CREATE A SIMPLE DASHBOARD

The following guide will walk you through the process of creating a simple dashboard in Enterprise Analytics.

NAVIGATION

Login into myUFL and navigate to:

**Nav Bar > Main Menu > Enterprise Analytics > Access Enterprise Analytics**

1. To open a report, click on the **My Content folder** or the **Team Content folder**.
   a. The My Content folder is used for your personal reports.
   b. The Team Content folder is used for reports shared by you and other members of your team.
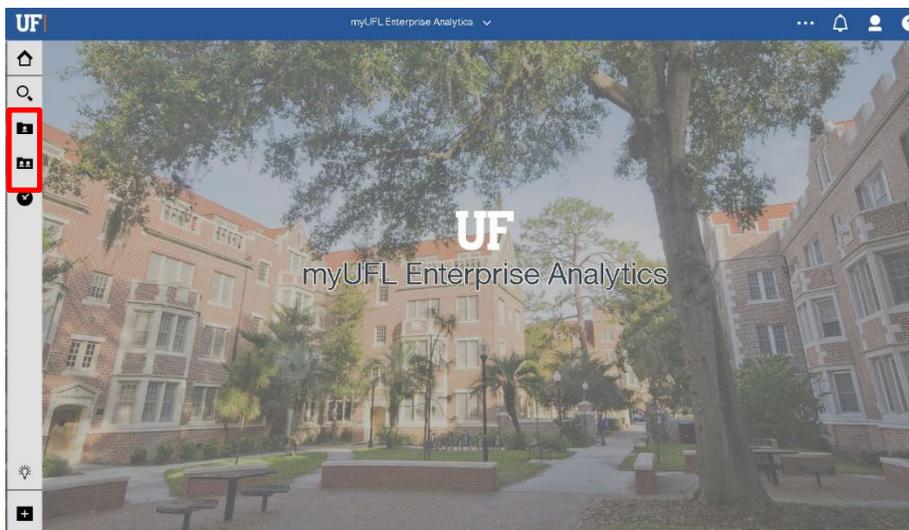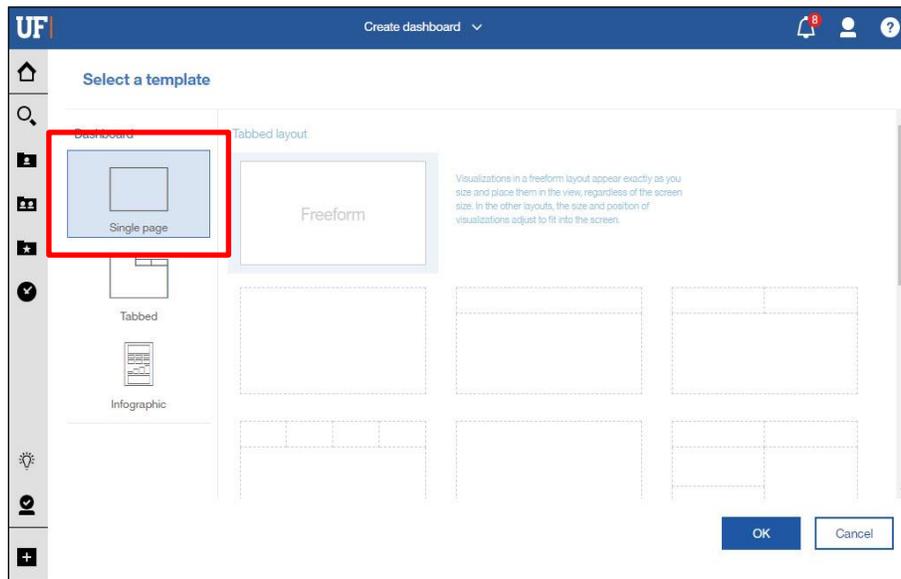

