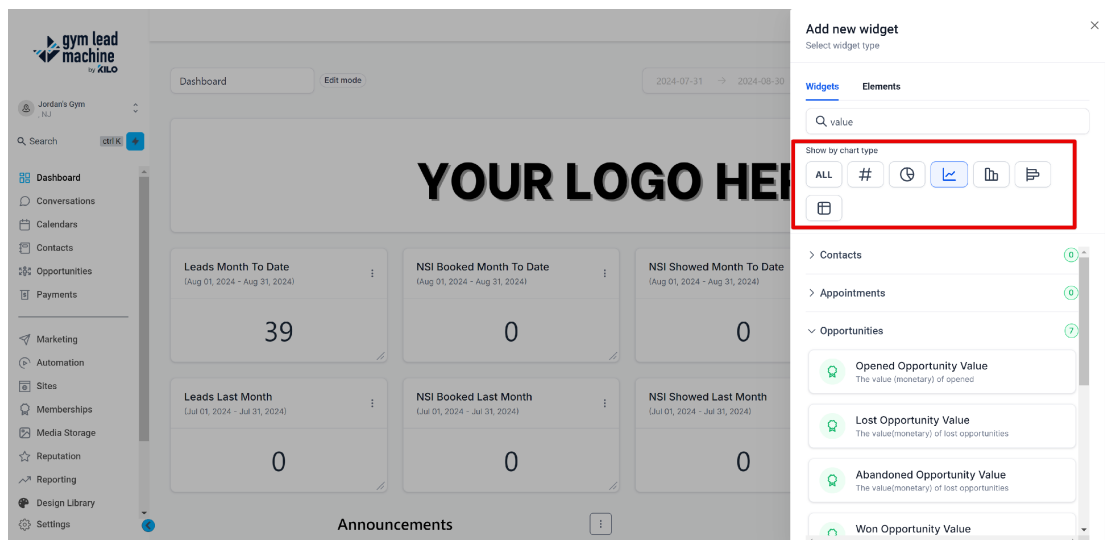


4. **Place and save.** The widget appears on your dashboard. Resize and reposition it as needed, then click **"Save Changes"** to finalize its placement.

How to Configure a Widget's Settings and Conditions

The **Configure** and **Conditions** tabs control what data a widget shows and how it is filtered. You will use these the same way whether you are adding a new widget or editing an existing one.

Choose the chart type: Under the **"All"** filter, each widget has a default chart type. To change it, click the chart icon and select a different type.



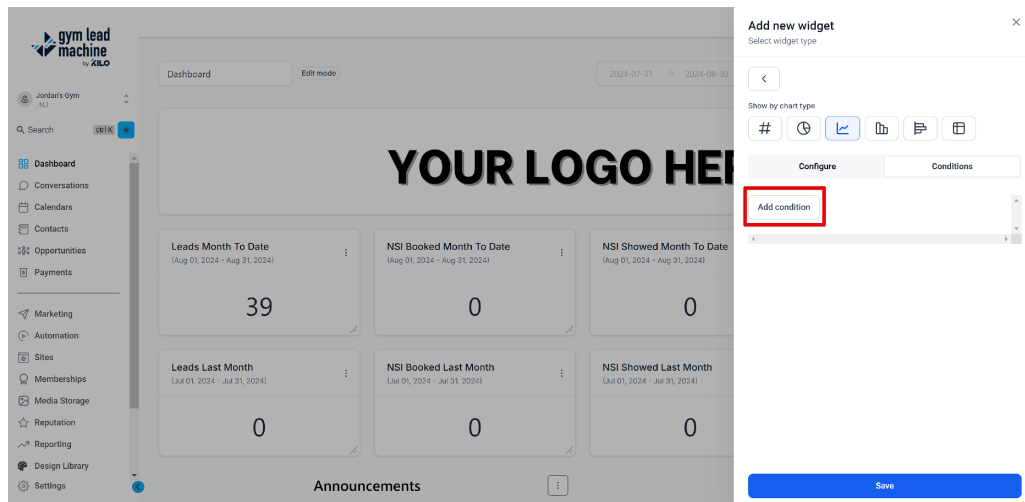
Configure tab: Open the **"Configure"** tab to set how the widget displays its data:

Setting	What it does
Title	The widget's name. Make it clear and descriptive so your team knows its purpose at a glance.
Metrics	The data points the widget displays.
Group	How results are grouped together (useful for donut charts).
View By	A secondary dimension for line, bar, and horizontal bar charts to refine the view.
Breakdown	The frequency of the time period shown (for example, daily or weekly).
Date Property	The date the data is pulled from (for example, Created Date or Updated Date).
Date Range Override	Overrides the dashboard's global date range so this widget shows a specific time frame.
Order	Sorts results in ascending or descending order.
Limit	Caps the number of results shown to keep the widget focused.

