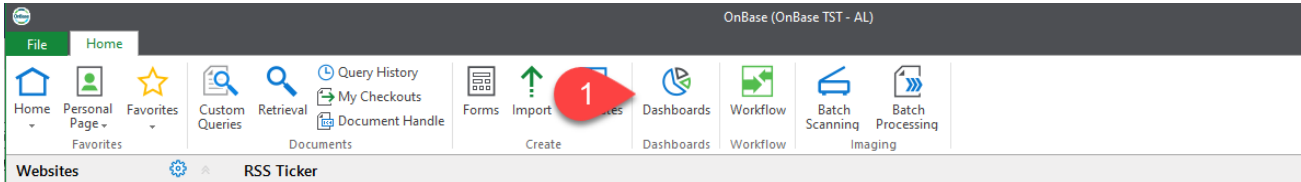


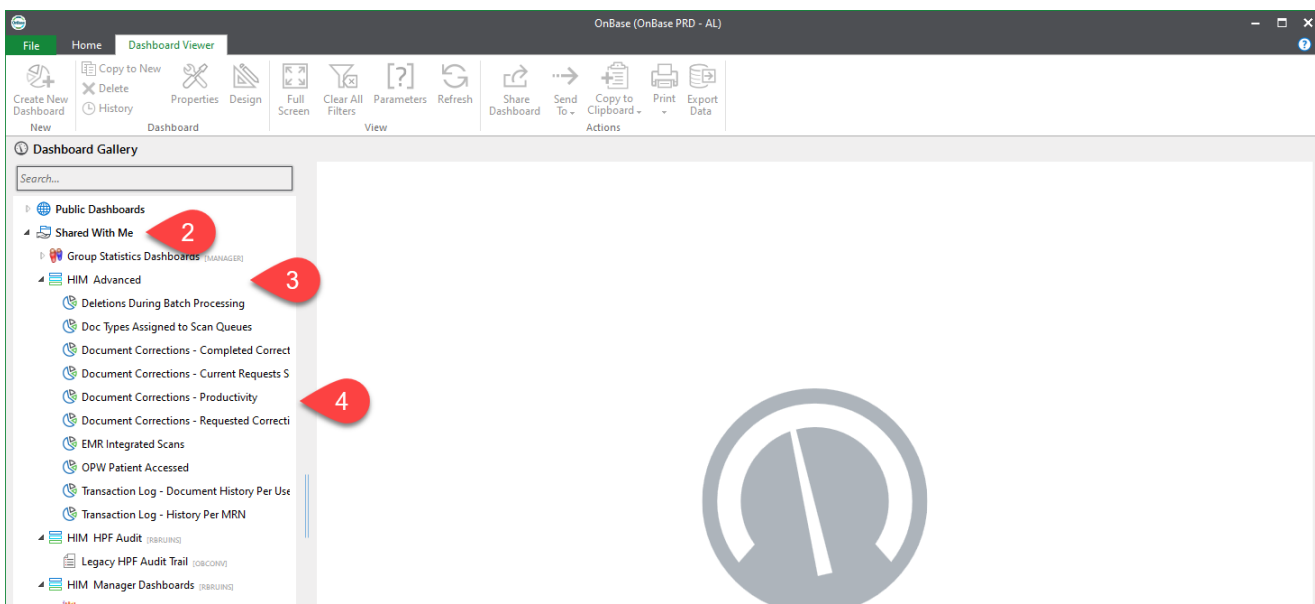
DASHBOARDS IN ONBASE

Open a Dashboard

1. Select **Dashboards** from the Home tab.



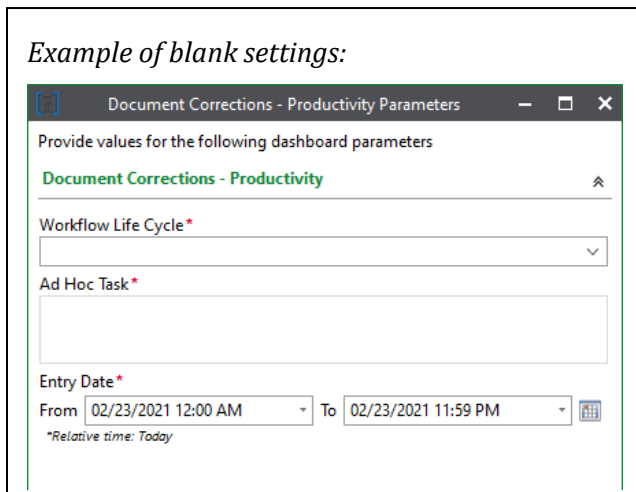
2. Expand the **Shared with Me** section.
3. Expand the category (ex. HIM Advanced, HIM Manager Dashboards).