2. Once you upload your excel file, it is saved in your My Content Folder by default. Click the **More** button on your Excel file.
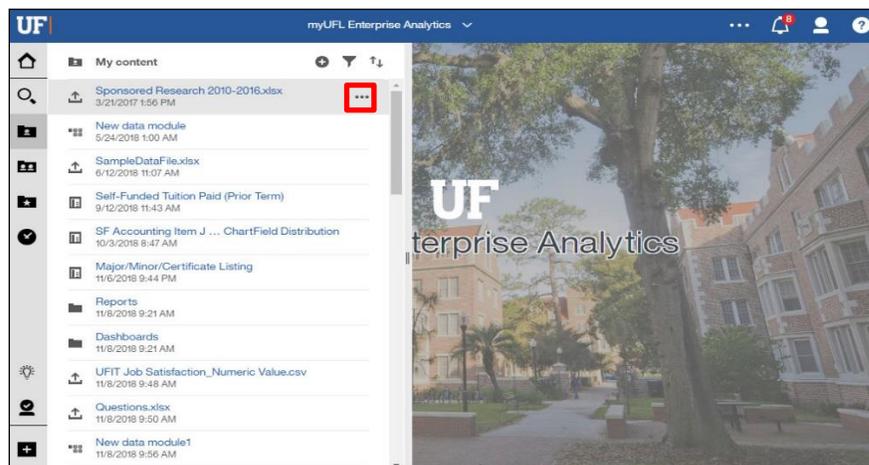