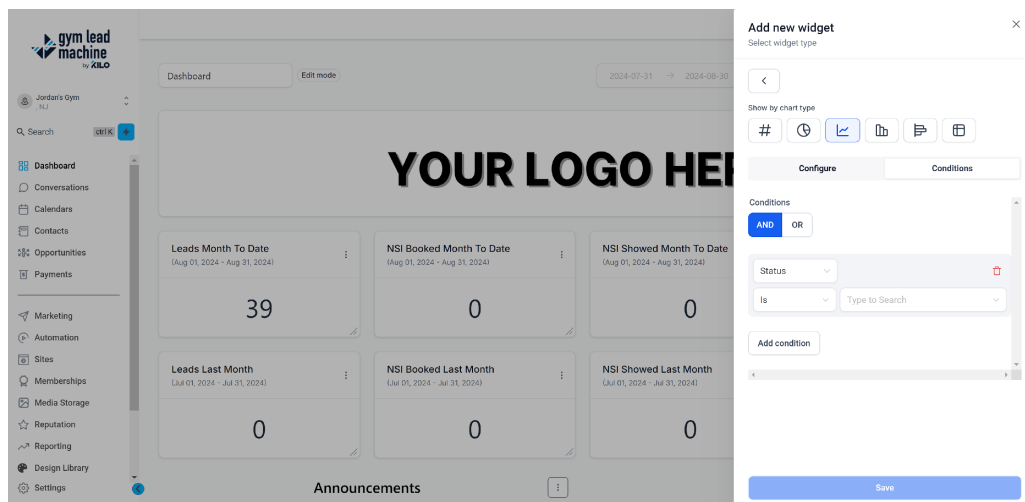
Advanced settings are available for more customization, but they are optional for a basic widget.

Conditions tab: Open the **"Conditions"** tab to filter the data the widget displays:

1. Click **"Add Condition"** to create a new filter.



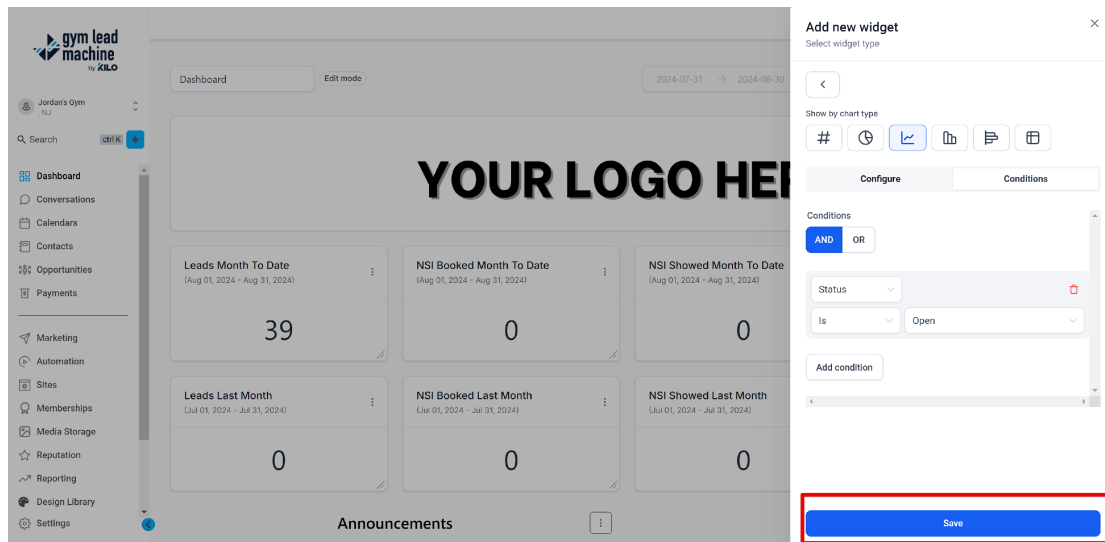
2. Choose the condition you want from the dropdown.



