

HOW TO CREATE A DASHBOARD

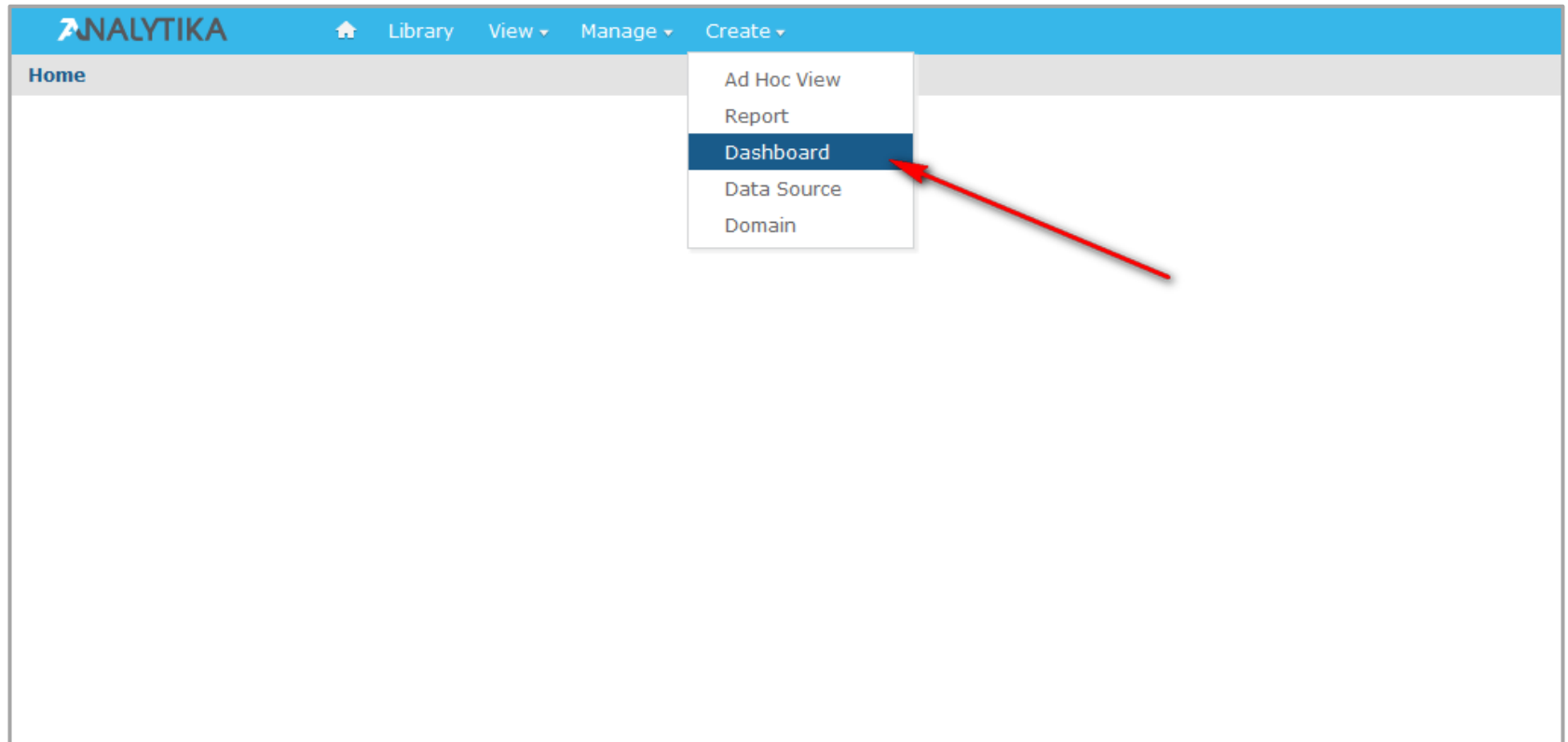
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WHAT IS A DASHBOARD

A **Dashboard** allows users to view and analyze several reports in a single, integrated instance. This can enable you to prepare highly informative reports, illustrate trends, and discover correlations between various types of content.

