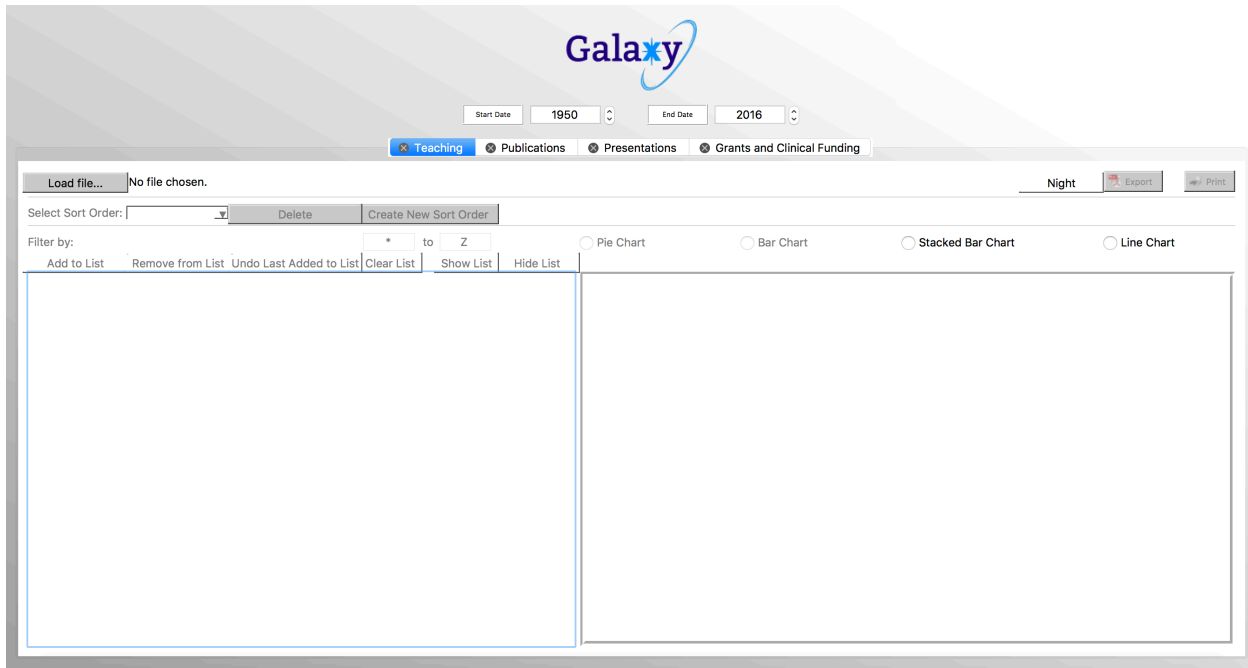


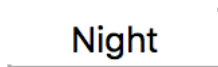
Team Libra User Guide

Welcome to the Peachy Galaxy User Guide. This guide will go over basic functionality of the program.

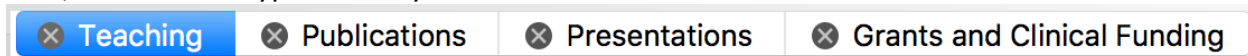
This is the Home Screen:



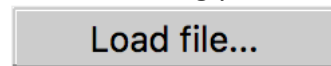
If you would like to change the style into night mode, click the Night button:



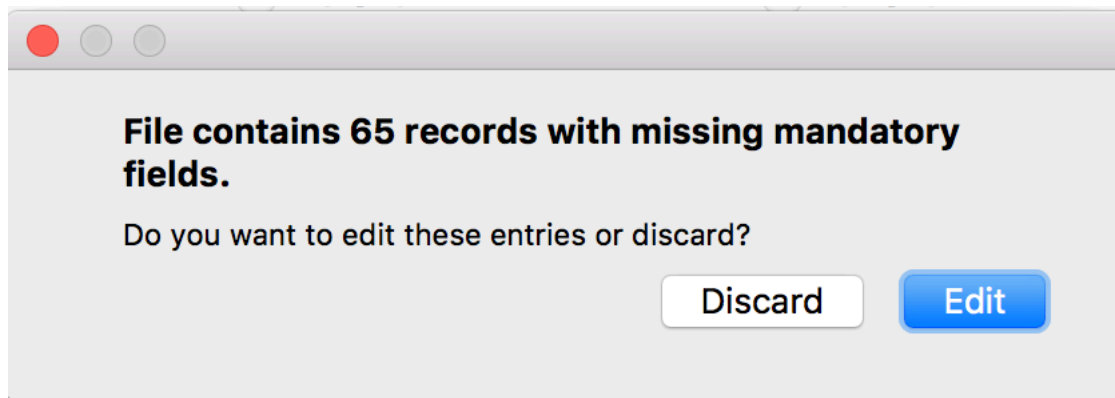
First, select which type of data you want to load in:



To start loading your data, click on the Load File button seen below (.csv files are accepted):



After you have selected your file, you will be prompted with a pop up warning you that you are missing mandatory fields. If you would like to fix this, click the edit button.



