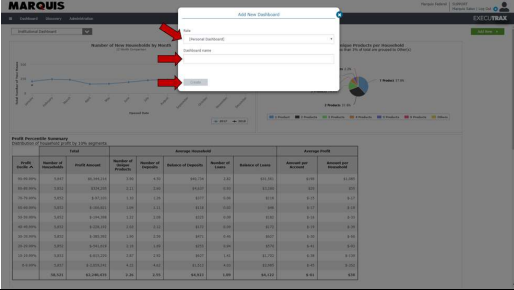
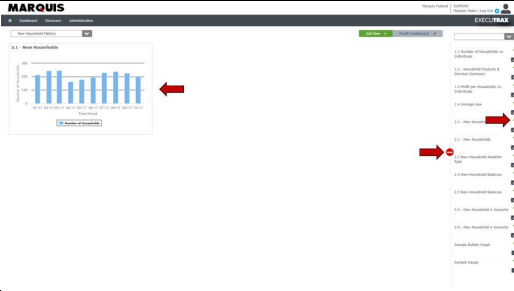
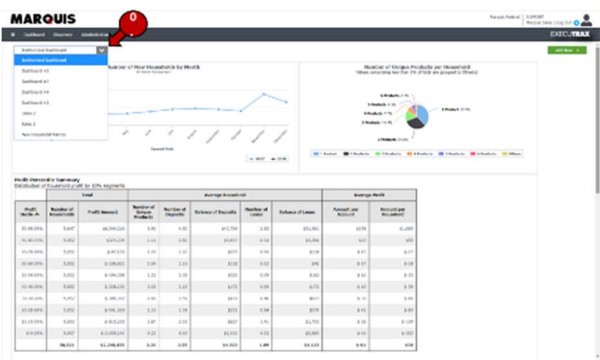
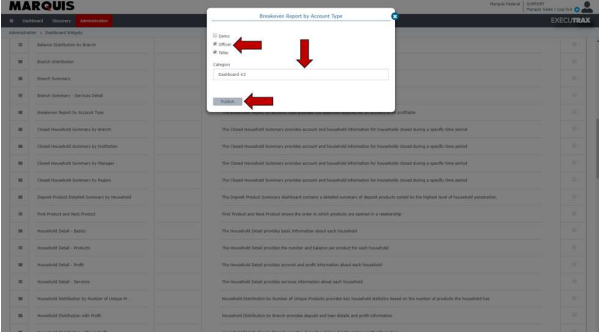


MARQUIS

MNET603	Creating a Dashboard
Order of Steps	Tasks
Step 1	Log into Marquis Next Note: The landing page is the Institutional Dashboard, this page is a preset page
Step 2	Click on the green “Add New” box on the top right of the page.
Step 3	Click on the “Role” dropdown and choose the access level needed for the Dashboard
Step 4	Enter the Dashboard name, hit enter to lock the name in
Step 5	Click “Create”
	
	Note: To modify access and the name click on “Manage Dashboard” in the upper right corner
Step 6	Click on the red button the right side and center of the page to expand and collapse the Dashboard Elements library
	Note: The reports that have been Published will show up in the Dashboard Elements Library on the right side of the page
Step 7	Select a report and click on the plus sign next to the title of the report. If Dashboard Elements Library is empty or doesn’t have a specific report that is needed move to step 11
	
	Note: the icons below the plus sign will indicate the type of report, i.e. grid or type of chart
Step 8	Position the report on the dashboard by either left mouse clicking on the report window and moving it or hovering over the bottom right portion of the report window until a “double arrow” appears. Left mouse click and hold while dragging inward or outward
Step 9	Repeat steps 7 and 8 until all reports desired have been added to the dashboard
	Note: To delete a report from the dashboard, hover over the right portion of the report window until an “X” appears. Click it to remove the report.

MARQUIS

<p>Step 10</p>	<p>To move between dashboards, use the dashboard drop down tool in the upper left portion of the screen; just below the menu bar</p>
	
<p>Step 11</p>	<p>To add a report to the Dashboard Elements Library, click on “Administration” on the left side of the menu bar to display the drop down menu</p>
<p>Step 12</p>	<p>Select “Dashboard Elements”</p>
<p>Step 13</p>	<p>Click on the name of the report to be added to the library</p>
<p>Step 14</p>	<p>Click on the word “Publish” that pops up in the small box</p>
<p>Step 15</p>	<p>Determine the level of view by selecting the groups who’ll be able to see the report</p>
<p>Step 16</p>	<p>Create or select a category name to easily locate the widget when adding the report to the dashboard</p>
<p>Step 17</p>	<p>Click Publish</p>
	
<p>Note: To unpublish a report, click on the name of the report and select “Unpublish”</p>	