1. From the Home screen, click on **Create** and select **Dashboard**.

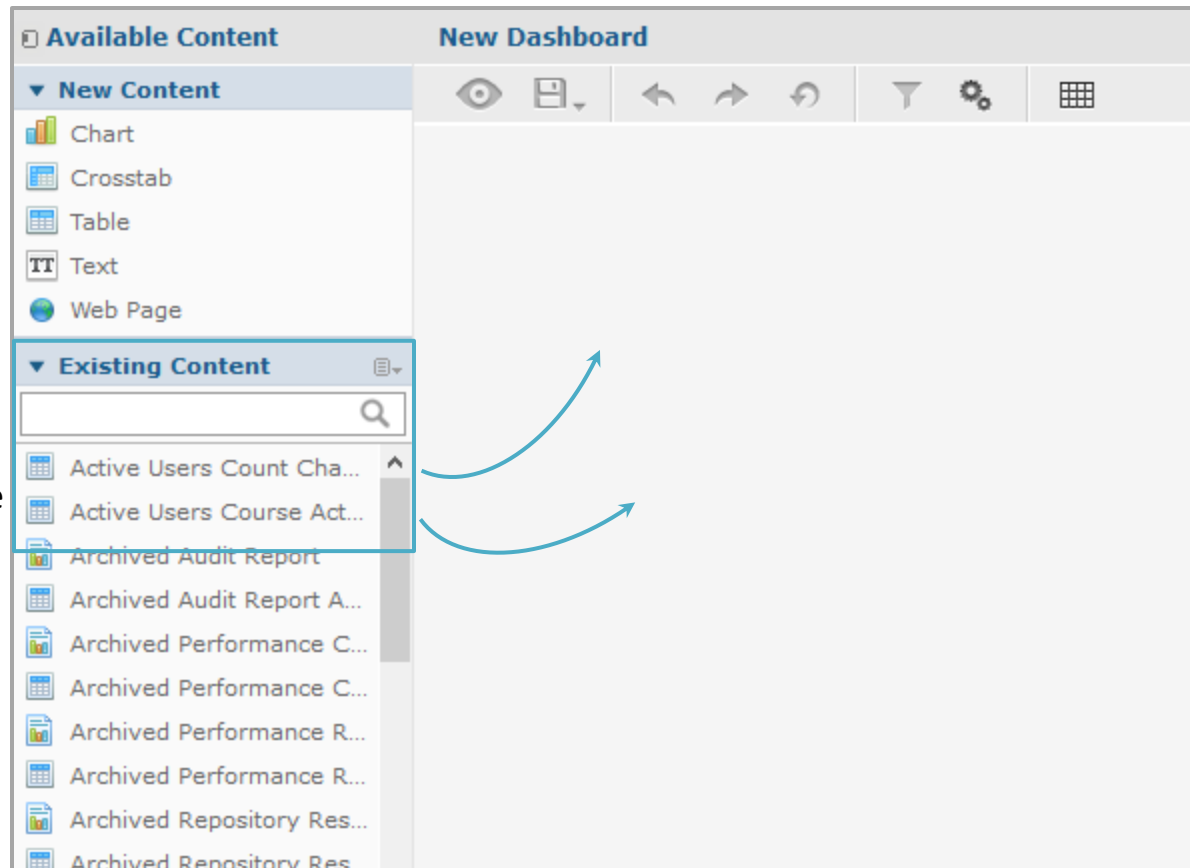


- Let's create a dashboard that summarizes the Course Enrollment by Month and provides detailed User Information for those enrollments.

