USER GUIDE

UCF | Institutional Knowledge Management

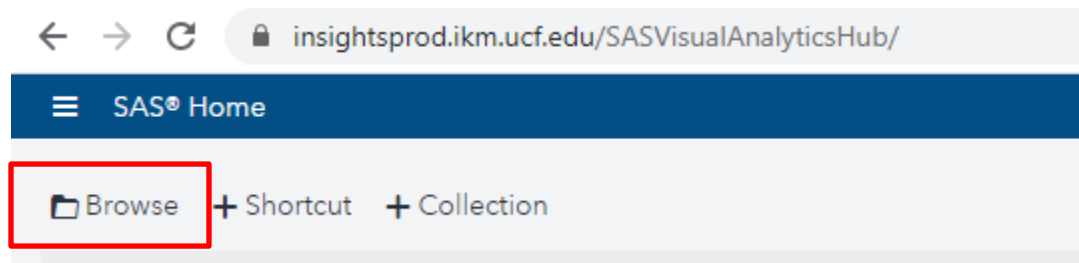SUBJECT: Insights Dashboards   DATE LAST MODIFIED: 2/27/20

Accessing the Insights Dashboards

Access the IKM insights dashboards at https://insights.ikm.ucf.edu/. You will be prompted to enter your UCF credentials. The dashboard home page will then be displayed.
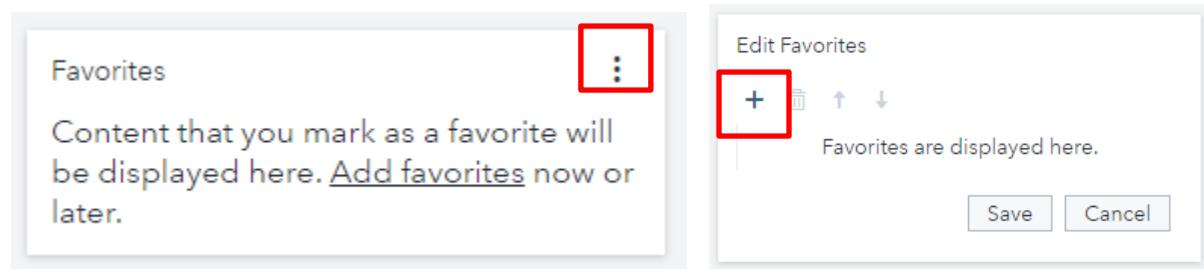
Accessing Dashboards

Use the **Browse** button in the upper left corner to find a specific dashboard. Navigate to **SAS Folders > VAPTree > UCFPublic > UCF > Reports** for a full list of currently available dashboards.
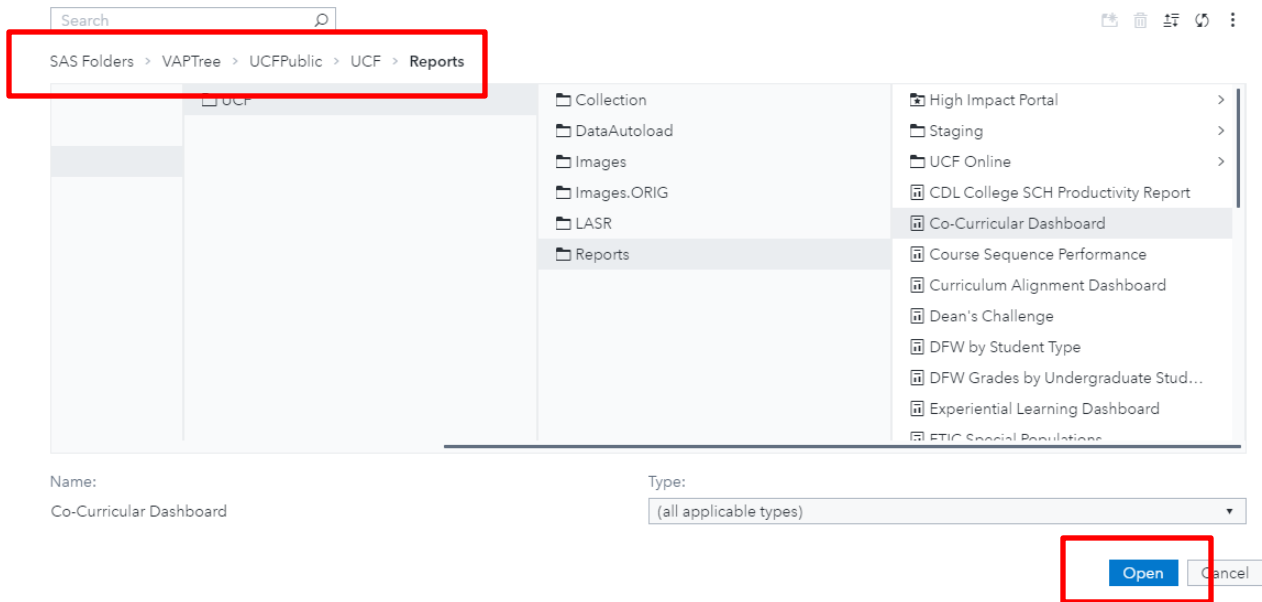

