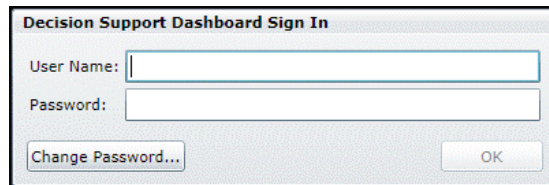# QUICK START: Human Resources - Dashboard

Description

In this example, we'll log in to the Decision Support dashboard, create a new dashboard tab, and add and configure multiple gadgets on the new dashboard tab. The purpose of the example is to highlight some base features and customizable options of the dashboard product.

Walkthrough

Login

Browse to the Decision Support dashboard (typically located at http://<dssservername/ dssdashboard/dashboard.aspx) and sign in using your username and password.
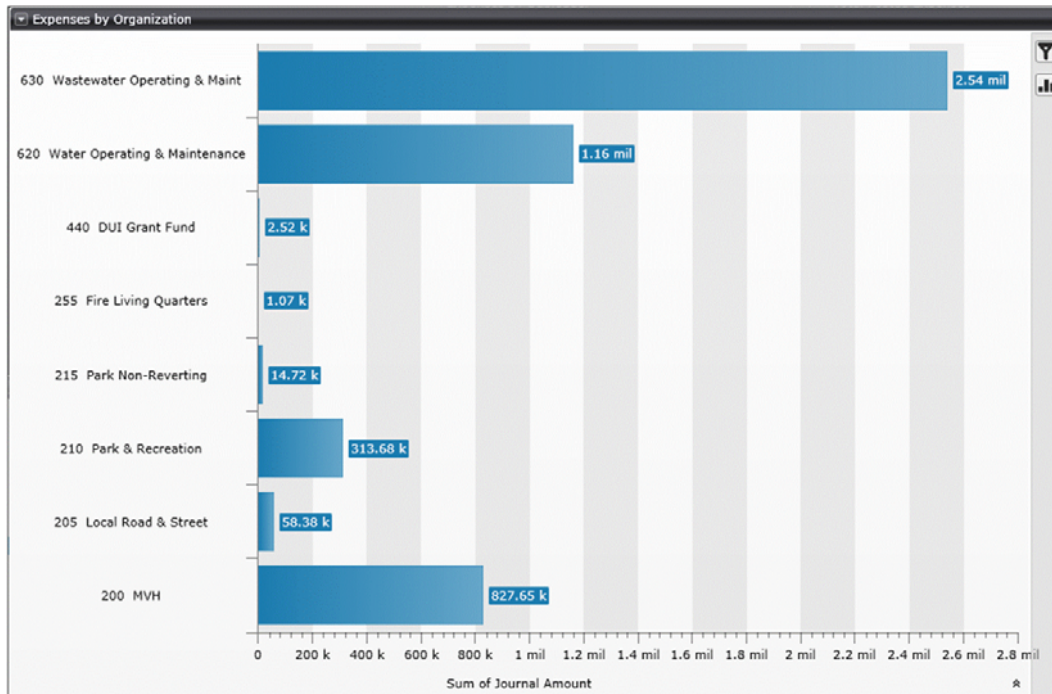

Home Page

After logging in, the Dashboard home page is displayed. This view is standard for all users and is used to convey standard metrics across an organization.
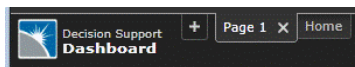
Each gadget can be maximized to examine the data in more detail by clicking the maximize button in the upper right corner. Clicking the box will return to the regular view.
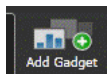