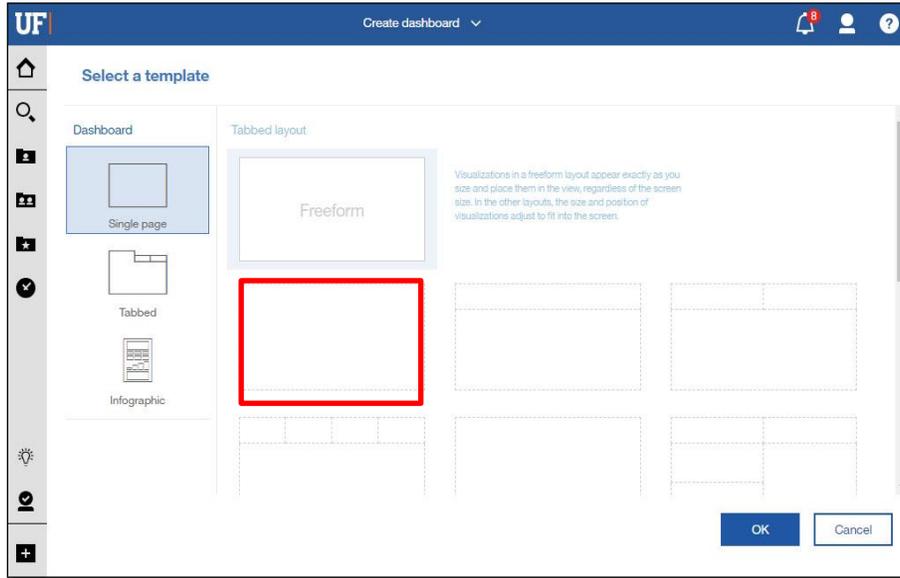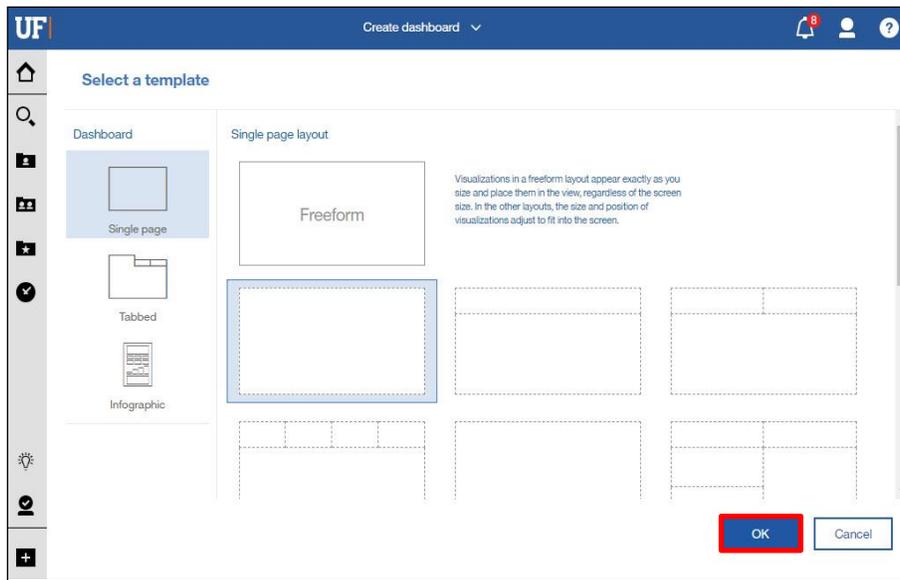
3. Click **Create dashboard**.
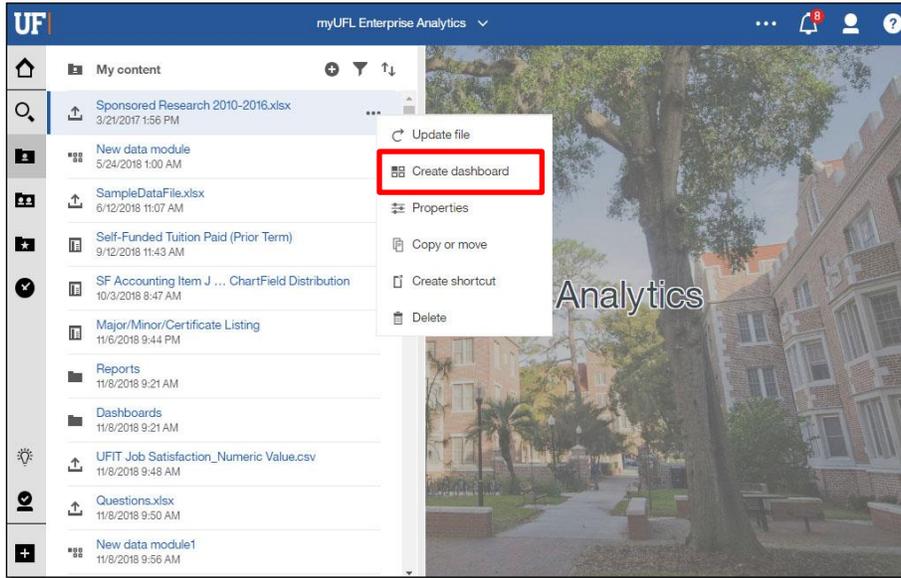
