DASHBOARD GUIDE

SCHOOL OF NURSING - PROJECT MANAGEMENT OFFICE

BACKGROUND

The School of Nursing (UMSN) has recently established a Project Management Office. One charge within this office is to make information more readily available through the "dashboard" format. A dashboard is an interactive and dynamic way to view data. Users can select time periods, student characteristics, and/or financial items in order to visualize a data representation that meets specific needs or interests.

If you need any assistance navigating through the dashboards or have questions about its contents, please email the PMO team at UMSN-ProjectManagement@umich.edu.

USING THE DASHBOARDS

Navigating the Dashboard

A single dashboard can have multiple views. Users can toggle between views simply by clicking on the labeled boxes located above the current view displayed.


Dashboard Toolbar Options

- Undo – Reverts the view back to the order just before the most recent selection
- Redo – Advances the view forward to the point before undo was clicked
- Revert – Wipes clear all selections made and displays the original view
- Refresh – Updates the report with the most recent data available if not already updated
- Pause – Not applicable to current reports
- Original View – Allows the user to save a specific view as their start page or for quick access within this menu
- Subscribe – Allows users to subscribe to an email notification for the dashboard based on the schedule selected
- Share – Provides an embed code and link to the dashboard
- Download – Provides multiple downloading options for the dashboard
- Full Screen – Converts the dashboard from a web browser view to full screen mode

Selecting Data to Display

Every dashboard has one or more drop down menus that allow users to customize the data being presented. Using this method, users may filter data elements in or out, select a characteristic to emphasize through color coding, or to select a specific time frame (e.g. fiscal year, academic year).

Filter

No Filter ▼
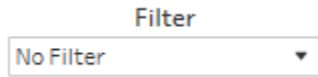
Viewing Additional Details

In many cases, a user may hover the mouse (without clicking) over a specific data element to prompt a small box to appear. The box will contain additional details about the item that has been hovered over.

Academic Year: **16-17**
Dimension: **Traditional BSN**

Headcount: **828**
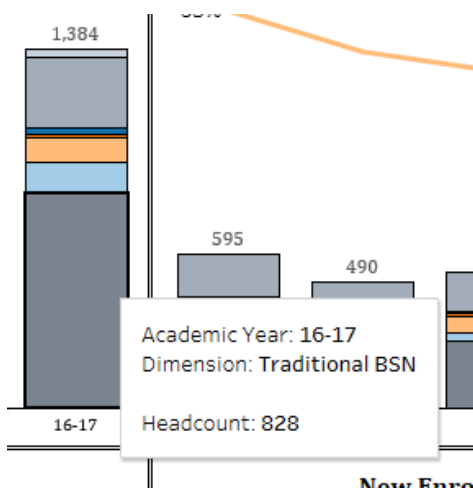
Re-Ordering Data

Some tables and charts can be ordered in several different ways. To change the order, the user may hover over the label to be rearranged. If the icon below appears, clicking it will change the order. The first click displays the data in descending order, the second click changes it to ascending order, and the third click reverts it to the original order.

State

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