Dashboard User Guide - 1
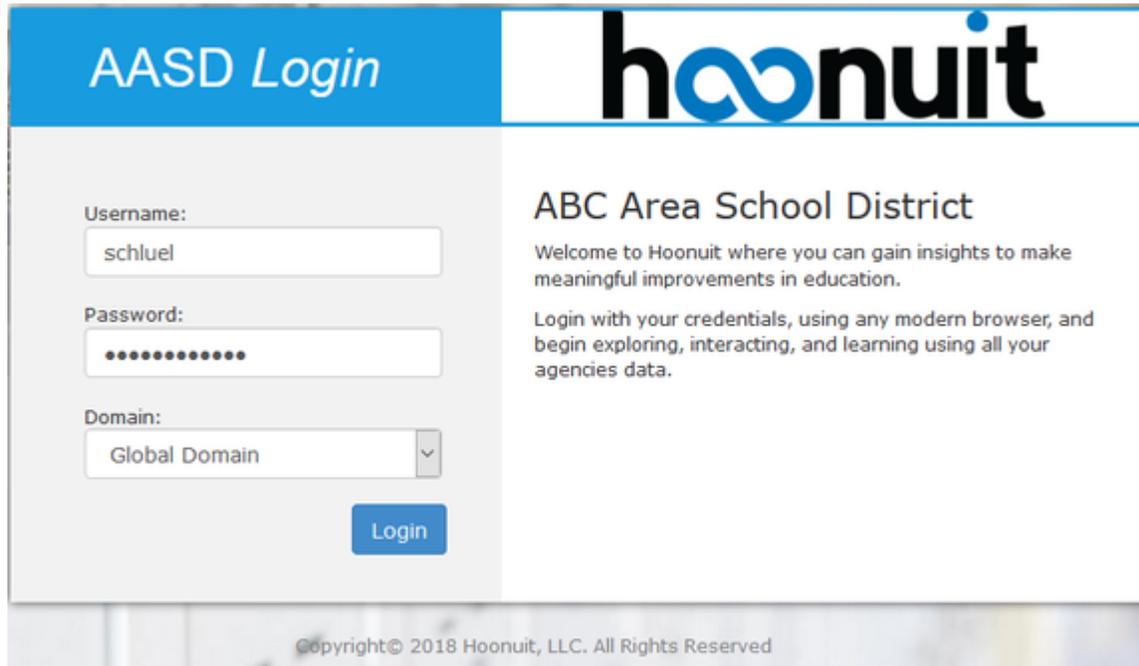
Getting Started

Login

A Username and Password is required to log into the system.

Enter 'Username' and 'Password'
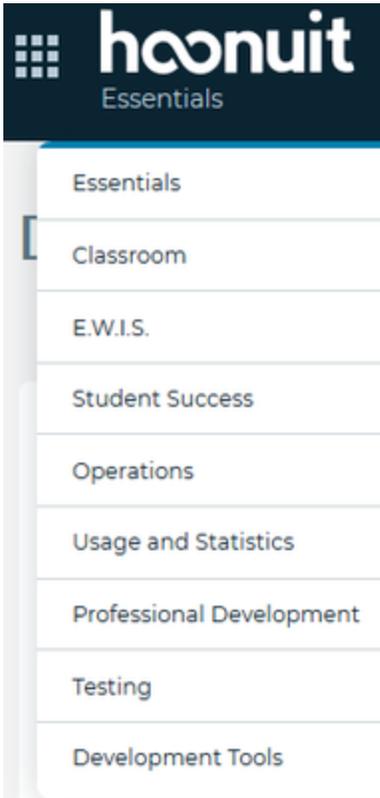Click 'Login'

].
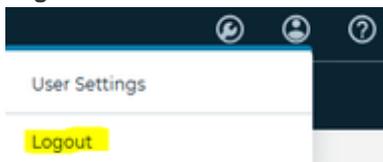
Logout

In the upper right corner, click on the 'Person' icon
[Select 'Logout']

Navigation

Application Navigation

Move from one application to another.

In the top left corner, click on the application menu icon [ ]. Select an application.

Dashboard Navigation

Top row of Dashboard categories - High level navigation to move from one category to another.