4. Select the dashboard you'd like to view. Note: the available dashboards will vary by user.



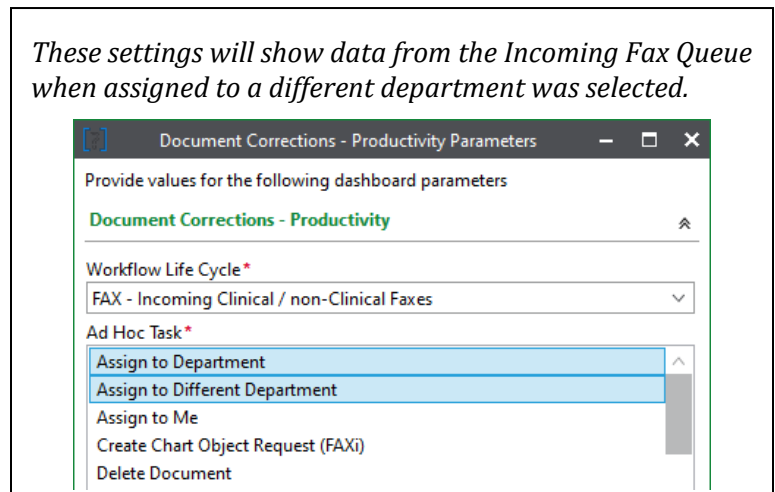
Dashboard Parameters

Some dashboards, such as the Document Corrections – Productivity, require you to enter parameters to determine what data is displayed in the dashboard. The available parameters will vary by dashboard.

Example of blank settings:



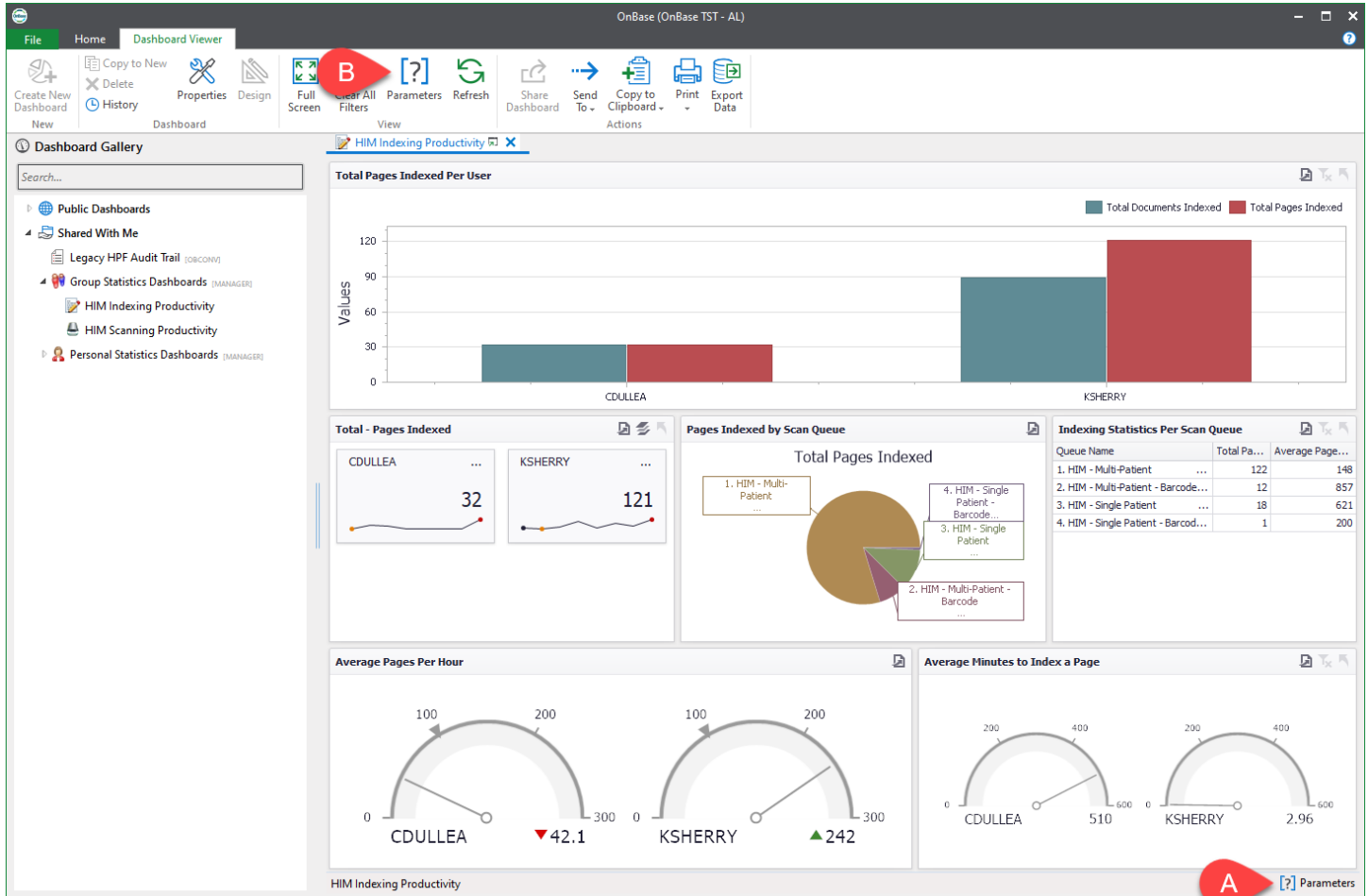
These settings will show data from the Incoming Fax Queue when assigned to a different department was selected.



Review Dashboard Data

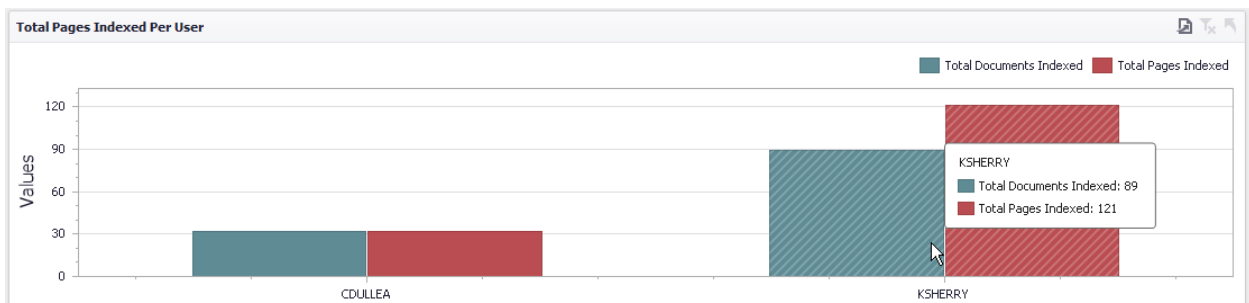
The dashboard will open and summarize the data. The sections will vary by dashboard. This section will cover common themes in the dashboards.

- To view the current Parameters, hover over **Parameters**. In the bottom right corner.
- Select **Parameters** from the toolbar to adjust the parameters.