3. Set the operator (such as *equals* or *contains*) and enter the parameters for the filter.
4. Add more conditions using **AND** or **OR** logic, or delete conditions you no longer need.

Note: If no data matches one of your filters, the widget cannot be saved. You will need to remove that filter or adjust the condition before saving.

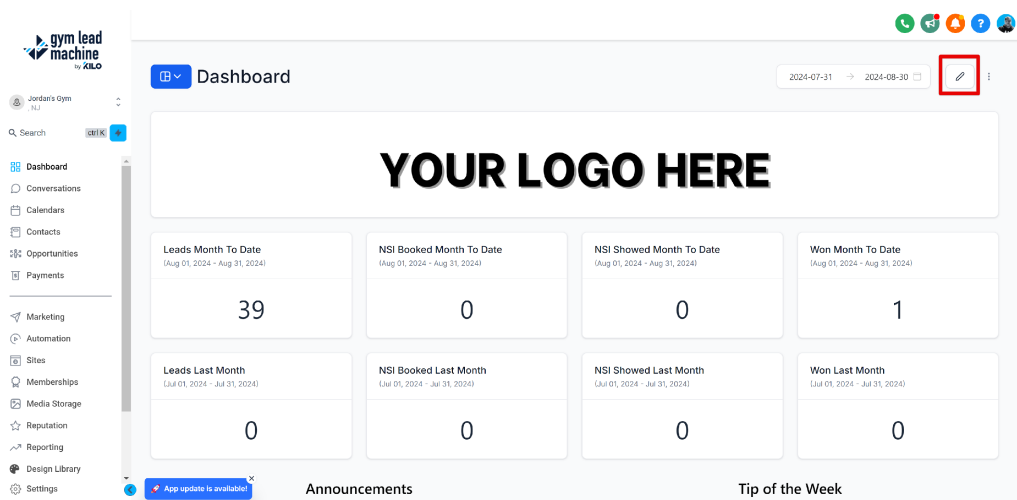
When you are done configuring, click **"Save"**, then click **"Save Changes"** on the dashboard to finalize the widget.



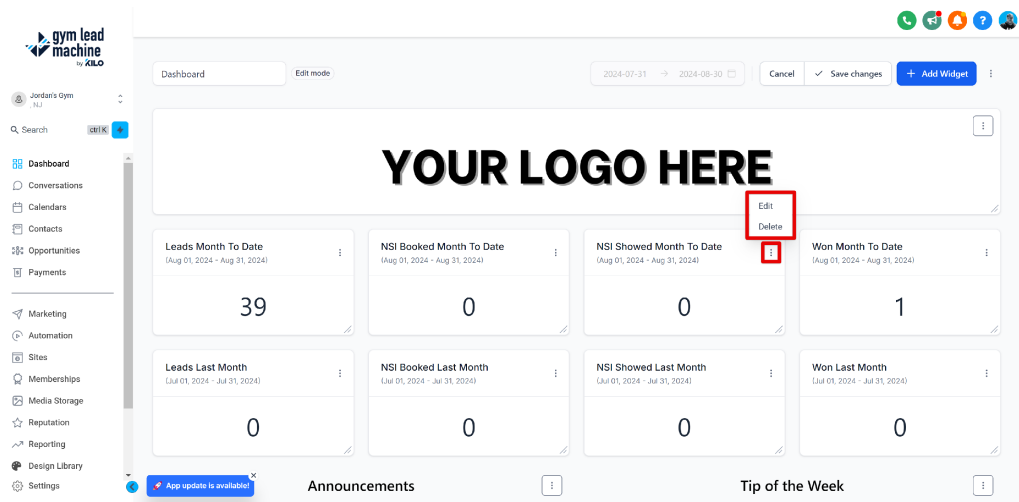
How to Edit a Widget

Editing lets you change a widget's title, metrics, and visualization after it is already on your dashboard.