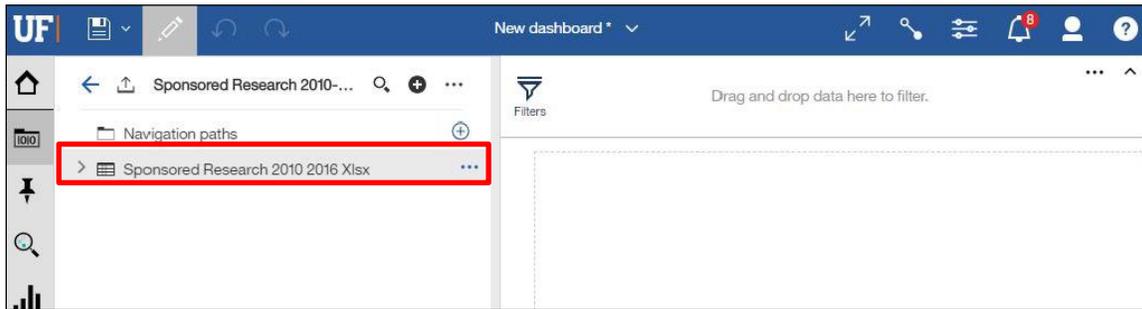
4. Click the **Single page** button.
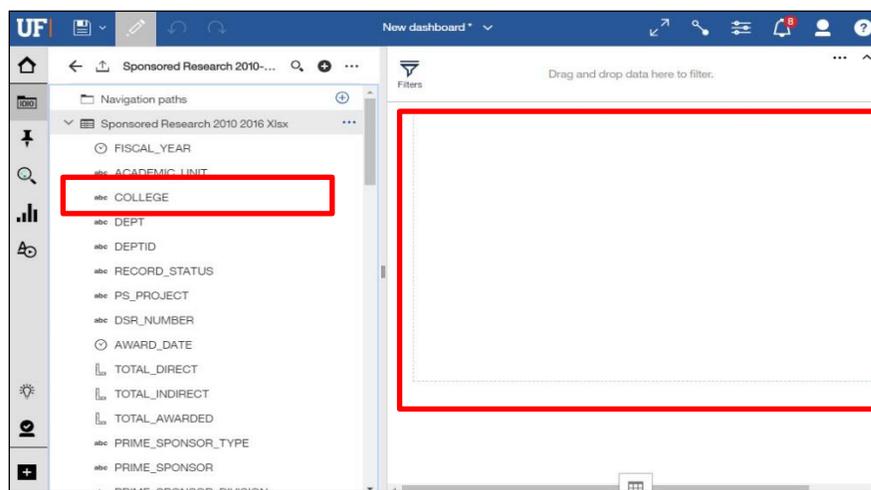
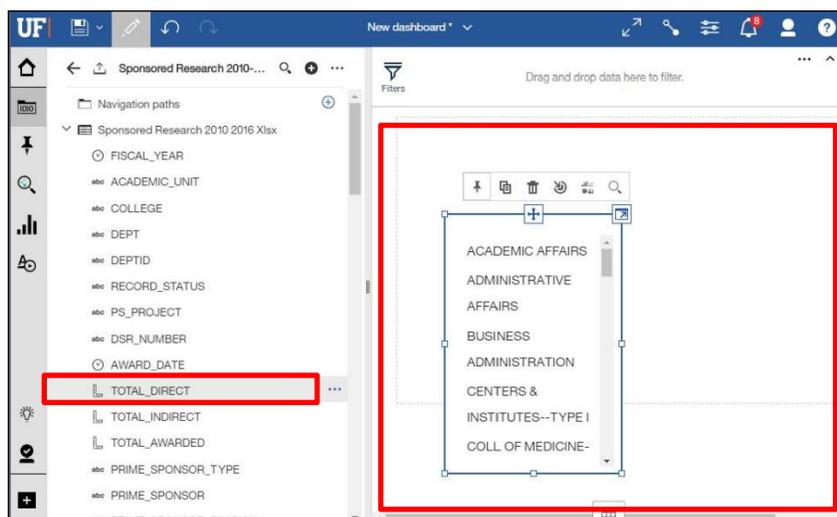5. Choose your **page layout**.