Second row – Contains the list of dashboards and subcategories that are in the selected category. Click on a topic to see related dashboards.
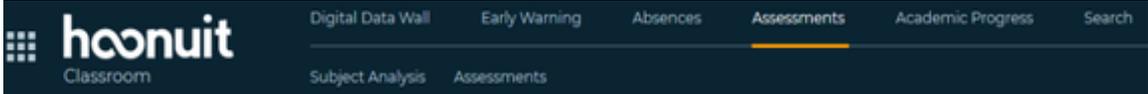
subcategoroes have multiple dashboards which are indicated by a [ ].
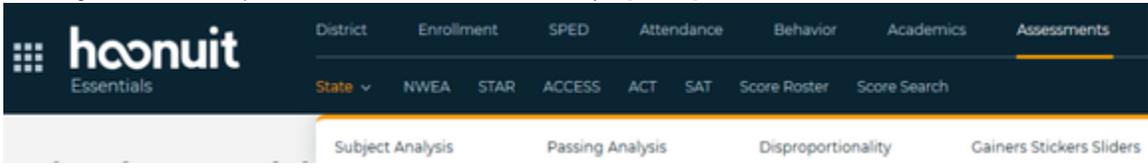
Click on a dashboard to navigate to it.

Dashboard Functionality

Dashboard Help

In the top right corner of a dashboard, click on the help icon [ ] to open the Dashboard Help menu.

Dashboard Help

Type to filter help videos

	What is a data warehouse?
	Viewing charts and graphs
	Drilling for more information
	Using filters

Select or search for a help video to view.

Drilling for more information   ✕
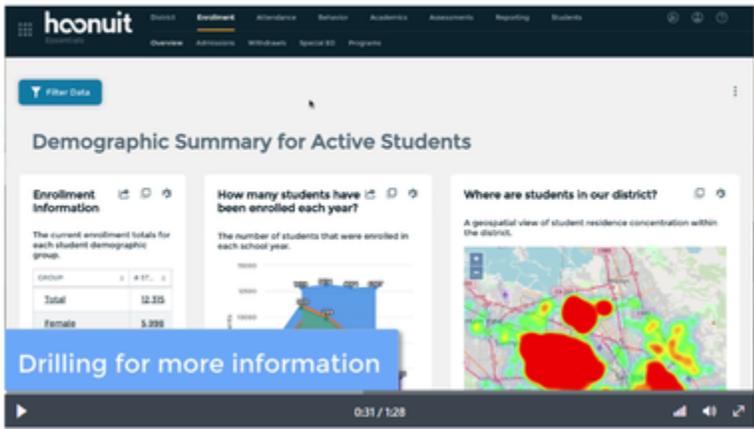
Click the [X] in the top right corner to close the window.

Dashboard Options

In the top right corner of a dashboard, click on the three dots [⋮] to open the Dashboard Tools menu.
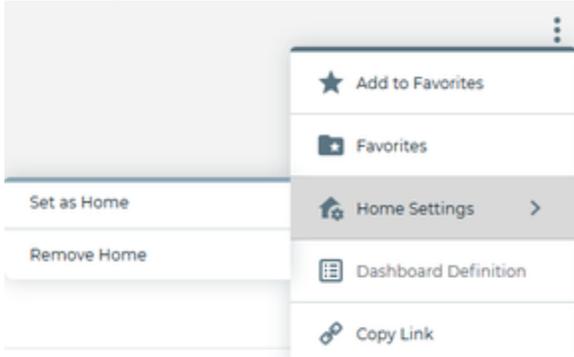

Add to Favorites

Allows users to add Dashboards to a Favorites list.Navigate to the dashboard to be set as a Favorite.Open the Dashboard Tools menu and click

on 'Add to Favorites'.

Favorites

Allows users to Manage their Favorites list.Open the Dashboard Tools menu, and click on 'Favorites'

To Edit a Favorite Title, click on the [✏] icon.

Make any changes to the Favorite Title, click on the [💾] icon to Save.

To Delete a Favorite, click on the [🗑] icon.
To create a Folder to organize Favorites, click on the 'New Folder' button.

Enter the Name for the Favorites Folder, and click on the [💾] icon to Save.
Click and Drag a Favorite link onto the Folder to move the link into the folder.
Click 'Close' or [X] to close the Favorites window.

Home Settings

Allows each user to set a Home Page.
Navigate to the dashboard to be set as the Home Page.
Open the Dashboard Tools menu, and click on Home Settings, then click 'Set as Home'.

Dashboard Definition

General information about a dashboard.

Copy Link

Copy Link is a link to a dashboard that can be shared with other users.
Navigate to the dashboard to be shared. Select any filters desired.
Open the Dashboard Tools menu and click 'Copy Link'. A pop-up window will open.

Copy Link   ✕

URL

https://azdemo.hoonuit.com/Dashboard/main-ui/main-ui.html#
/dashboard/72345?filtersetId=c4bf6b1c-deab-4c66-ab8a-
ae6514198e67

Cancel   Copy

Click the 'Copy' button to copy the URL.
Paste the URL is a communication to be shared with other user(s).
The URL link will include any filters that are selected when the link is copied.
Note: Dashboard security is based on the user logged into the system. If a link is shared with someone who does not have access to the dashboard and/or students, they will not be able to see the content.