Create New Tab

Below the dashboard main screen, there are tabs for other dashboard views. Click the plus sign to add a new tab to the dashboard.
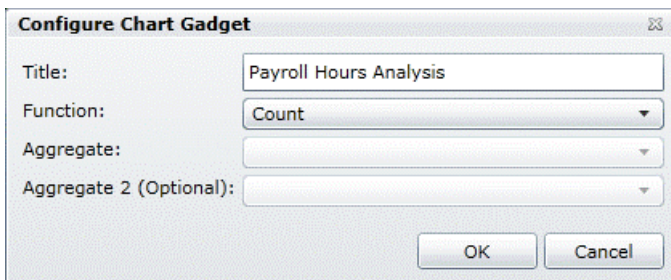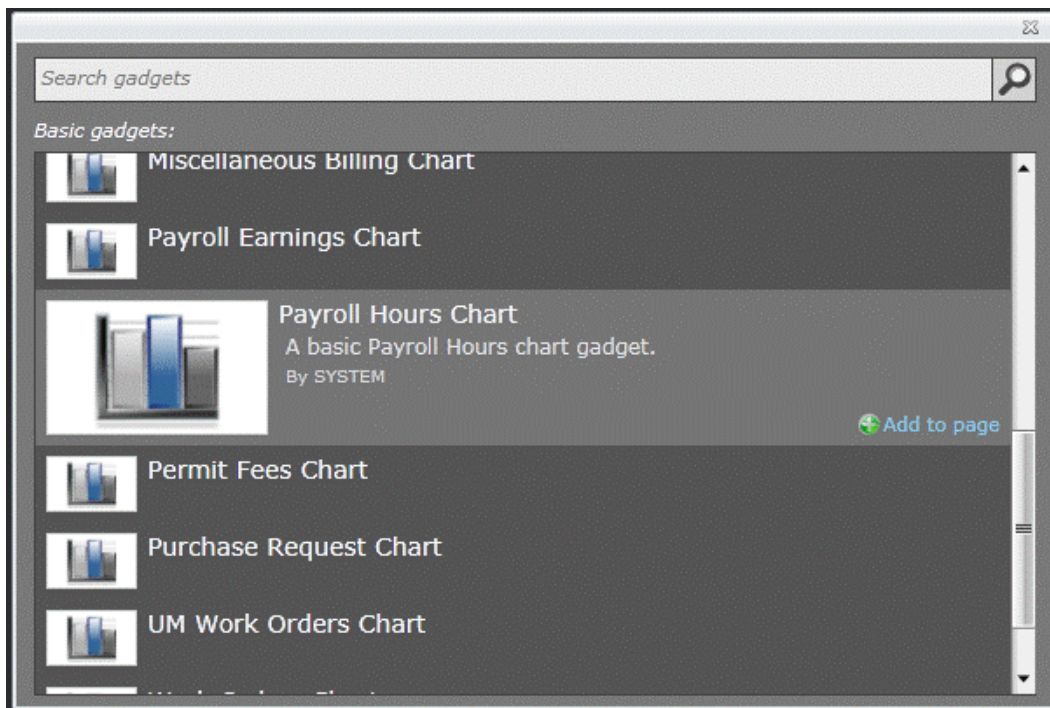

Add Gadgets

To add gadgets, click the **Add Gadget** button in the lower right.

Add the Payroll Hours Chart gadget by clicking **+Add to page**.