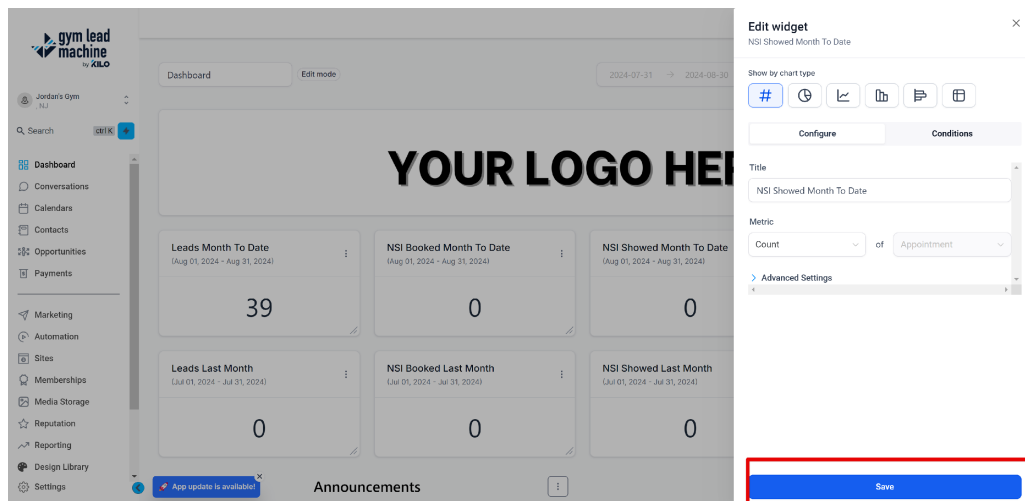
1. **Enter edit mode.** On your dashboard, click the **"Edit"** button.



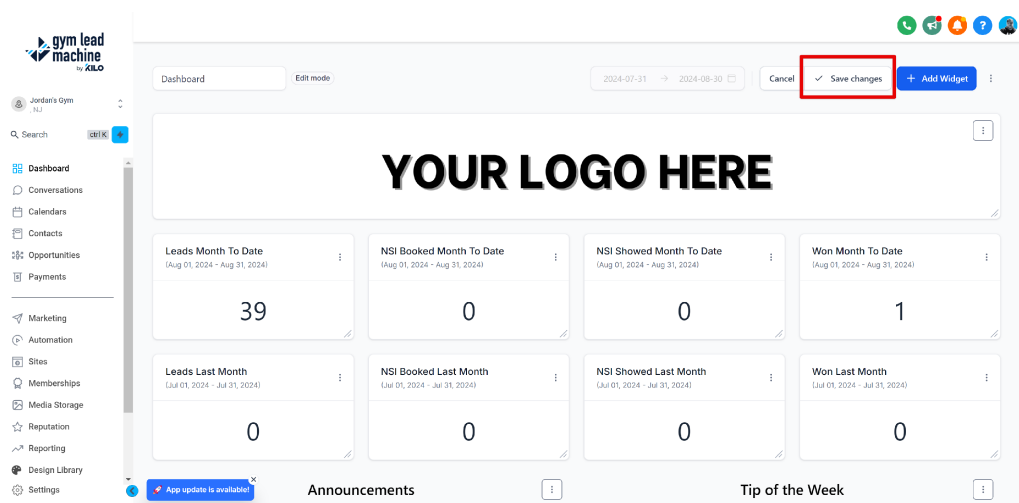
2. **Open the widget's menu.** Find the widget, click the three-dot menu in its top-right corner, and select **"Edit."** An editing menu opens on the right side of your screen.



3. **Make your changes.** Update the title, metrics, visualization, or any other settings (see Configure a Widget above), then click **"Save"** in the editing menu.



4. **Finalize.** Click **"Save Changes"** on the dashboard to apply all your edits.

