UMDashboards QuickStart Guide

Logging In
To Log in, follow these steps: https://dashboards.umd.edu/idashboards/sso

1. Click this URL:
2. Enter in your UMD Central Authentication (CAS) credentials. You will need to confirm using your DuoMobile or Token.
3. **Suggested Tip: add the iDashboards URL as a favorite or bookmark on your preferred browser.**

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

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

1. Click on the UMD Dashboards category:
2. Select the type of dashboards you’d like to view; i.e. Financial or Research:
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 tabular chart has been filtered/pivoted to display the position status (Position Filled vs. Vacant).

![Pivots & Drilldowns Example](image)

**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 → User Settings → Startup Dashboard
   Click the Select button to specify your startup dashboard:
Select the UMD Dashboards, choose UMD Dashboard Launcher and click OK.

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 has taken effect.