6. Click **OK**.

7. Select your **Data table**.

8. All of your data appears. Select the **Data** that you would like to visualize and drag it into the right-hand panel.

9. For this example, we want to visualize **Total Direct funding**, so we will drag it into the center as well.
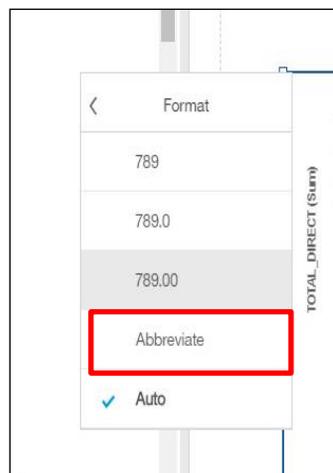
10. This is an auto visualization Cognos picked. You can change it if you wish to. Now we will abbreviate the Total_Direct since it is a simple dashboard. Right click on the **Y-Axis Label**.
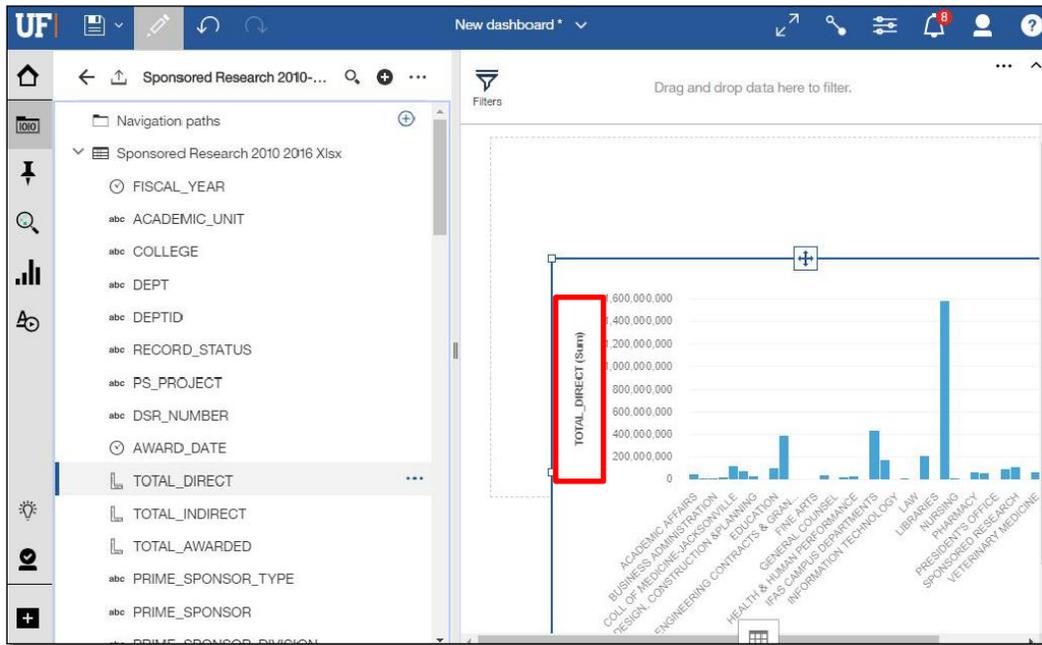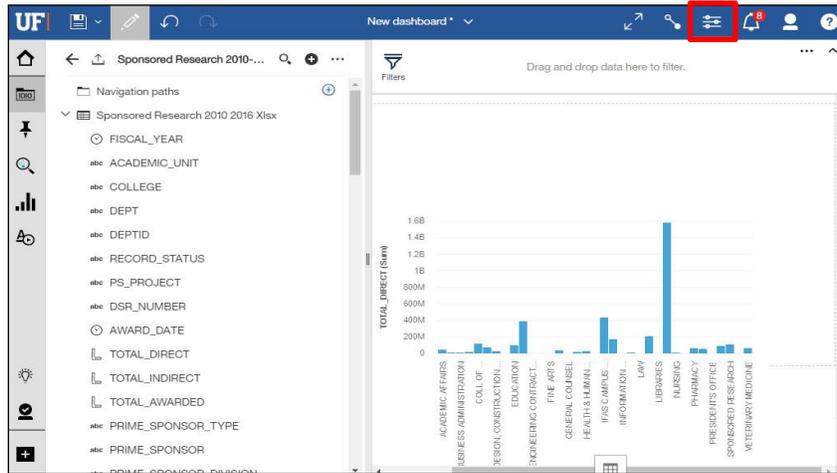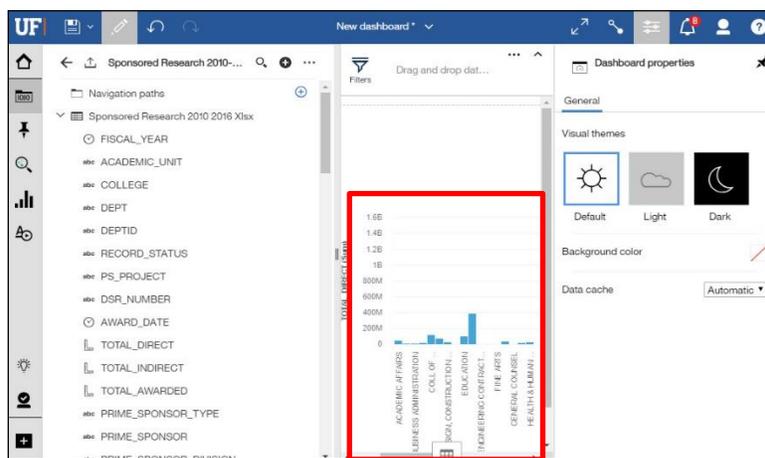