Saving Dashboards in Favorites

Dashboards can be saved under **Favorites** on the home page for easy access. After you view a dashboard, it will automatically show up in the **Recent** section of your SAS home page. You will have to manually add a dashboard if you want it to show up as a favorite.

If this is your first time adding a favorite, click on **Add favorites** in the **Favorites** box on the home page. If you want to add additional favorites to this box, click on the 3 dots in the upper right corner of the box, then click **Edit**, then the **+** icon to add.
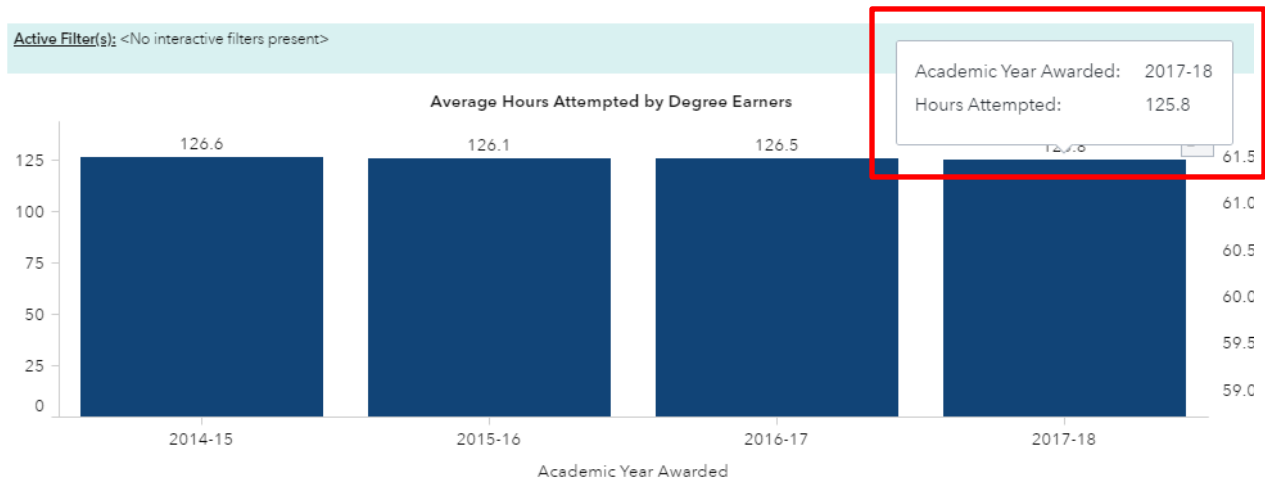

Navigate to **SAS Folders > VAPTree > UCFPublic > UCF > Reports**. Click on the name of the dashboard you want to save, click **Open** and then **Save**.

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Navigating the Dashboards

More Information

To get more information about data points in each chart, hover over the chart until a pop-up box appears.

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Full-Screen View

To view individual charts in full-screen click anywhere in the chart until icons appear at the top right. Click the double arrows to maximize the view.