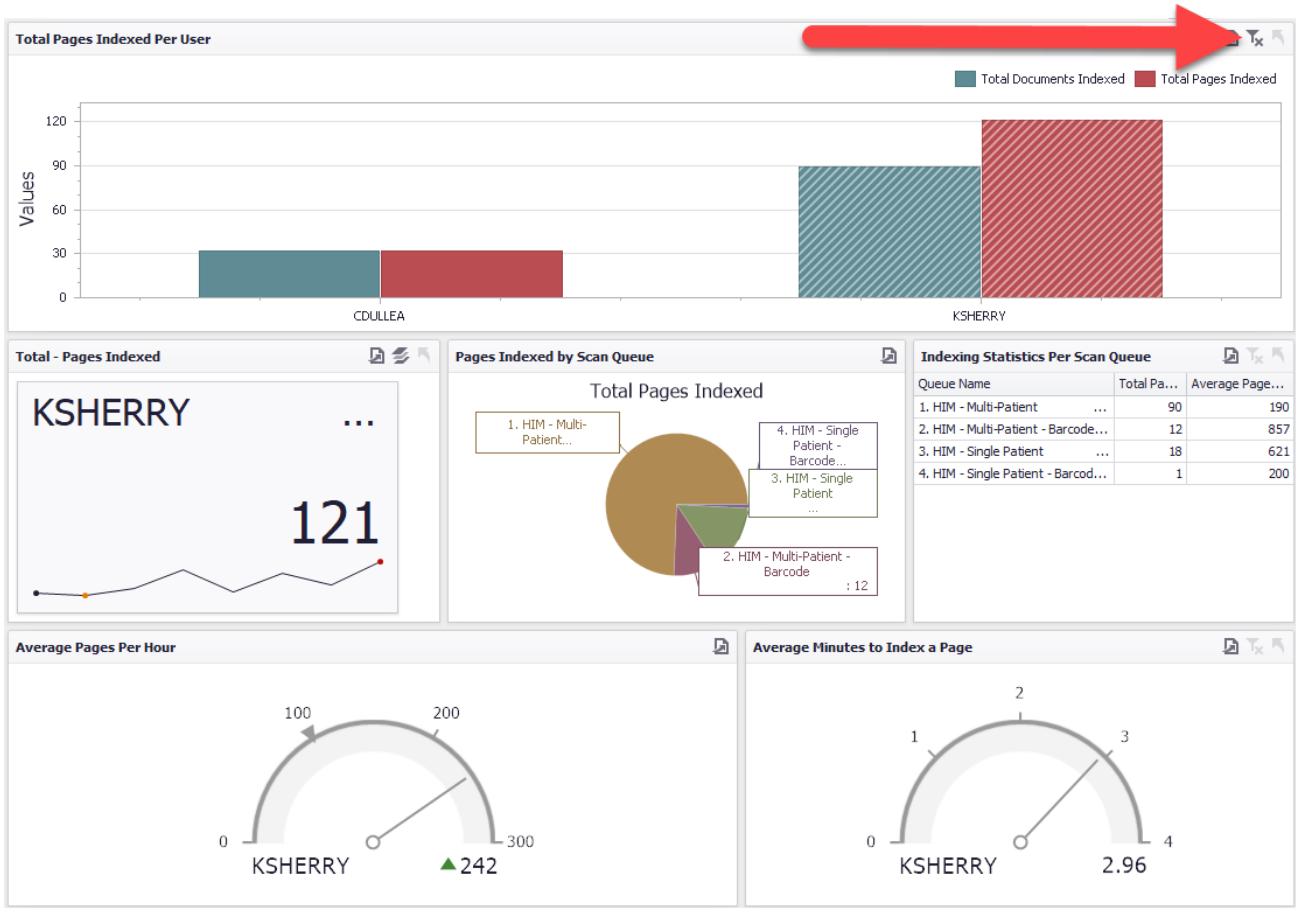


Bar Graphs

This example shows user specific data displayed in a bar graph. If there are multiple users, each user will be listed on the x-axis. Hover over the bars to see additional details and click to filter the rest of the dashboard to that user.



Use the clear filters button to clear the filters and return to the original data.

