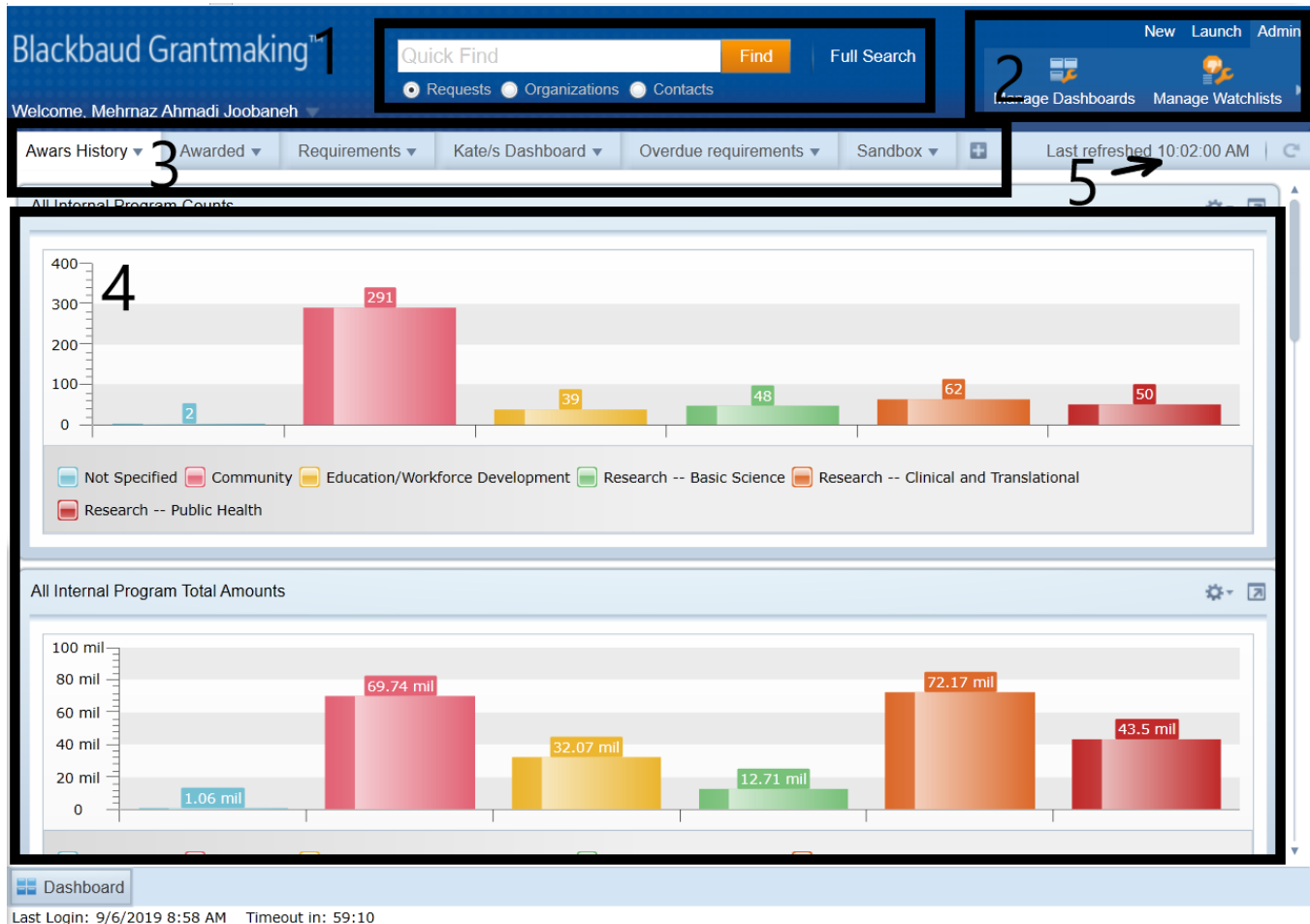


Dashboard

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Navigating Dashboard



1. Search Area:

This is the place that allows us to perform a search in order to retrieve data based on criteria we enter into the text field and the type of data we would like to see.

What you see on the work area is the face of the simple search. For full search and advanced search queries, you would need to click on "Full Search" link on the right hand side of the "Find" button.

2. Ribbon Menu:

This menu on the top right of the work space includes menus. These menus show main actions on the page that clicking any sub-menu will usually load another proper screen based on intention of the user.

