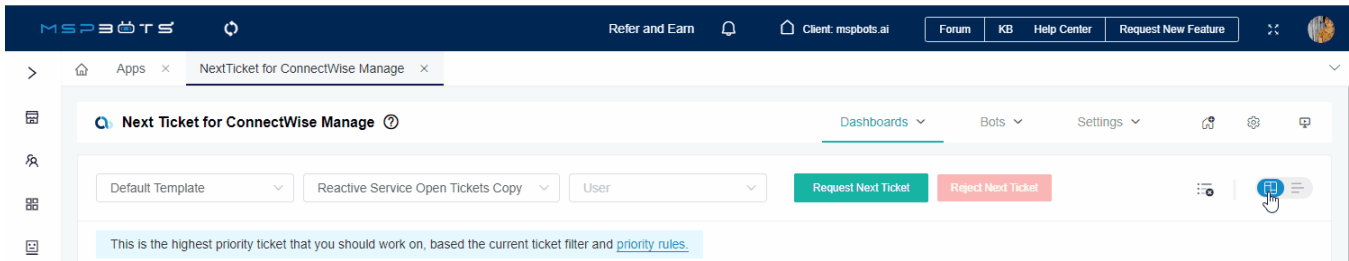


# How to Hide the Switch for Dashboard and List View in the NextTicket Manager

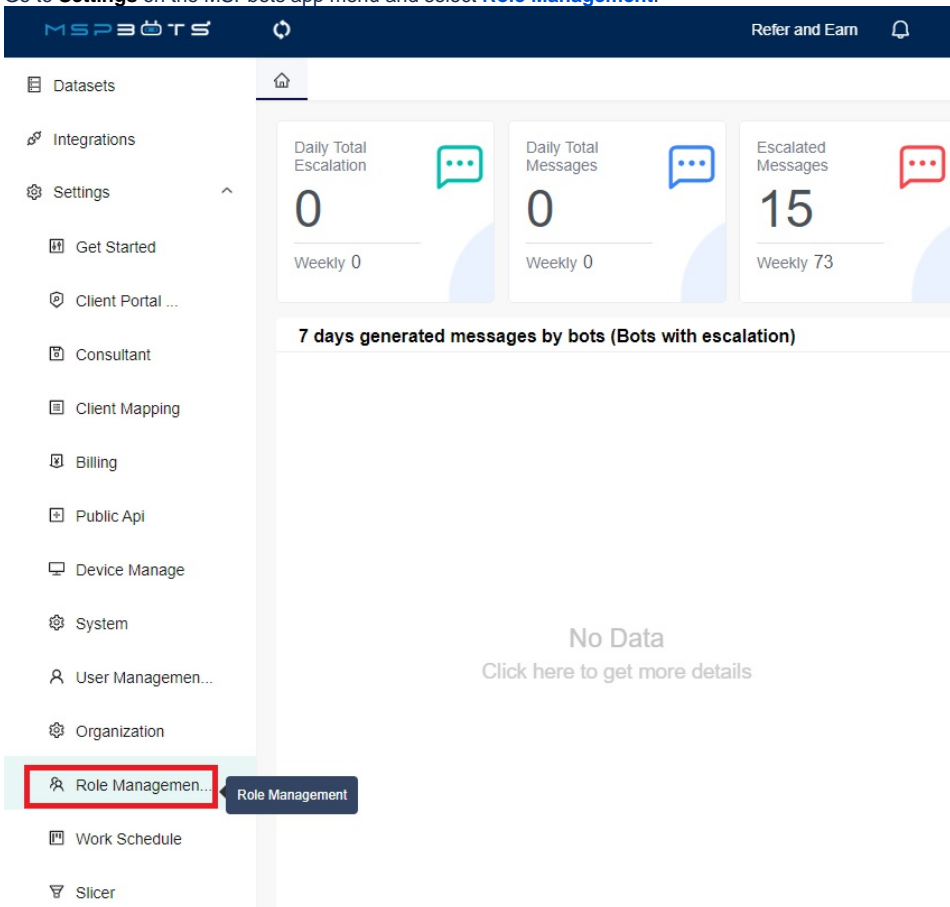
You can view your NextTicket priority tickets using a Dashboard View or a List View. Clicking the switch allows you to shift views anytime.