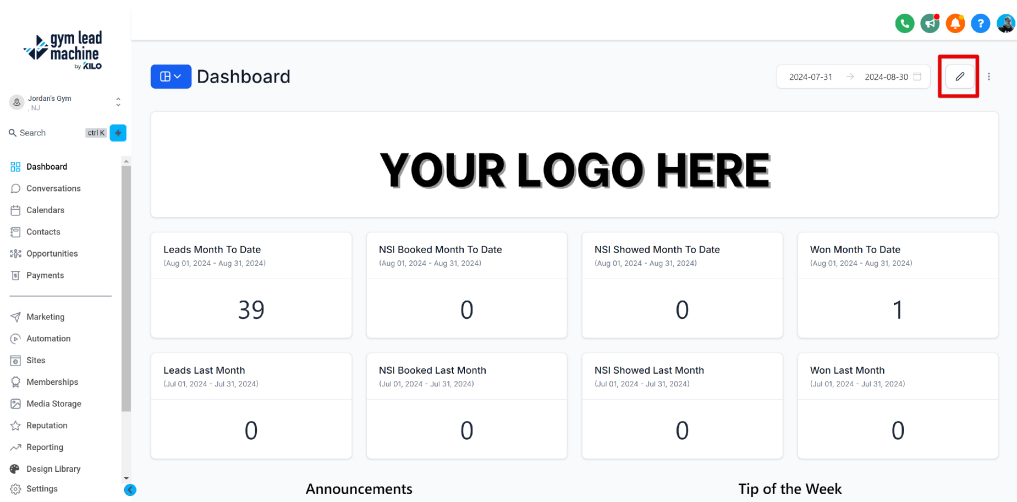


Note: General widgets cannot be edited. If you need different data or a different format, add a custom widget instead.

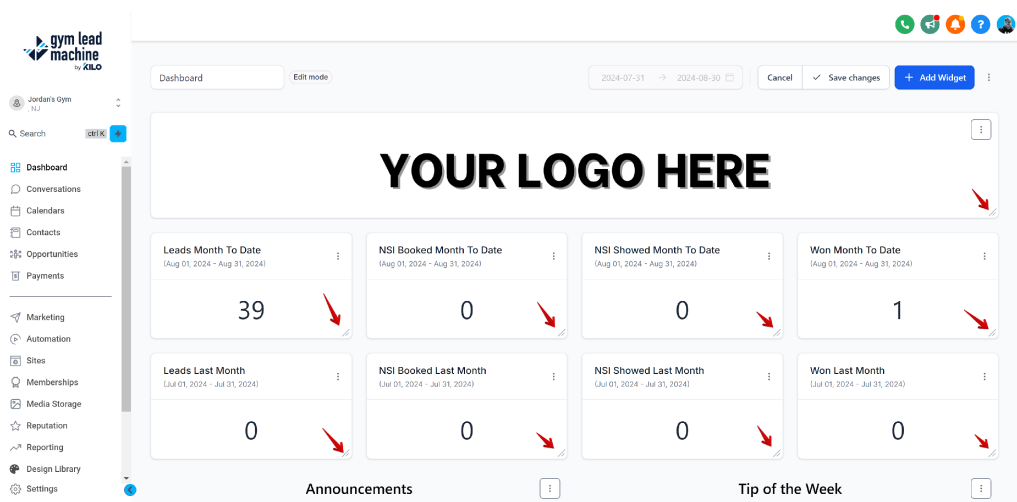
How to Resize a Widget

Resizing lets you make a widget larger or smaller to fit your layout.

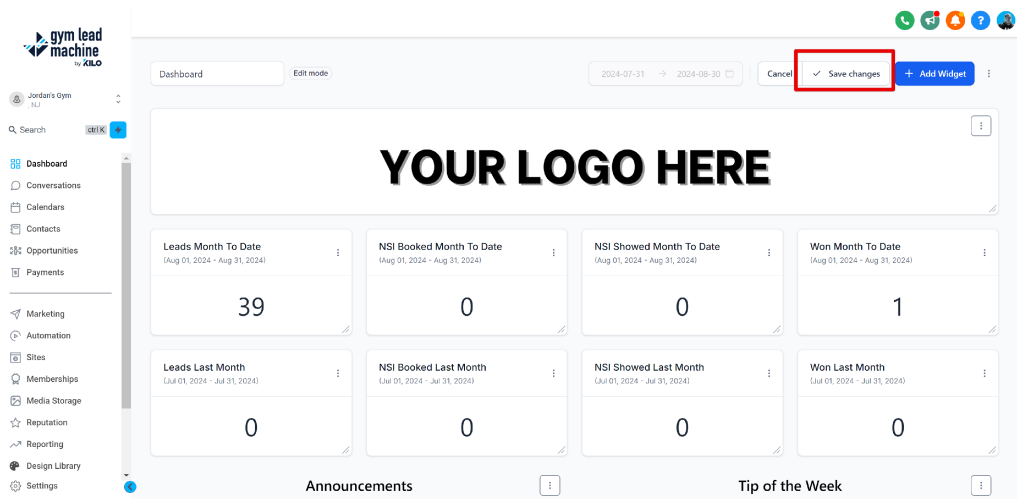
1. **Enter edit mode.** Click the **"Edit"** button on your dashboard.