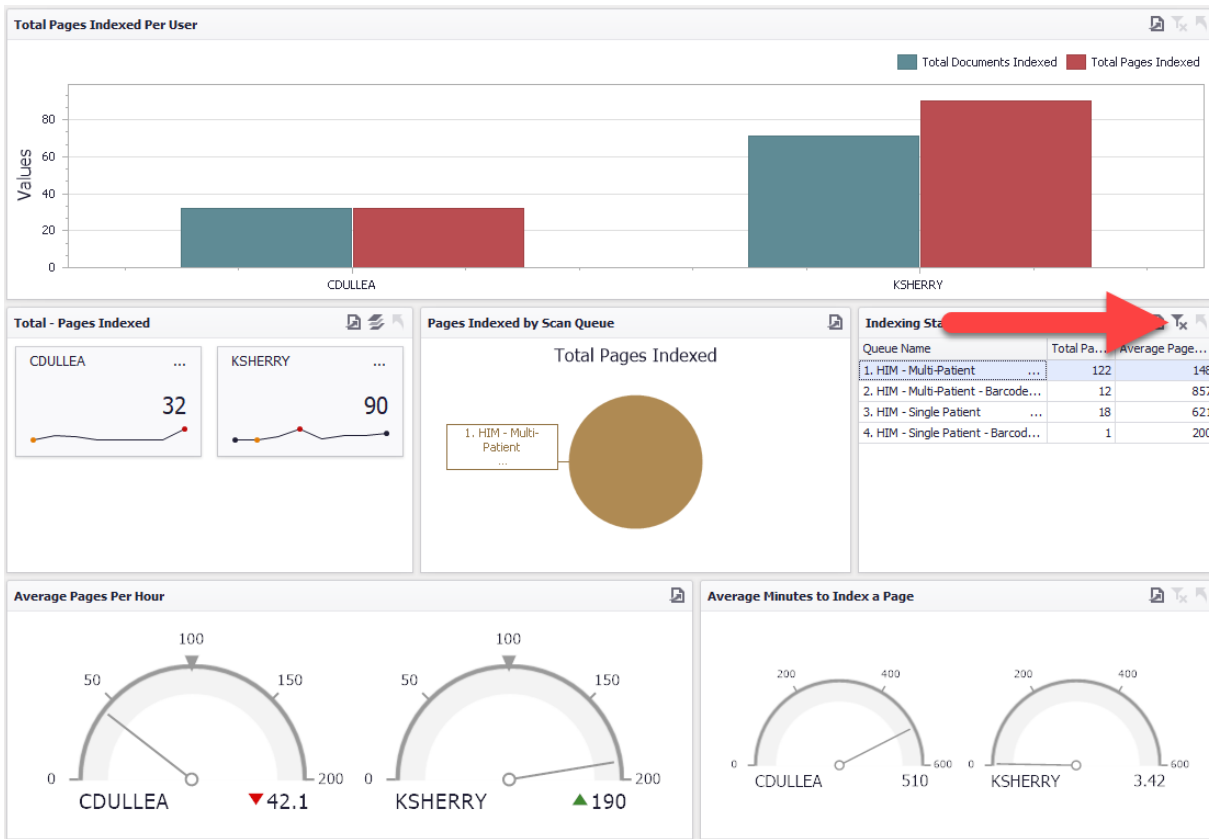


Tables

Data is commonly displayed in tables. This example shows statistics based on the scan queue. Just like the bar graphs, you can select a row in a table to filter the rest of the dashboard.

Indexing Statistics Per Scan Queue		
Queue Name	Total Pa...	Average Page...
1. HIM - Multi-Patient	122	148
2. HIM - Multi-Patient - Barcode...	12	857
3. HIM - Single Patient	18	621
4. HIM - Single Patient - Barcod...	1	200

Use the clear filters icon to return to the original dashboard.



Changing Values

Some sections will allow you to change the values that display. If you see the values icon in a section, select it to see the available options.

In this example, there is an option to toggle between Pages Indexed and Documents Indexed.

