



ENGR iDashboards QuickStart Guide

Logging In

To Log in, follow these steps:

1. Click this URL: <https://dashboards.umd.edu/idashboards/sso>
2. Authenticate through CAS by entering your UMD common log-in credentials and Login:



UNIVERSITY OF
MARYLAND

Central Authentication Service (CAS)

Protect your account with multi-factor authentication.

[Learn about the upcoming requirement](#) for students that takes effect October 15, 2018.

Directory ID

For security reasons, please log out and exit your Web browser when you finish accessing services that require authentication.

Password

The Division of IT will never ask you to put your password into an email message, but scammers will. Do not share your password with others!

☐ Don't Remember Login

Log in

> Forgot your password?

> Forgot your ID?

> Need help?

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.

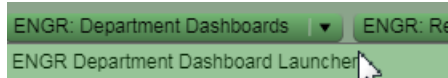
Click to [Enable or Install](#) the Flash plugin. If the link does not work, it is most likely because your browser settings will not permit the Flash plugin to operate.

We also offer a full [HTML5](#) 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 and select the dashboard you'd like to view. Best practice is to start with a Dashboard Launcher as shown below.



Dashboard Navigation

Some of the dashboards may be equipped with filters.

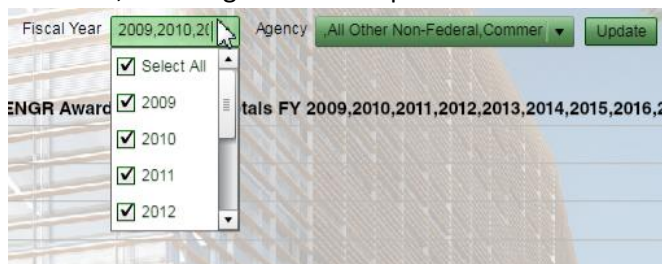
Highlighted Values:

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



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.



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



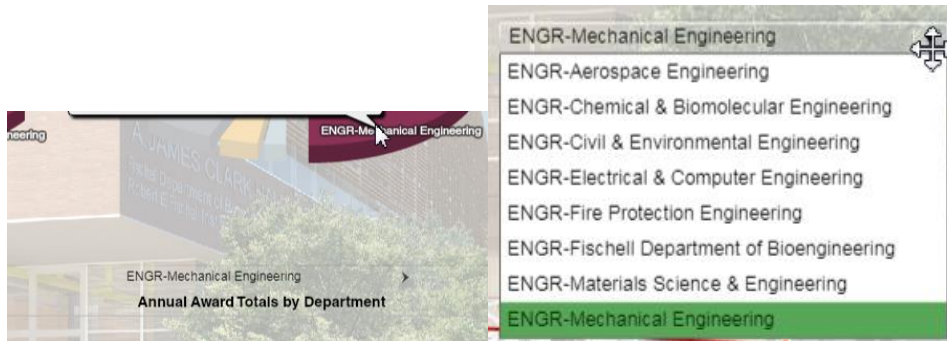
Pivots & Drilldowns:

Drilldowns:

1. To identify charts with drilldowns simply hover your mouse over the chart. If your mouse arrow becomes a hand 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:

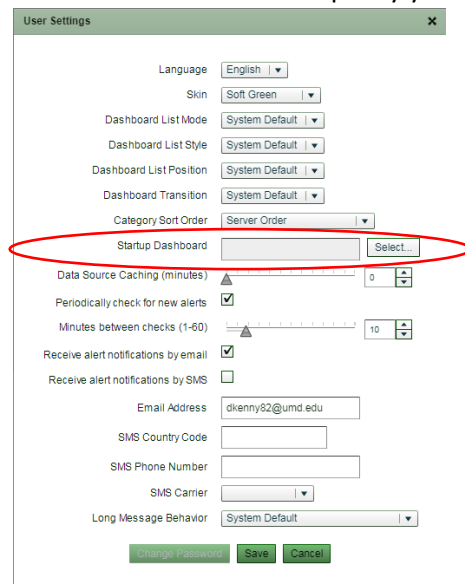
1. Pivots work similar to drilldowns by filtering linked charts. In example below, the below line chart has be filtered/pivoted to display a fiscal year trend of tenure/tenured-track awards for Mechanical Engineering. The print screen to the right displays a dropdown list which contains all the pivot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



Selecting a Start-Up Dashboard:

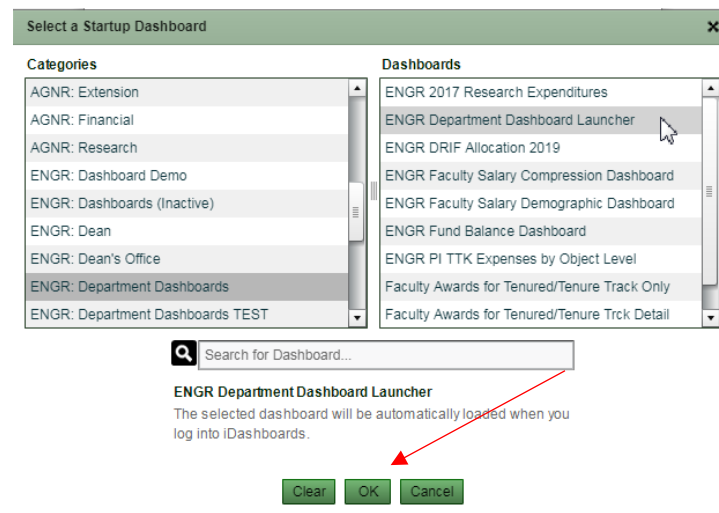
A user can designate a start-up dashboard which automatically appears upon first logging. Follow these steps to set up a start-up dashboard.

- Menu → User Settings → Startup Dashboard
Click the Select button to specify your startup dashboard:



The screenshot shows the 'User Settings' dialog box. The 'Startup Dashboard' section is highlighted with a red circle. It includes a text field for the dashboard name and a 'Select...' button. Other settings visible include Language (English), Skin (Soft Green), Dashboard List Mode (System Default), Dashboard List Style (System Default), Dashboard List Position (System Default), Dashboard Transition (System Default), Category Sort Order (Server Order), Data Source Caching (minutes) (0), Periodically check for new alerts (checked), Minutes between checks (1-60) (10), Receive alert notifications by email (checked), Receive alert notifications by SMS (unchecked), Email Address (dkenny82@umd.edu), SMS Country Code, SMS Phone Number, SMS Carrier, and Long Message Behavior (System Default). Buttons at the bottom include 'Change Password', 'Save', and 'Cancel'.

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



The screenshot shows the 'Select a Startup Dashboard' dialog box. It has two panes: 'Categories' and 'Dashboards'. In the 'Categories' pane, 'ENGR: Department Dashboards' is selected. In the 'Dashboards' pane, 'ENGR Department Dashboard Launcher' is selected. Below the panes is a search bar and a description: 'ENGR Department Dashboard Launcher. The selected dashboard will be automatically loaded when you log into iDashboards.' At the bottom are 'Clear', 'OK', and 'Cancel' buttons. A red arrow points to the 'OK' button.

- 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 ClarkNet. The page will be the resource for announcements, training materials and support related to the dashboard initiative.

1. URL - <http://clarknet.eng.umd.edu/analytics-page>