11. Click the **Format** button.
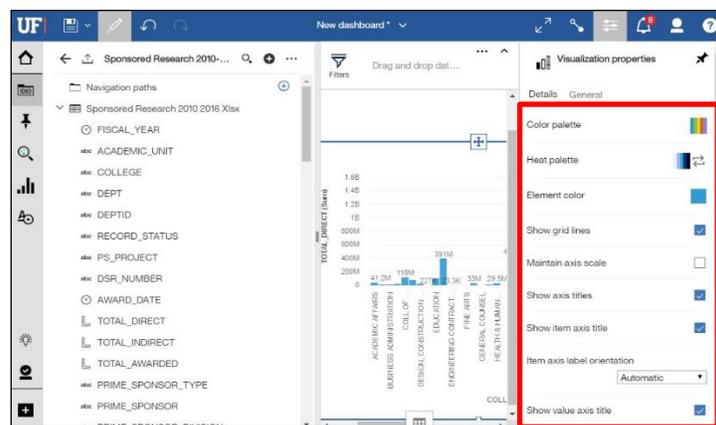

12. Select **Abbreviate**.

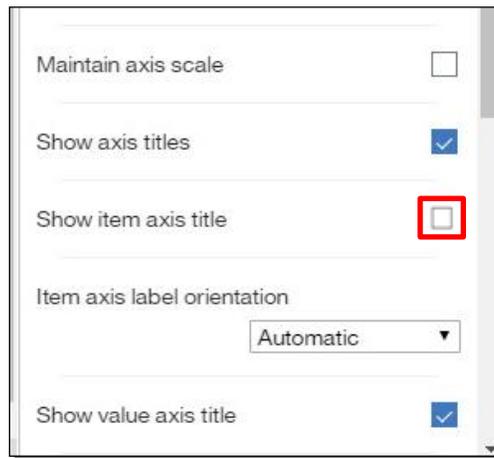13. Click the **Properties** button.

14. Click the **Bar Graph** again.

15. The Visualization properties menu will allow you to make various changes to the way the Bar graph looks.

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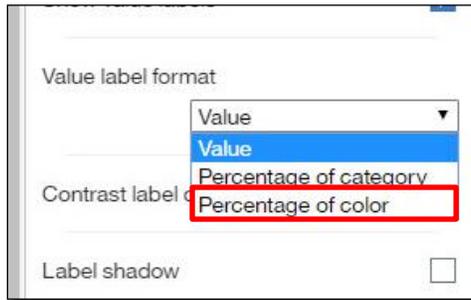UF | myUFL

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16. Click on the **Show value axis title** checkbox.

