

Using the Dashboard


The muddyboots.online Dashboard has been created to make data in the MBO system quickly visible. Users are able to drill down into the data by clicking on the light blue numbers, beside data element titles, in the “numbers” and “table” views. This will result in an additional browser tab opening to display the corresponding table containing the prefiltered data entries.

To open the Dashboard, click on the “Dashboard” tab, located under the “Summary” drop down menu in MBO.

Selecting the Data Range

The screenshot shows the MBO Dashboard interface. At the top, it says "CANADIAN OPERATIONS / DASHBOARD". Below that, the word "Dashboard" is displayed. Underneath, there is a section for "Activity for" with three options: "this year.", "grouped by week.", and a refresh button. A date range input field shows "2018-01-01 to 2018-12-31". Below this, there are two main data panels: "Schematics" and "Corrective Actions". The "Schematics" panel includes a legend for "All Schematics" (red), "Expired Schematics" (green), and "Verified Schematics" (yellow), along with a pie chart. The "Corrective Actions" panel displays a table of counts: Closed (13), Open (28), Open for Ops - HS&E (28), and Closed for Ops - HS&E (13).

Remember: The hierarchy selection will influence what data is displayed on the Dashboard. Only data in the selected area of the hierarchy will be displayed in the Dashboard.

- **1** Clicking the link directly after “Activity for”, will open a dropdown allowing users to select predefined date ranges.
- **2** Clicking the second link will open a dropdown allowing users to select grouping options that are only applied to time series graphs.
 - This will dictate the x axis on graphs, for example; using “this year” and selecting group by “day” will display 365 points on the x axis, but using “this year” and selecting by “week”, will display 52 points on the x axis.
- **3** Once users have made selections from **1** and **2**, they can click the  button to refresh the Dashboard.
 - **Note:** The predefined date range and group by options are automatically saved to the Dashboard when changed.

- 4 Custom date ranges can be selected by clicking on the date range input and selecting the start and end dates from the calendars. Click Apply to refresh the Dashboard. “*date range*” will appear in place of the predefined date range dropdown to prompt that a custom date range is in effect.
 - Note:** Custom date ranges will not be saved to the Dashboard.

Displaying Dashboard Data

The screenshot shows the 'Dashboard' for 'CANADIAN OPERATIONS'. It features a date range input set to '2018-01-01 to 2018-12-31' and a refresh button. There are two main data cards:

- Schematics:** Contains a pie chart with three segments: 'All Schematics' (red), 'Expired Schematics' (green), and 'Verified Schematics' (yellow). A view options button (three dots) is circled with a '1'.
- Corrective Actions:** Contains a table with the following data:

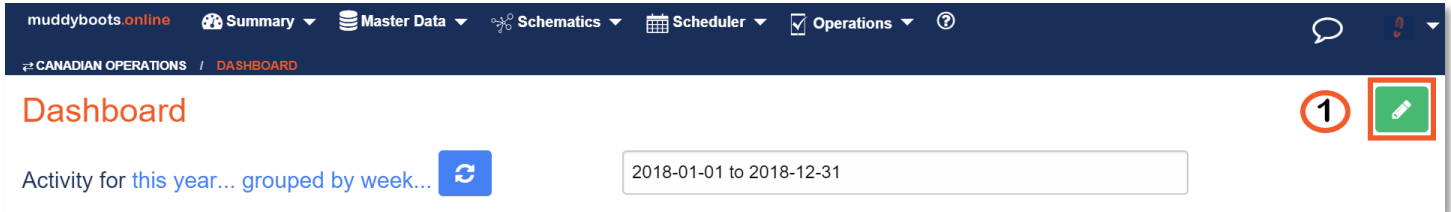
Closed	13
Open	28
Open for Ops - HS&E	28
Closed for Ops - HS&E	13


 A view options menu (2) is open, showing icons for Numbers, Table, Bar Graph, Line Graph, and Pie Graph. The number '13' in the 'Closed for Ops - HS&E' row is highlighted with a light blue box and circled with a '3'.

- 1 To change how the data is shown, click the ... view options button
 - Note:** The view changes will be saved to the users Dashboard.
- 2 Users will have the option to display data in the following views
 - Numbers – large blue numbers will be displayed with data element titles, in light grey, below.
 - Table – Blue numbers will be shown next to the data element title.
 - Bar Graph – Data will be displayed in a bar style graph, the “Grouped by” function will influence the x axis on the operate data elements
 - Line Graph – Data will be displayed in line style graph format, the “Grouped by” function will influence the x axis on the operate data elements
 - Pie Graph – Data will be displayed in a pie graph.
- 3 Clicking on any light blue number, next to the data element title, will open the corresponding data in a new browser tab.
 - This is available in both the Numbers and Table display options
 - In the example, clicking the “13” will open a separate browser tab containing a table displaying the 13 closed corrective action for “Ops – HS&E”






Adding or Editing a Widget Container

First navigate to the Dashboard by clicking on the “Dashboard” tab located under the “Summary” dropdown menu in MBO.