Users with admin access may control the availability of this option to other users by enabling or hiding the view switch.

## To show or hide the Dashboard or List view

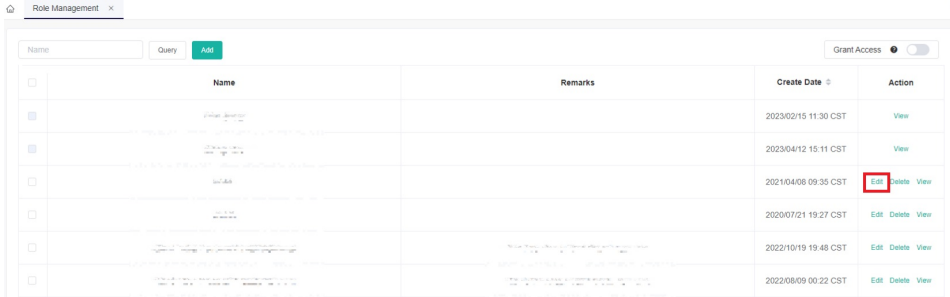
1. Go to **Settings** on the MSPbots app menu and select **Role Management**.



2. Query the role name in the search bar.



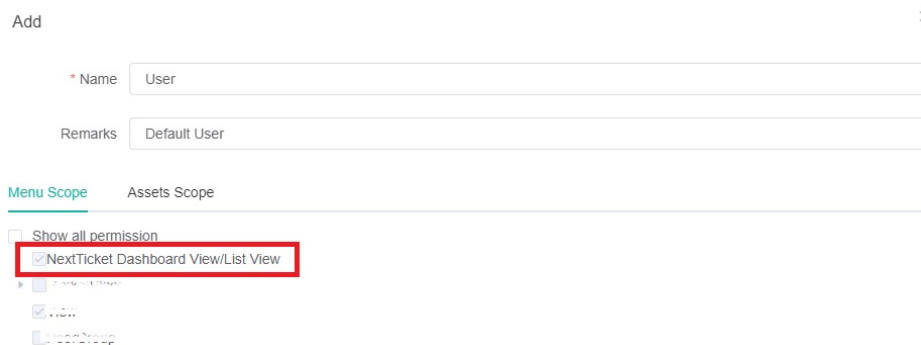
3. Click **Edit** to modify the role. You can also click **Add** to create a new role for which you want to show or hide the view switch.



The screenshot shows the 'Role Management' interface. At the top, there is a search bar with 'Name' and a 'Query' button. To the right is a 'Grant Access' toggle switch. Below this is a table with columns: Name, Remarks, Create Date, and Action. The table contains several rows of roles. The 'Edit' button in the 'Action' column of the third row is highlighted with a red box.

Name	Remarks	Create Date	Action
Default Admin		2023/02/15 11:30 CST	<a href="#">View</a>
Default Admin		2023/04/12 15:11 CST	<a href="#">View</a>
Default Admin		2021/04/08 09:35 CST	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">View</a>
Default Admin		2020/07/21 19:27 CST	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">View</a>
Default Admin		2022/10/19 19:48 CST	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">View</a>
Default Admin		2022/08/09 00:22 CST	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">View</a>

4. Click **Menu Scope**.



The screenshot shows the 'Add' form for 'Menu Scope'. It has two input fields: 'Name' with the value 'User' and 'Remarks' with the value 'Default User'. Below these fields are two tabs: 'Menu Scope' (selected) and 'Assets Scope'. Under the 'Menu Scope' tab, there is a list of permissions. The first permission, 'NextTicket Dashboard View/List View', is selected and highlighted with a red box.

Add

Name: User

Remarks: Default User

Menu Scope Assets Scope

☐ Show all permission

☒ NextTicket Dashboard View/List View

5. Select **NextTicket Dashboard View/List View** to show the switch.  
If the **Dashboard and List view** option is selected, users can shift between the Dashboard and the List view. If it's not selected, the **Dashboard and List view** switch will not be displayed in all NextTicket Manager apps.
6. Click **Confirm** to save the configuration.