The ribbon menu is customized based on user's access level.

3. Welcome Menu:

This menu can be opened by clicking on the little triangle beside the user's name (4 in the picture above).

This menu gives unique navigation routes if the user needs to administer their account/searches/views and alike.


4. Welcome Menu Open/Close button:

Opens/closes the welcome menu

5. Dashboard Tabs:

This part shows different dashboard created on this particular user's work space.

Each of these tabs has its own parts. This way, dashboards can be organized based on the type of information their parts are presenting.

6. Right below the ribbon menu, the time last refreshed is shown. User can refresh their dashboard at any time by clicking  symbol beside the refresh time.

7. Dashboard Parts:

Each dashboard part has its own search and type. You can have a chart and a table in the same dashboard.

8. Screen Tabs:

At the bottom of the screen, all the opened screens are showing. The user can jump back and forth between them by clicking on the respected tab.

9. Time Stamp Ribbon:

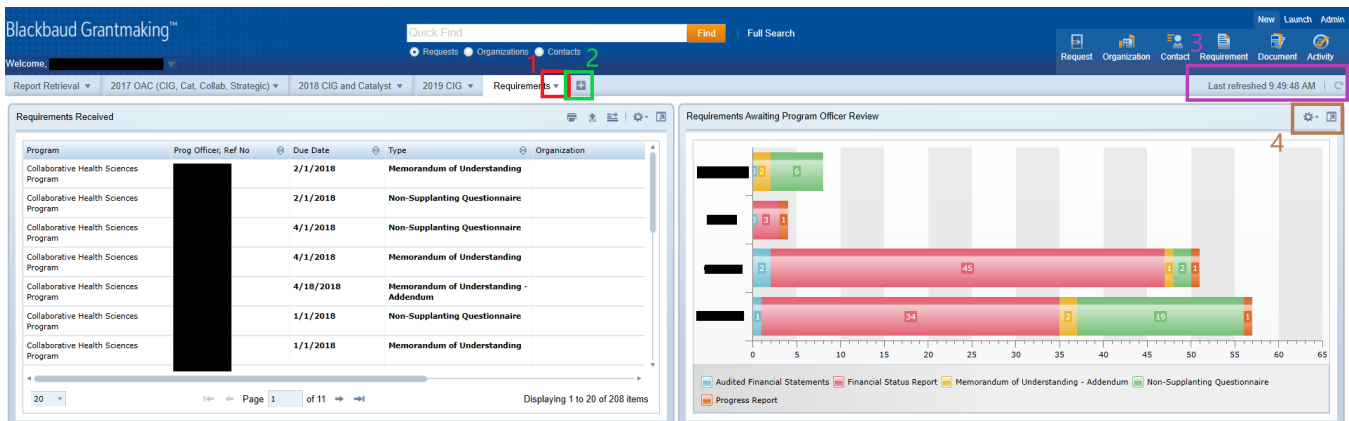
At the very bottom of the page, there is a timer that shows the user how long more they have before the system logs them out. It also shows the time of user's last login.

10. Tab closing button:

This button closes all working tabs except for the dashboard.

Creating Dashboard Parts

Dashboards cover the main area of the entering screen after login:



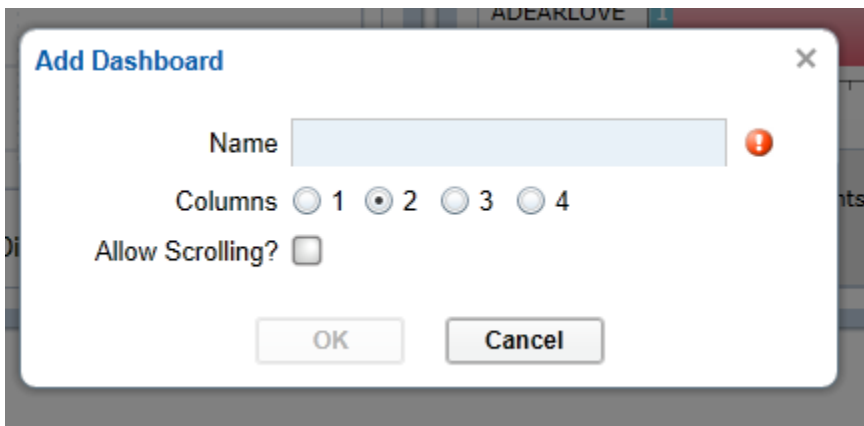
Dashboard
Last Login: 4/16/2019 3:48 PM Timeout in: 59:26

One can have up to ten dashboards on their work space. It can be added using the + sign shown in the middle top green box (2). Each Dashboard then can be modified by bringing up the dashboard menu. The dashboard menu opens by clicking on the little triangle beside the dashboard name shown in image on middle top red box (1).