Leave the Function set to the default Count. Enter an appropriate title or use the default and click **OK**.
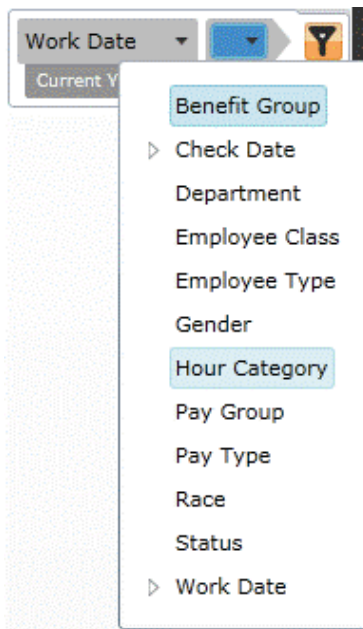
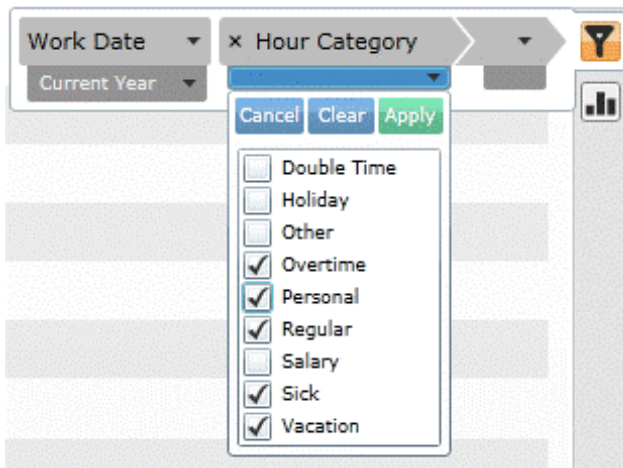Close the popup by clicking the X in the top right corner.

Configure Gadgets

On the gadget, click the **Filter** icon to expand the filter options. Select the **Hour Category**.

Click the drop-down under **Hour Category** and check 4-5 categories to filter. Click **Apply**.
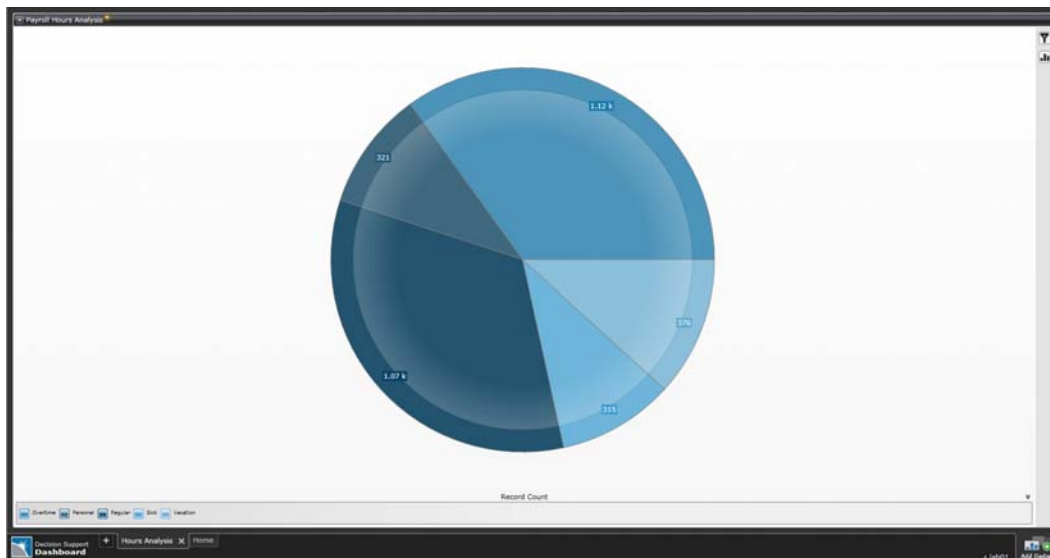

Click the visualization button to select the kind of graph to view. Select **Pie** to change the way the data is presented.
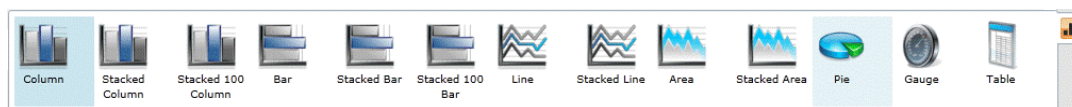
Click the double upward facing arrows in the bottom right corner of the screen to toggle the legend.
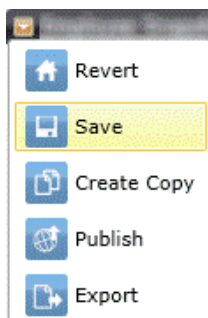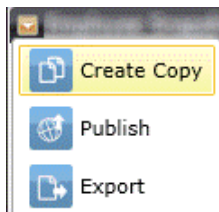
The result is shown below.

