

Dashboard Page

Create a new report template:

Click the 'Create Template' button at the top of the dashboard. A pop-up message will appear if the current template has not yet been saved. Click 'OK' to continue and 'Cancel' to go back.

Save the current report template:

Click the 'Save Template' button at the top of the dashboard. Enter the desired name into the text field that appears below it and click the 'Save' button. The save will not be successful if the name has already been used to save another template. Saving the same template multiple times will not create copies, only rename the original.

Toggle between saved templates:

Click the 'View Templates' button at the top of the dashboard. Click the name of the template that you would like to load and then click the 'Select' button below it. You can also delete templates this way by clicking the 'Delete' button that is next to 'Select'.

Print report:

Click the 'View Report' button at the top of the dashboard. On the report page, press Ctrl + P on the keyboard to pull up the print menu. Change the destination option to be 'Save as PDF' and then click 'Save' and choose the desired folder.

Update counts:

Click the 'Update Counts' button at the top of the dashboard. To re-upload the entire patron count sheet, use the left section. Select the facility to be updated and click the left 'Select' button. To upload one week worth of counts, use the right section. Enter a date within the week to be uploaded, select the facility, and click the right 'Select' button.

Create a chart:

Click the 'New+' button at the bottom of the dashboard. This will redirect to the *Chart Creation* page.

Edit a chart:

Click on a chart in the dashboard and then click the 'Edit' button at the bottom of the dashboard. This will redirect to the *Chart Creation* page.

Delete a chart:

Click on a chart in the dashboard and then click the 'Delete' button at the bottom of the dashboard.

Chart Creation Page

Exit the chart creation process without saving:

Click the 'Back' button at the top left corner of the page. This will redirect to the *Dashboard* page.

Add a dataset to the current chart:

Click the 'Choose Dataset' button at the top of the page. This will redirect to the *Dataset Selection* page.

Edit a dataset in the current chart:

Click the 'Edit' button next to a dataset. The button is only available if a dataset has been selected. This will redirect to the *Dataset Selection* page.

Delete a dataset from the current chart:

Click the 'Delete' button next to a dataset. The button is only available if a dataset has been selected.

Select the chart type:

Click one of the four chart type options.

Save chart:

Click the 'Save' button at the bottom of the page. This will redirect to the *Dashboard* page.

Dataset Selection Page

Exit the dataset selection process without saving:

Click the 'Back' button at the top left corner of the page. This will redirect to the *Chart Creation* page.

Define label:

Fill in the 'Label' field in the top row of the page. This will be the name given to the current dataset.

Define facility and area:

Click the facilities and areas to be used for this dataset. There is no limit to the amount that can be selected but there must be at least one facility and one area selected.

Define time period to be used:

Click on the 'Start Date' or 'End Date' field to pull up a calendar that is used to define the time period. The dates must be in the form 'YEAR-MONTH-DAY' and the end date must be the same as or occur after the start date.

Define the grouping of the dataset:

Select an option in the 'Increment Units' list. This designates how datasets will be grouped (ie. if 'Year' was selected, a dataset containing the full year of 2018 would display as one data point labelled '2018,' but if 'Month' was selected there would be twelve data points labelled 'January', 'February', etc).

Define the gender of the dataset:

Select an option in the 'Gender' list.

Define the color of the graph:

Select an option in the 'Color' list. This is the color that the dataset will appear as in the chart.

Define date and time:

Select the date/time variables by selecting options from the remaining lists. Multiple options can be selected on these lists. To select an additional option, hold the Ctrl key and click on another option. To select multiple consecutive options, click on one option, hold the Shift key, and click on another option.

Save dataset:

Click the 'Select' button at the bottom of the page. This will redirect to the *Chart Creation* page. All fields need to be filled out for the save to be successful.