Each of the dashboard sections have some functionalities available to us shown in top right brown box (4).

The dashboard can be also refreshed. Looking at the pink box (3) on top right, the time stamp of the last refresh is shown together with the refresh button (round arrow).

When clicking on + sign in Green Box 2, the following little window shows up:



Add Dashboard [X]

Name !

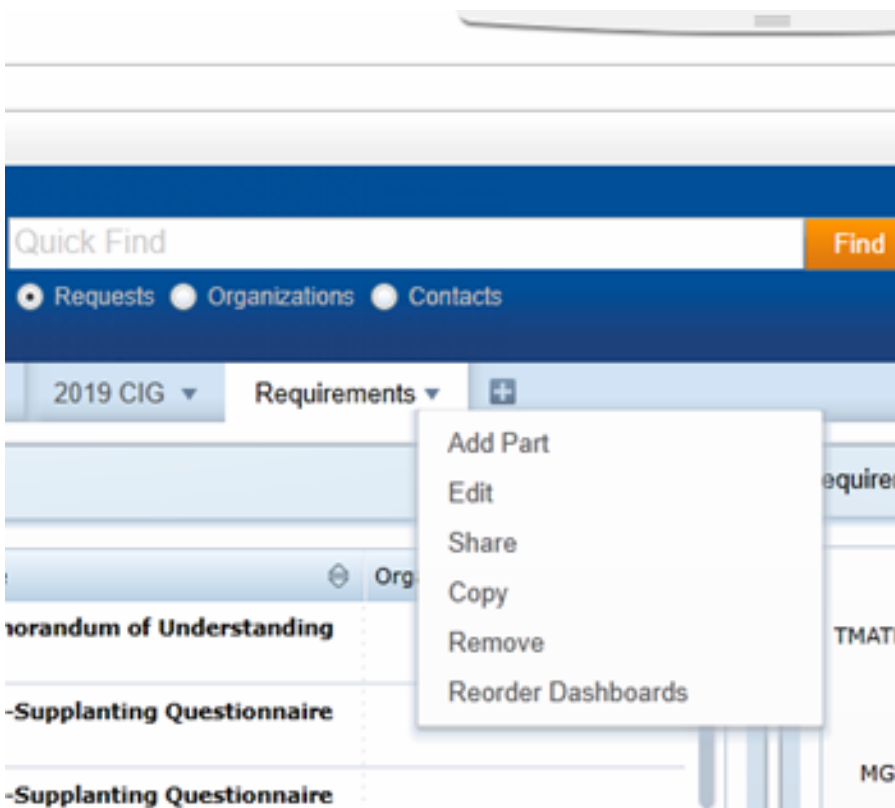
Columns ☐ 1 ☒ 2 ☐ 3 ☐ 4

Allow Scrolling? ☐

OK Cancel

The necessary information is for the new dashboard only. It does not create the addition parts. After entering the information and clicking the 'OK' button, an empty dashboard is created.

To start adding the parts, we click on the little triangle in red Box number 1 and a menu with different options opens up:



The first one 'Add Part' will allow you to add a new section to your dashboard. When clicked, first the user is asked to choose the type of part they would like to add:

Add Part

Chart	Reviews - In Progress
Image	Reviews - Invited/No Response
Link List	Reviews - Submitted
Note	Summary
Online Applications and Reporting	Table

Depending on the type of filter chosen, the user has options to choose from. For example, below is the Table part which is the more simple and flexible type of dashboard part:

Configure Table

Title: Table

Header:

Footer:

Filter:

5 6

Modify

View Please select a Search.

Save Cancel

The user can decide what search to go with by clicking the 'Modify' link in black box at the bottom left (5). They also can choose a view to go with by clicking the triangle shown in blue box at the bottom right (6).

Notes on Dashboard for Admin

When we share a dashboard with any other user, any change made after the move is not automatically applied to their dashboard.