Top 10 Getting Started Tips

1. User Settings:
   - Click on Menu
   - Select User Settings
   - Under “Skin”: chose any color for your page borders
   - Under “Dashboard List Position”: Chose the location of the menu panel (default is to display along the top of the page)
   - Under “Startup Dashboard”, click Select. Under the category “Main”, select Main Launch

2. Dashboard Category: Your main launch page is always accessible under the first category (“Main”) in the dashboard menu panel located along the top of your screen. You can open dashboards from any of the categories in this panel.

3. Open a Dashboard

4. Dashboard Tabs: Any selected dashboard will open in a tab along the bottom border and remain there until closed. Click on any open tabs to navigate between open dashboards.

5. Close or minimize a dashboard

6. Refresh a dashboard: two arrows forming a circle in the lower right corner refreshes the data.

7. Zoom into a page: magnifying glass in the lower right corner.

8. Enlarge any chart: Right click chart and select Maximize Chart.

9. Export chart data: Right click chart and select Export Chart Data to get the data presented in an excel format.

10. Bookmark dashboard: When you are on a dashboard you would like to bookmark click on the star and select Add a Bookmark. The saved dashboard will now be accessible by clicking on the star at any time.

IMPORTANT: Using the internet browser back or refresh buttons will kick you out of iDashboards and you will need to log in again.
**Pivot:** a real-time filter on the data, which allows the user to make selections on what data they would like to see. Pivots will be located at the top of charts. See the selection options by clicking on the pivot bar to open a dropdown list.

**NOTE:** SOME CHARTS WHICH FEATURE A PIVOT BUTTON WILL NOT DISPLAY OPTIONS IN THE DROPDOWN DUE TO OTHER PARAMETERS OR FILTERS OVERRIDING THE PIVOT OPTION.

**Parameter:** acts similar to a pivot, but can be used to change the value on some, or all of the charts on a dashboard. If no “Update” button is available, the data will change automatically once the parameter is changed, otherwise, make your selection from the drop-down(s) and click “Update” to see your selections reflected in the data.

**Drilldown:** allows a user to “drill” into the data on specific values by clicking on the value in a chart. The information may open in the same window as the chart, or it may open a new dashboard. When hovering over charts with a drilldown option, your cursor will change from the arrow pointer to a hand.

**Basic Bar Chart Drilldown**
Click on a bar to reveal more information.

**Tabular Chart Drilldown**
Clicking on a specific college displays program information within that college.