Organizing Your Department Dashboard Using Links
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Purpose

In order to retire our Student Records System, we needed to create custom reports and organize our department dashboard.
- Reduce number of pages on the dashboard
- Dashboard reports used by multiple offices
- Group reports by subject/Office

Steps

1. Create Dashboard Reports in Shared Folder (i.e., 0782 – Student Affairs - COM)
2. Create Dashboard Page for Report(s) (i.e., Medical Students Contact Info)
3. Add report(s) to Dashboard Page (i.e., Medical Students Contact Info)
5. Create Dashboard Group Pages (i.e., Student Information, Status Information, Course Information)
6. Add Dashboard Objects – “Section”, “Link or Image”, and “Text”
7. Add Dashboard Link in “Link or Image” object from the “Dashboards” folder within the Shared Folder (i.e., UA Departments or UA Colleges) for the Dashboard.
8. Set “Link” to open in a New Window
9. Enter Description in “Text” object
10. Repeat adding Sections, Links and Text for each Dashboard page you want on the Dashboard Group Page

Further Information

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