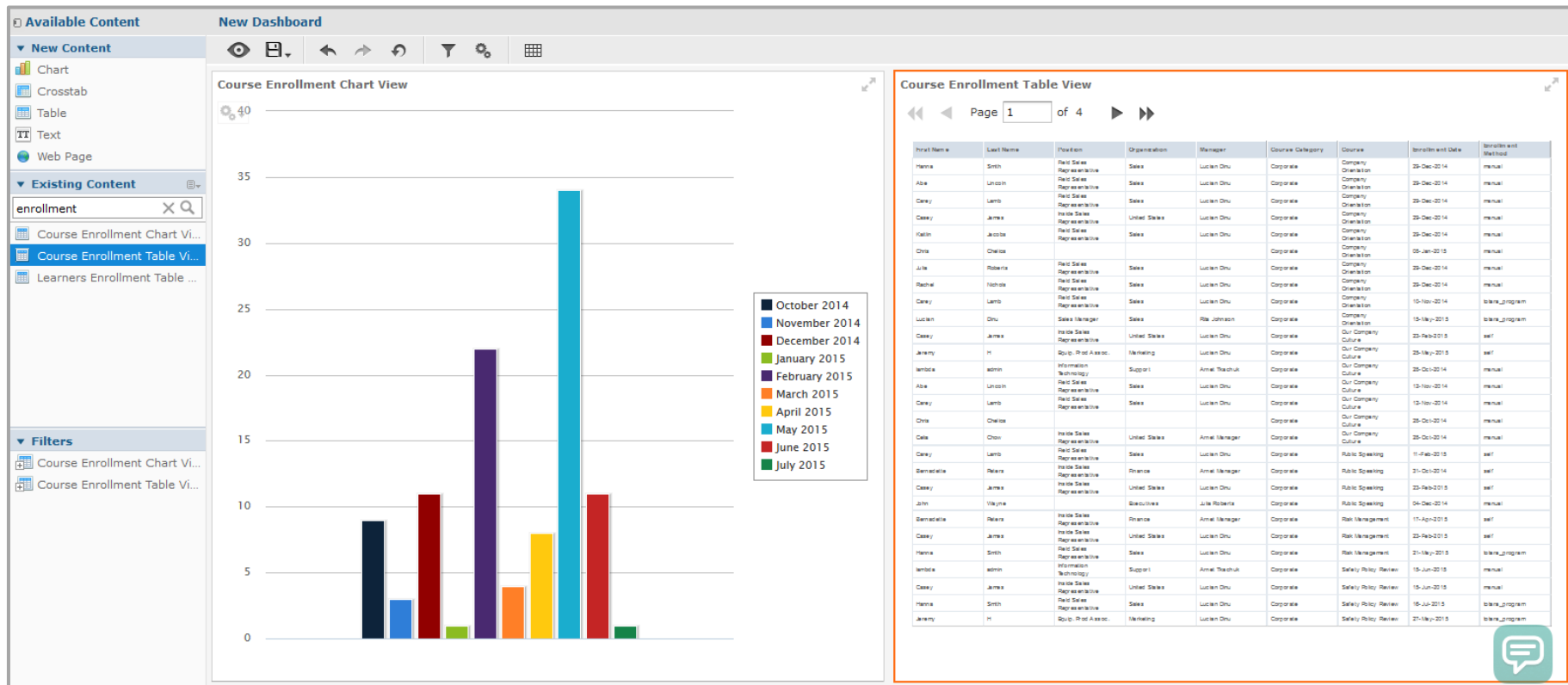
In the Existing Content section, search the keyword "enrollment".

Drag and drop the Course Enrollment Chart View onto the Dashboard Canvas.

Do the same for Course Enrollment Table View.



3. Your **Dashboard Canvas** should look like this. You may also rearrange the appearance of your Dashboard by moving the Dashlets to other locations. Simply drag and drop your dashlets and resize the remaining ones to better fit the screen.



- Expand the **Filters** menu and, from **Course Enrollment Chart View**, drag and drop “Enrollment Date between” and “and” to the Dashboard Canvas. You can optionally edit the label of the filter by right-clicking the filter and selecting **Properties**.

Available Content

- New Content
- Existing Content
- Filters
 - Course Enrollment Chart Vi...
 - Organization Name and...
 - Position Name and ID
 - Manager Name and ID
 - Course Category Name...
 - Course Full Name and ID
 - Enrollment Date between and
 - Course Enrollment Table Vi...
 - Organization Name and...
 - Position Name and ID
 - Manager Name and ID
 - Course Category Name...
 - Course Full Name and ID
 - Enrollment Date between and

