

# AgDashboard QuickStart Guide

# Logging In

To Log in, follow these steps: <u>https://agnrdashboards.umd.edu/idashboards/</u>

- 1. Click this URL:
- 2. Enter in your UMD common log-in credentials and Login:

iDashboards Login				
Username:	fakeuser			
Password	***			
	emotically			
Log in aut				
	Login			

3. Suggested Tip: add iDashboards URL as a favorite or bookmark.

You may be prompted to Enable or Install flash click on the button as seen below and refresh your browser.

Oops.. We detected that your Adobe Flash Player plugin is either not installed or currently disabled for this URL. For the best user experience with this application we recommend enabling your Adobe Flash Player plugin. Click to Enable or Install. the Flash plugin. If the link does not work, it is most likely because your browser settings will not permit the Flash plugin to operate. We also offer a full [mitDLS] version that will allow you to view the dashboards in the web browser without the use Flash.

# Accessing Dashboards

The dashboards can be accessed by click on a category located at the top of the iDashboards application.

1. Click on a category:

AGNR: Research Launcher AGNR Research Launcher AGNR Research Dashboard AGNR Awards Dashboard AGNR Proposals Dashboard AGNR Faculty Award Dashboard AGNR Faculty Award Dashboard Breakdown

2. Select the dashboard which you'd like to view:



# **Dashboard Navigation**

Some of the dashboards may be equipped with filters.

## **Highlighted Values:**

Move your mouse on the charts and chart segment graphical values (columns, bars, pie slices) to expose underlying data values for chart:



ENGR-Mechanical En	gineering	
ENGR-Fire Protection Engine	\$2,099,173	
ENGR-Chemical & Biomolecul	\$3,646,761	
ENGR-Civil & Environmental E	\$6,858,190	
ENGR-Materials Science & En	\$12,566,887	
ENGR-Fischell Department of	\$5,072,546	
ENGR-Electrical & Computer	\$19,463,579	
ENGR-Aerospace Engineering	\$12,498,577	
ENGR-Mechanical Engineering	\$12,601,836	16.8%

Filters:

1. Similar to the dashboard categories, click on a filter and chose the desired value by either click Select All, choosing one or multiple values.

Fiscal Year	2009,2010,20	h	Agency ,All Other Non-Federal,Commer 🔻 Update
	Select All		
INGR Award	2009	1111	tals FY 2009,2010,2011,2012,2013,2014,2015,2016,2
	2010	-	
	2011	L	22
	2012		

2. Click the Update button to refresh the dashboard's data:

Fiscal Year	2009		Agency	,All Other Non-Federal,Commer 👻 Update.
	Select All	•		
ENGR Award	2009	1111	tals FY 2	009,2010,2011,2012,2013,2014,2015,2016,20
	2010	μ	1.1	
TI-	2011	L	155	
- Ul	2012	•		

## **Pivots & Drilldowns:**

#### Drilldowns:

1. To identify charts with drilldowns simply hover your mouse over the chart. If your mouse arrow  $\int_{\mathbb{T}}^{\mathbb{T}}$ 

becomes a hand  ${}^{(h)}$  then the chart you've selected contains drilldown functionality.

2. If you'd like to return to the previous chart after drilling down, click the Drill Back 🖻 cursor.

#### **Pivots:**

 Pivots work similar to drilldowns by filtering linked charts. In example below, the below line chart has be filtered/pivoted to display a fiscal year trend of tenure/tenured-track awards for Mechanical Engineering. The print screen to the right displays a dropdown list which contains all the pivot values.





## Selecting a Start-Up Dashboard:

A user can designate a start-up dashboard which automatically appears upon first logging. Follow these steps to set up a start-up dashboard.

1. Menu  $\rightarrow$  User Settings  $\rightarrow$  Startup Dashboard



Select the AGNR: Department Dashboards category, choose AGNR Department Dashboard Launcher and click OK.

Select a Startup Dashboard							
Categories			Dashboards				
Personal	•		AGNR Department Awards				
AGNR: Academics	=		AGNR Department Budget Tool (SQL DB)				
AGNR: Assistant Dean's Office			AGNR Department Dashboard Launcher				
AGNR: Dean	L	I.	AGNR Department Expenses & Encumbrances (SQL I				
AGNR: Department Dashboards	£.	Ľ	AGNR Department Rev & Exp Dashboard (SQL DB)				
AGNR: Dev-DK	1	L	AGNR Faculty and Staff Budget				
AGNR: Dev-JV	l	L					
AGNR: Financial	L	L					
AGNR: MasterGardener	•	Ŀ					
Search for Dashboard. AGNR Department Dashbo The selected dashboard wi log into iDashboards. Use Current	ard II b	i L e	automatically loaded when you				



- 2. Click the Save button at the bottom of the User Settings.
- 3. Refresh your browser or log out and log back in to verify that your newly defined Startup Dashboard is working.

# Accessing the Analytics Page & Training Materials

A collaborative analytics page for both ENGR & AGNR been developed and is available on the Admin Services website under Useful Links. The page will be the resource for announcements, training materials and support related to the dashboard initiative.

1. URL - http://agnr.umd.edu/administrative-services

### Useful Links

Academic Affairs & AGNR Faculty & Staff site & AGNR Web Tools ARES & BPM System Page & Business Analytic Contract Forms &