Save and Copy Gadgets

Click the drop-down arrow in the upper left of the gadget and click **Save** to save the gadget configuration.
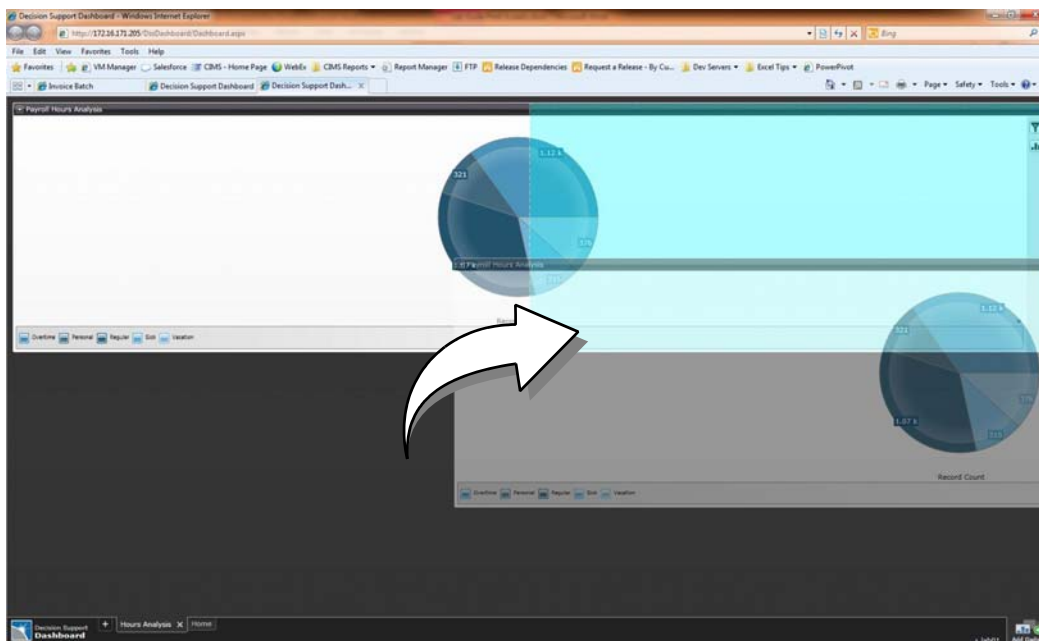

Click the drop-down arrow in the upper left of the gadget again, and select **Create Copy** to duplicate the gadget you just configured.

Configure Workspace

The Gadgets can be organized any way you like. In this example, we'll put them side-by-side. Drag one gadget to the right of the other to rearrange the Workspace.