17. Note that the Bar Graph now shows the value of each item on the X-Axis. Next, scroll down and click the **Value label format** dropdown.
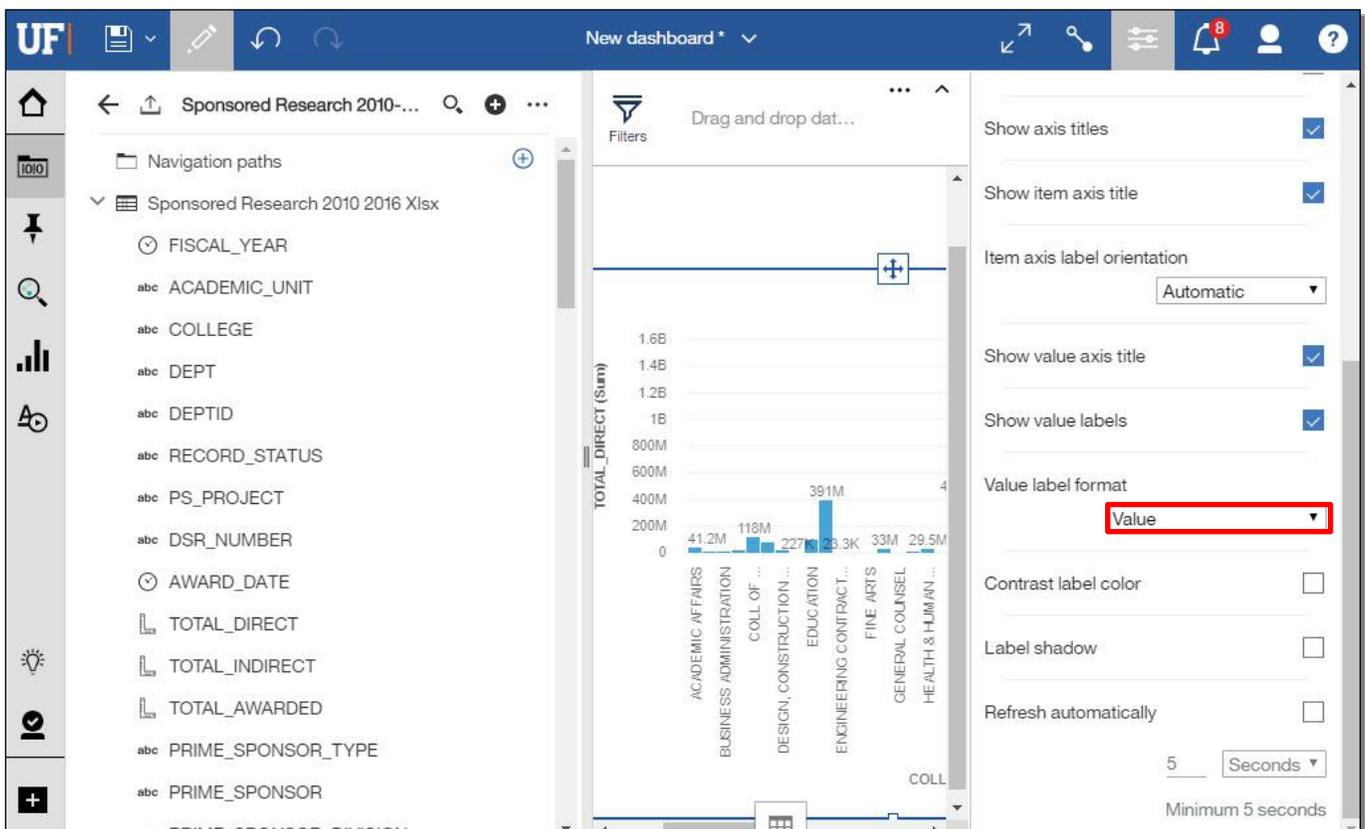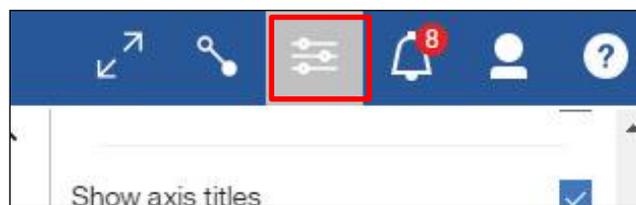
18. Click the **Percentage of color** dropdown option.

19. Note that the Bar Graph now shows the value of each item on the X-Axis as a percent of the total. To undo this, click on the **Value label format** dropdown again and select the **Value** dropdown option.