New Dashboard

Course Enrollment Chart View

Enrollment Date between MONTH-12

and MONTH

Apply

Course Enrollment Table View

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First Name	Last Name	Position	Organization	Manager	Course Category	Course	Enrollment Date	Enrollment Method
Hanna	Smith	Risk Sales Representative	Sales	Lucian Odu	Corporate	Company Orientation	28-Dec-2014	manual
Abe	Lincoln	Risk Sales Representative	Sales	Lucian Odu	Corporate	Company Orientation	28-Dec-2014	manual
Carly	Lamb	Risk Sales Representative	Sales	Lucian Odu	Corporate	Company Orientation	28-Dec-2014	manual
Casey	James	Risk Sales Representative	United States	Lucian Odu	Corporate	Company Orientation	28-Dec-2014	manual
Kathn	Jacobs	Risk Sales Representative	Sales	Lucian Odu	Corporate	Company Orientation	28-Dec-2014	manual
Chris	Charles	Risk Sales Representative	Sales	Lucian Odu	Corporate	Company Orientation	28-Jan-2015	manual
Julie	Roberts	Risk Sales Representative	Sales	Lucian Odu	Corporate	Company Orientation	28-Dec-2014	manual
Rachel	Nichols	Risk Sales Representative	Sales	Lucian Odu	Corporate	Company Orientation	28-Dec-2014	manual
Carly	Lamb	Risk Sales Representative	Sales	Lucian Odu	Corporate	Company Orientation	10-Nov-2014	sales_program
Lucian	Odu	Sales Manager	Sales	Rita Johnson	Corporate	Company Orientation	15-May-2015	sales_program
Casey	James	Risk Sales Representative	United States	Lucian Odu	Corporate	Our Company Culture	23-Feb-2015	self
Jeremy	H	Sup. Prod Assoc.	Marketing	Lucian Odu	Corporate	Our Company Culture	25-May-2015	self
Imelda	admin	Information Technology	Support	Amel Thechuk	Corporate	Our Company Culture	25-Oct-2014	manual
Abe	Lincoln	Risk Sales Representative	Sales	Lucian Odu	Corporate	Our Company Culture	13-Nov-2014	manual
Carly	Lamb	Risk Sales Representative	Sales	Lucian Odu	Corporate	Our Company Culture	13-Nov-2014	manual
Chris	Charles	Risk Sales Representative	Sales	Lucian Odu	Corporate	Our Company Culture	25-Nov-2014	manual
Casey	Odu	Risk Sales Representative	United States	Amel Manager	Corporate	Our Company Culture	25-Oct-2014	manual
Carly	Lamb	Risk Sales Representative	Sales	Lucian Odu	Corporate	Risk Spelling	11-Feb-2015	self
Benedicta	Revere	Risk Sales Representative	Finance	Amel Manager	Corporate	Risk Spelling	31-Oct-2014	self
Casey	James	Risk Sales Representative	United States	Lucian Odu	Corporate	Risk Spelling	23-Feb-2015	self
John	Williams	Risk Sales Representative	Global/US	Julie Roberts	Corporate	Risk Spelling	04-Dec-2014	manual
Benedicta	Revere	Risk Sales Representative	Finance	Amel Manager	Corporate	Risk Spelling	17-Apr-2015	self
Casey	James	Risk Sales Representative	United States	Lucian Odu	Corporate	Risk Management	23-Feb-2015	self
Hanna	Smith	Risk Sales Representative	Sales	Lucian Odu	Corporate	Risk Management	21-May-2015	sales_program
Imelda	admin	Information Technology	Support	Amel Thechuk	Corporate	Safety Risk Review	15-Jun-2015	manual
Casey	James	Risk Sales Representative	United States	Lucian Odu	Corporate	Safety Risk Review	15-Jun-2015	manual
Hanna	Smith	Risk Sales Representative	Sales	Lucian Odu	Corporate	Safety Risk Review	16-Jul-2015	sales_program
Jeremy	H	Sup. Prod Assoc.	Marketing	Lucian Odu	Corporate	Safety Risk Review	21-May-2015	sales_program

- You have the option to connect filters to one or more of the Dashlets. This allows you to apply the filters to one, some or all the dashlets in the dashboard. To connect the filters to both dashlets, click the **Filter Properties** button and **Create New Filter** to assign the Enrollment Date filters to the second dashlet. Click **OK** to save the filter properties.

Filter Manager

Source Dashlet	Filter/Parameter	Dashlet Affected	Filter/Parameter Affected
Filter Group	and	Course Enrollment Chart View	and
	Enrollment Date between	Course Enrollment Chart View	Enrollment Date between
Manually Created Filters	and table	Course Enrollment Table View	Enrollment Date between
		Course Enrollment Table View	and

Buttons: OK, Cancel, Apply, Create New Filter

- Click the **Preview** button. Set the dates in the Enrollment Date filter to January 1, 2015 and April 30, 2015 then click **Apply**. Your screen will display enrollment data within this range: the Table and the Chart will update accordingly. Click the Preview button again to exit.

The screenshot shows the ANALYTIKA dashboard interface. At the top, there is a navigation bar with 'Library', 'View', 'Manage', and 'Create' options. The main content area is split into two sections: 'Course Enrollment Chart View' on the left and 'Course Enrollment Table View' on the right. The chart shows enrollment data for various months from October 2014 to July 2015. The table lists individual enrollment records with columns for First Name, Last Name, Position, Organization, Manager, Course Category, Course, Enrollment Date, and Enrollment Method. A date picker is overlaid on the table, showing the month of April 2015, with the date 30 highlighted. Red arrows indicate the 'Enrollment Date between' filter fields containing '2015-01-01' and '2015-04-30', and the 'Apply' button at the bottom left.



If you have any questions do not hesitate to contact the

Lambda Solutions Customer Support Team at [+1.877.694.5289](tel:+18776945289)

or support@lambdasolutions.net and they will help you out.