2. **Drag to resize.** Hover over the widget, then click and drag the arrow icons at its corners to expand or shrink it.



3. **Save.** Once you are happy with the size, click **"Save Changes"** to apply it.

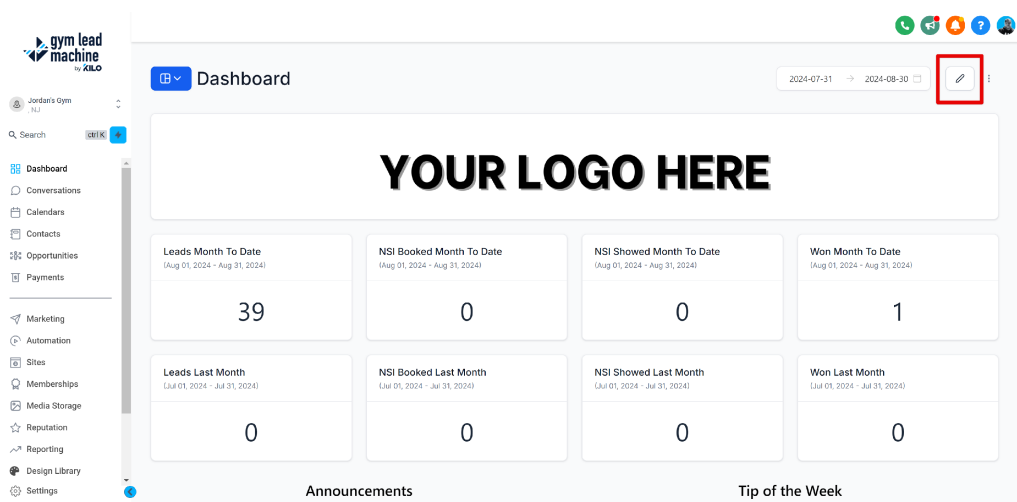


Tip: To undo a resize before saving, click "**Cancel**" instead of "Save Changes," and the widget returns to its original size and position.

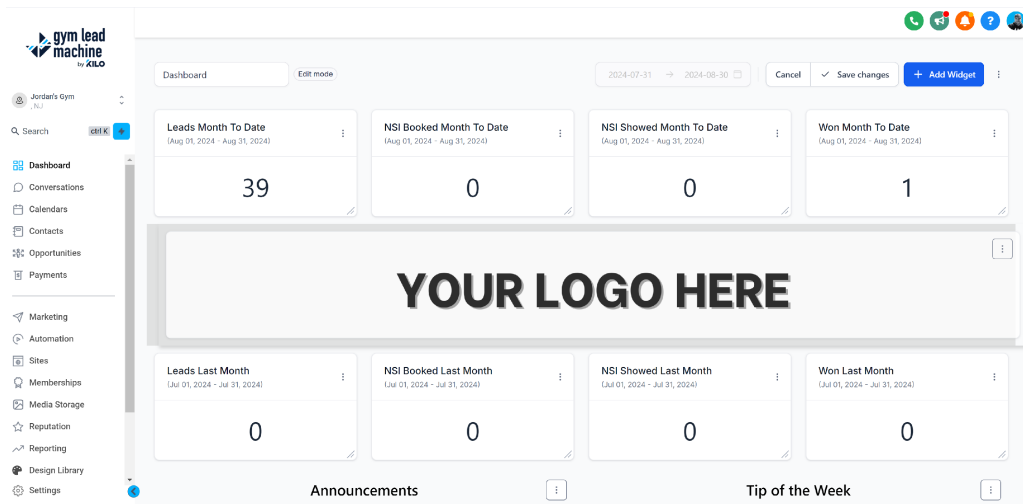
How to Rearrange a Widget

Rearranging lets you move widgets around so your most important data sits where you want it.