20. Click the **Properties** button.

21. Click the **Save** button.
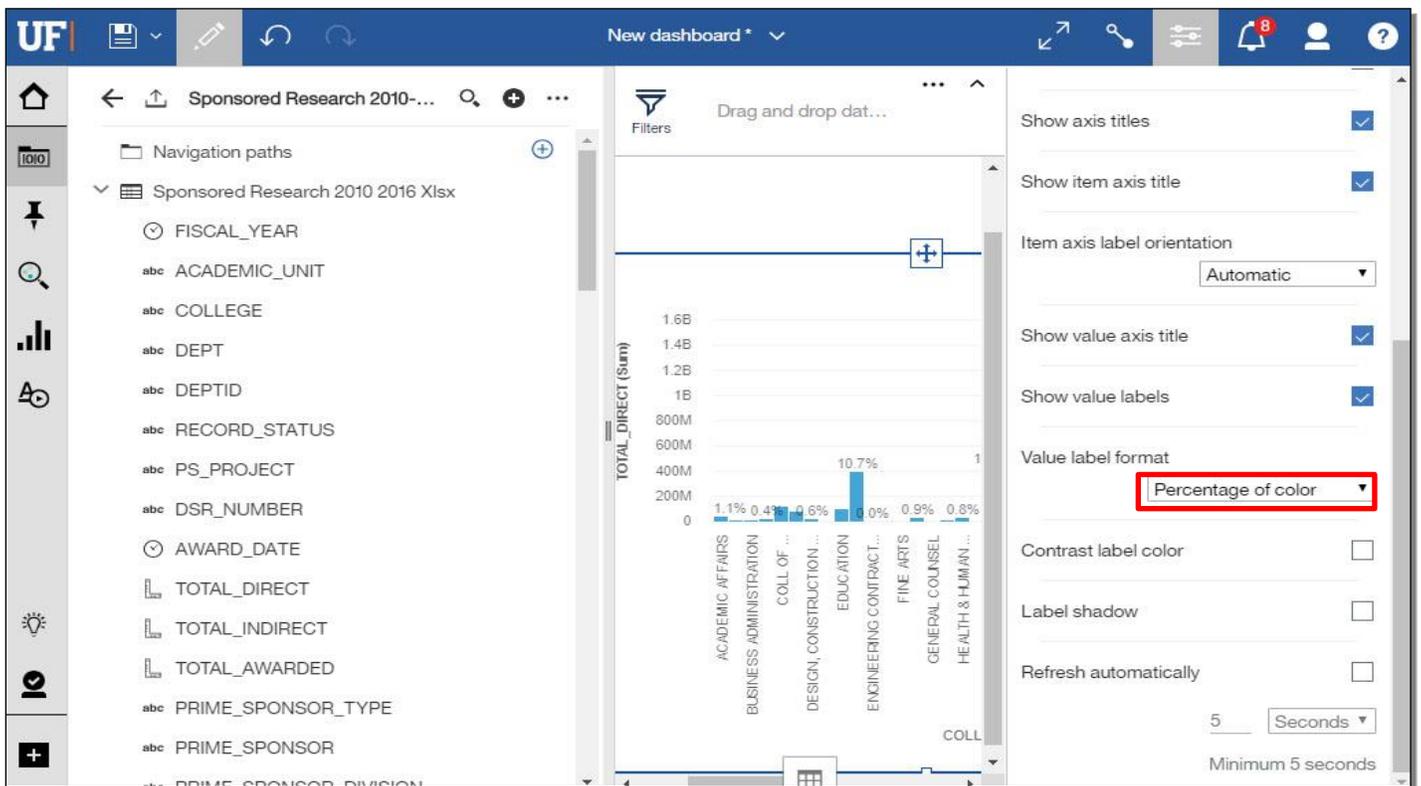
22. Click the **My content** button.

23. Click the **Save as** text entry bar. Rename the dashboard. In this example, the dashboard will be renamed to **New dashboard 1**.
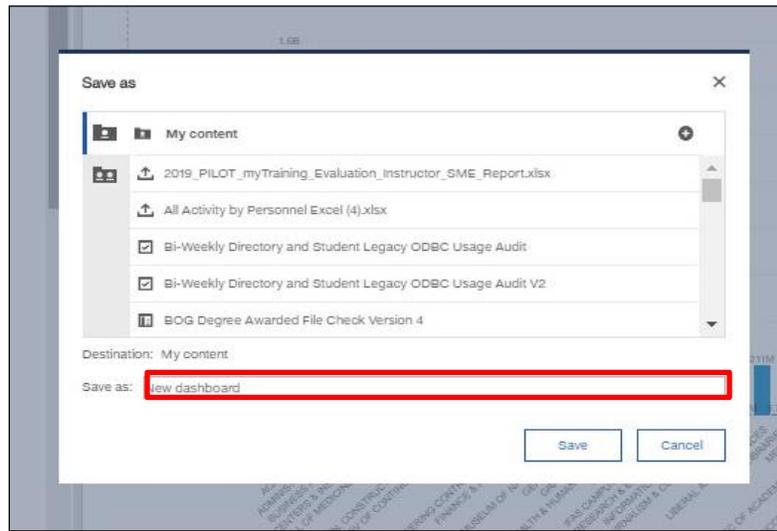
24. Click **Save**.

25. Your dashboard has been saved.