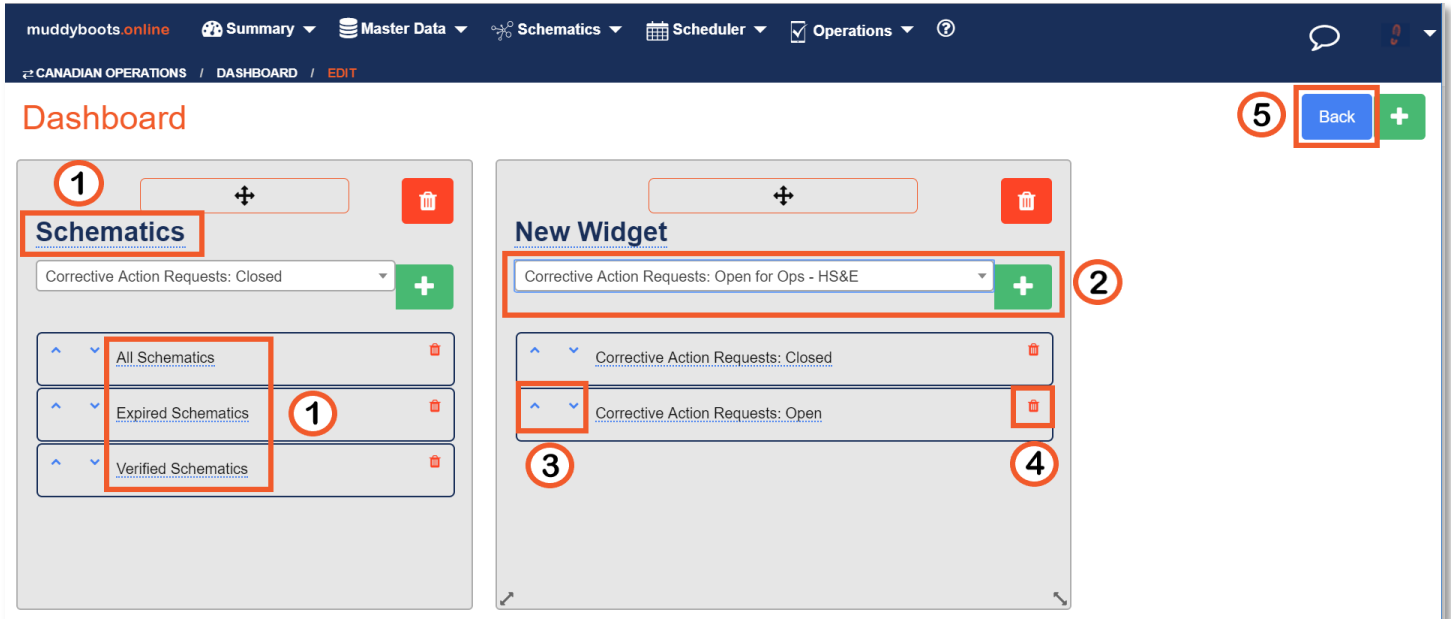
- **1** Click on the  to open the Dashboard edit window.


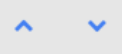




- **1** To add a new widget container, click the  button.
 - This will add an empty widget that can be customized to fit the users needs.
- **2** To arrange the widget container, click the  and drag the widget container to the desired location.
- **3** To delete new or existing widget containers click on the  button.
- **4** Click and drag the  and  arrows to resize the widget containers to the desired size.
 - **Note:** Size adjustment arrows appear when the mouse is hovered over the widget container.

Adding or Editing Data Elements to the Widget Container

After adding widget containers, users will need to add data elements. Data elements can be added or removed from any widget container.



- **1** All text with a blue dotted line under it can be edited. Click once on the dark blue text and type the desired title for the widget container or data element. After the title has been entered click anywhere outside the input box, or hit enter on the keyboard, to save the change.
 - This includes the widget container title, and all the data elements names.
 - **Note:** Widget data elements will display their original title when the mouse is hovered overtop of the input text, regardless of the title the user has entered.
- **2** To add data elements to widget containers, make a selection from the drop down and click the  to add the highlighted data element to the widget container.
 - Use the search box in the drop down to quickly find the desired data elements.
 - Any combination of data elements can be added to the widget container.
 - **Remember:** The names of the data elements can be edited.
- **3** Use the  arrows to change the order of the data elements.
- **4** Click the  to delete a data element.
- **5** Once editing the Dashboard has been completed, click the  button to return to the dashboard display page.
 - **Note:** Changes in edit mode are saved automatically as they are made.