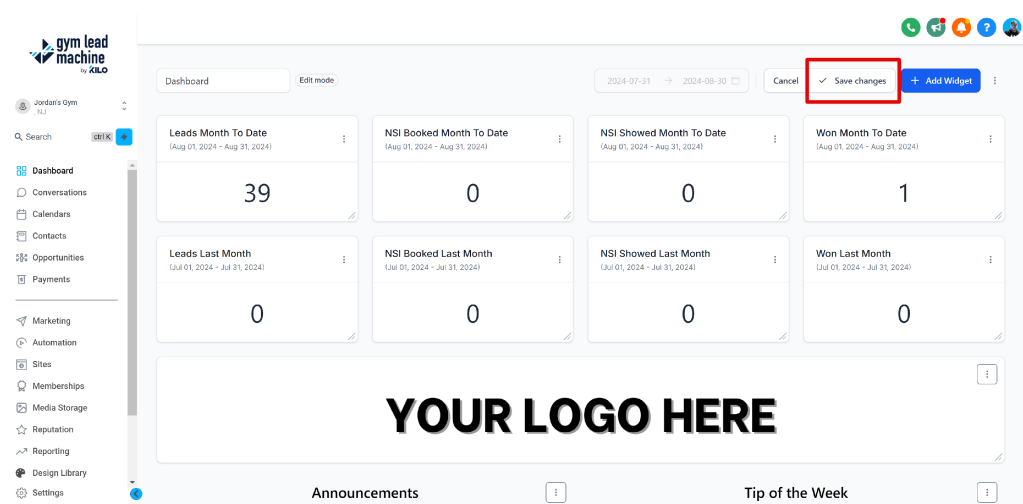
1. **Enter edit mode.** Click the "**Edit**" button on your dashboard.



2. **Drag and drop** the widget to its new location.



3. **Save.** Click "Save Changes" to apply the new layout.

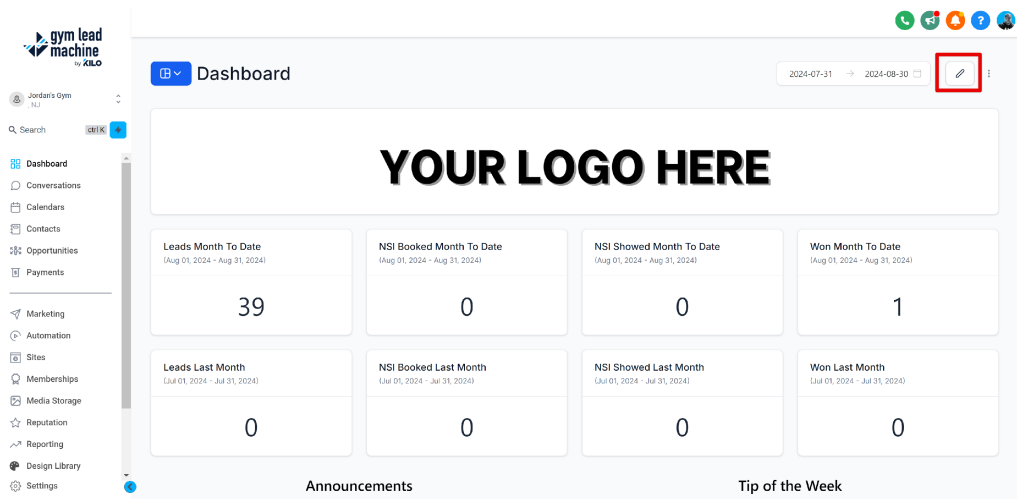


Tip: To discard a move before saving, click "**Cancel**" and your widgets return to their previous positions.