We can also further customize how the Workspace is configured by resizing the columns. Hover your mouse in between the gadgets until the cursor changes to a double arrow. Drag the column size to the width your prefer.
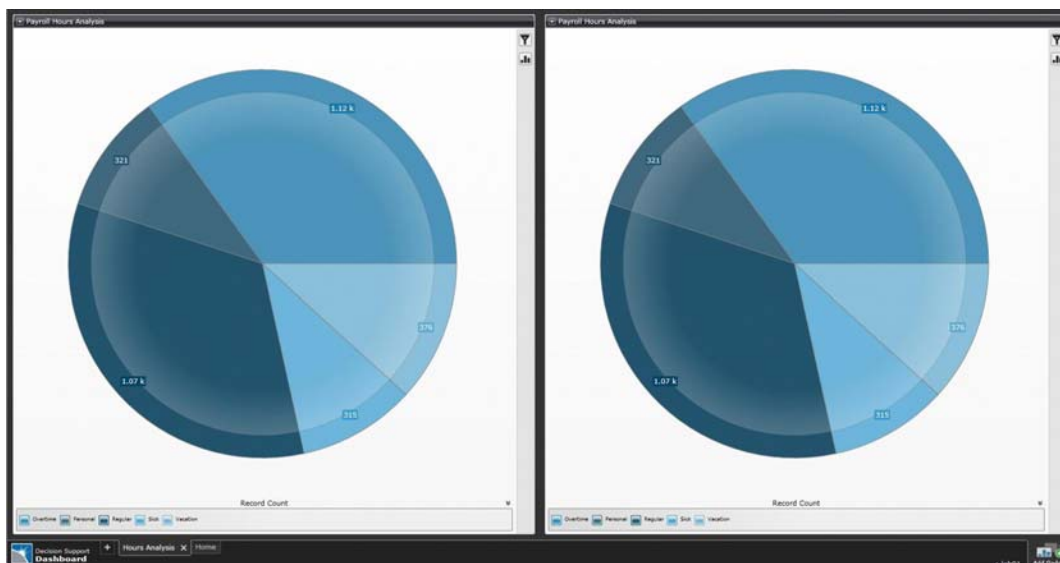

To rename Gadgets and the Dashboard Tab, click twice on the name of the gadget, type the name you would like, and then click the **Save** icon.
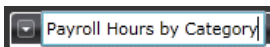
Click twice on the name of the tab and type the name you would like for that tab.
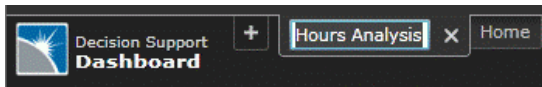
The second gadget may be modified from the copied template to present and alternate view of the data. Experiment with different visualizations and filters.
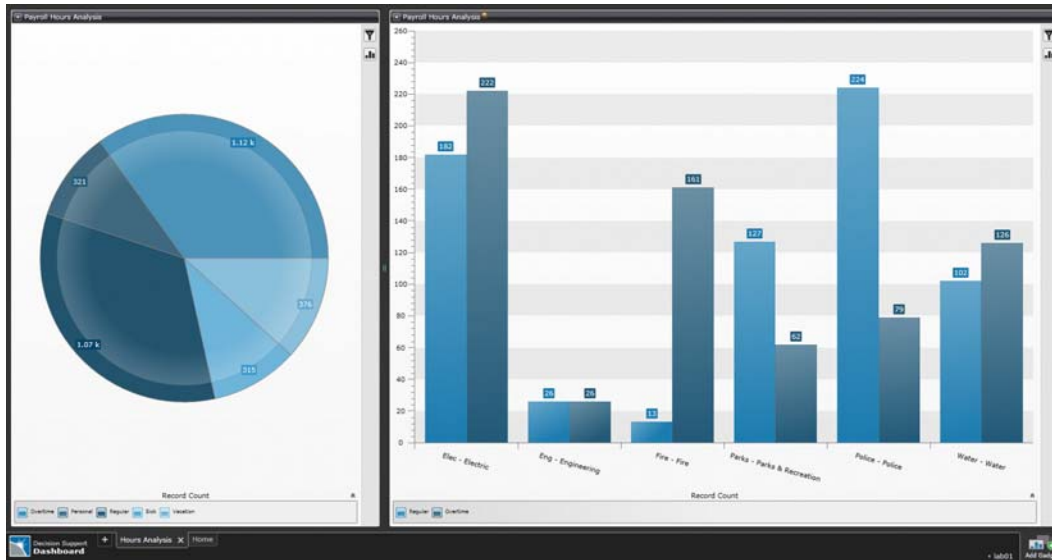
Published Gadgets

The Gadgets you create can be published, with the appropriate permissions, so that others can easily add the pre-configured gadget to their dashboard layout.

Click Add Gadget. Click on the Search icon to list Published gadgets.

Select the Employee Expenses Budget Performance gadget by clicking **Add to page**.