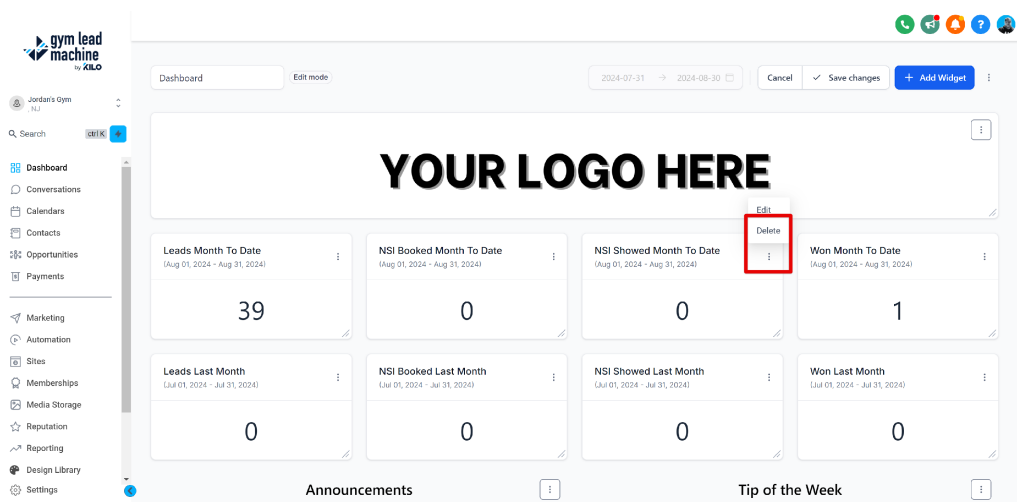
How to Remove a Widget

Removing deletes a widget from your dashboard.

1. **Enter edit mode.** Click the "Edit" button on your dashboard.



2. **Delete the widget.** Find the three-dot menu in the top-right corner of the widget, click it, and select "Delete."



3. **Save.** Click "Save Changes" in the top-right corner to save your dashboard with the widget removed.

Frequently Asked Questions

Why can't I save my widget?

The most common reason is a filter with no matching data. If a condition on the Conditions tab returns no results, the widget cannot be saved. Remove that filter or adjust the condition, then try saving again.

My widget changes disappeared. What happened?

You most likely missed the second save step. Widget changes use a two-step save: click "Save" in the widget panel, then "Save Changes" on the dashboard. If you only do the first, the placement and settings will not be kept.

Why can't I edit a certain widget?

General widgets cannot be edited. If you need different data or a different format than a general widget

provides, add a custom widget instead, which gives you full control over its metrics, grouping, and filters.

How do I change the chart type for a widget?

Click the chart icon and select the chart type you want. Under the "All" filter, each widget starts with a recommended default chart type, but you can change it at any time, both when adding the widget and when editing it.

How do I filter the data in a widget?

Use the Conditions tab to add filters. Click "Add Condition," choose a condition, set an operator like *equals* or *contains*, and enter the parameters. You can combine multiple conditions with AND or OR logic to narrow the data exactly how you want.

How do I undo changes to a widget's size or position?

Click "Cancel" instead of "Save Changes." As long as you have not saved, this reverts your widgets to their previous size and position. Once you click "Save Changes," the new layout is applied.

What is the difference between resizing and rearranging?

Resizing changes a widget's dimensions, while rearranging changes its position. Both require entering edit mode first. You resize by dragging the corner arrow icons, and you rearrange by dragging and dropping the widget to a new spot. Either way, click "Save Changes" to finalize.

Helpful Tips

- Remember the two-step save: "**Save**" in the widget panel, then "**Save Changes**" on the dashboard.
- Give each widget a clear, descriptive title so your team understands it at a glance.
- Use the Limit setting to keep widgets focused on the most relevant results.
- Use Date Range Override when one widget needs a different time frame than the rest of the dashboard.
- Click "**Cancel**" to back out of resize or rearrange changes before they are saved.
- Reach for a custom widget when a general widget does not show the data or format you need.

When This Feature Is Most Helpful

Widgets are most useful when you are building a dashboard that reflects how your gym actually runs, when you need to filter reporting down to a specific segment or time frame, or when you are refining a dashboard so the most important numbers are front and center. Adding, configuring, editing, resizing, rearranging, and removing widgets together gives you full control over what each dashboard shows.

If you have questions about adding, editing, or managing dashboard widgets in Gym Lead Machine, our Support team is happy to help. Reach us at hello@usekilo.com.

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