If you selected Edit, a window will pop up showing you the missing mandatory fields (red). Fill in these fields and click save to continue.

Your results will now be shown like this:

Member Name ▲	Totals	# of Hours	# of Students
▶ Baggins, Bilbo	14	180.5	165
▶ Dragon, Smaug	14	105.5	165
▶ Harper, Stephen	15	182.5	165
▶ Larson, Gary	15	182.5	165
▶ Malcomson, Paul	14	105.5	165
▶ Parker, Peter	15	182.5	165
▶ Schwarzenegge...	15	182.5	165
▶ Smith, Drew	15	182.5	165
▶ Snuffleupagus, ...	14	172	165
▶ Strangelove, Dr.	13	164.5	121
Total	144	1640.5	1606

If you would like to define the start and end date, put in the dates here:

Start Date	1950	▲▼	End Date	2016	▲▼
------------	------	----	----------	------	----

Sort Orders:

Select Sort Order:	Default ▼	Delete	Create New Sort Order
--------------------	-----------	--------	-----------------------

You may select a Sort Order if have any, delete the selected one, or create a new one

These buttons are used to modify the user list

[Add to List](#)[Remove from List](#)[Clear List](#)[Show List](#)[Hide List](#)

If you would like to filter the member names, you can insert the range of letters here:

Filter by:

Member Name

*

to

Z

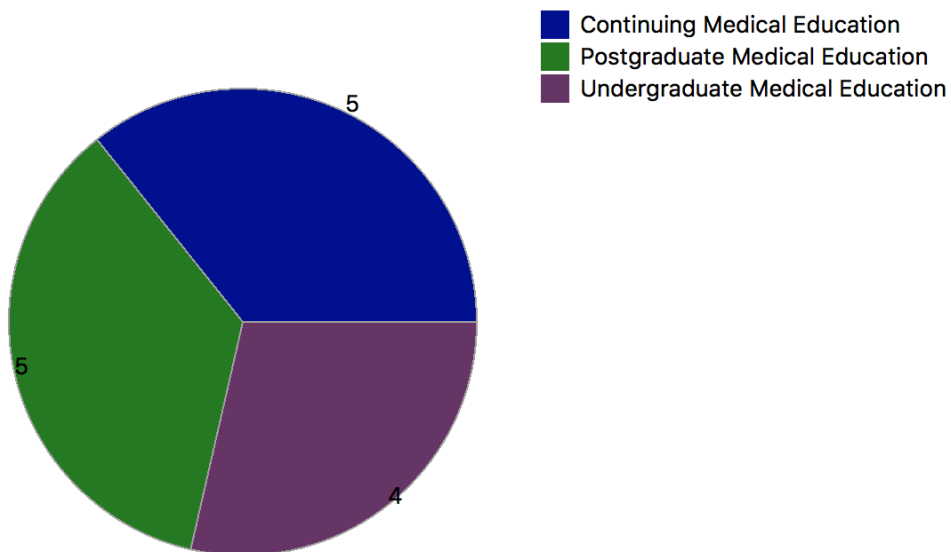
If you select the drop down list on a user, you can view more information:

▼ Baggins, Bilbo	14	180.5	165
Continuing ...	5	10	7
Postgraduat...	5	45.5	70
Undergradu...	4	125	88

By selecting a user, you are given a visual representation by either a Pie Chart, Bar Chart, Stacked Bar Chart, or Line Graph:

☒ Pie Chart☐ Bar Chart☐ Stacked Bar Chart☐ Line Chart

Total Teaching by Baggins, Bilbo



If you would like to save your changes, click on the X on the current tab:

The screenshot shows the Galaxy web interface. At the top, there's a 'Galaxy' logo and a 'Start Date' (1950) and 'End Date' (2016) filter. Below this, there are tabs for 'Teaching', 'Publications', 'Presentations', and 'Grants and Clinical Funding'. The 'Teaching' tab is active. A file path is shown: 'C:/Users/Vivian A. Lam/Desktop/NEW Program_Teaching_expanded.csv'. Below the file path, there are buttons for 'Load file...', 'Delete', and 'Create New Sort Order'. A 'Filter by:' section shows 'Member Name' selected. A table of data is displayed with columns: Member Name, Totals, # of Hours, and # of Students. A dialog box is open in the center, asking 'Would you like to save your session?' with 'Yes' and 'No' buttons. To the right of the dialog, there are radio buttons for 'Bar Chart', 'Stacked Bar Chart', and 'Line Chart'. Below these, a chart titled 'Total Teaching by Aguanno, Alaina' is shown, displaying a stacked bar chart with blue and green segments. The x-axis is labeled 'Aguanno, Alaina'.

Member Name	Totals	# of Hours	# of Students
▶ Aabel, Angra (Test Re...	4	4	35
▶ Adams, Paul	31	653	0
▶ Aguanno, Alaina	13	55.1	177
▶ Al-Judaibi, Bandar	7	15	9
▶ Althenayan, Eyad	22	108.1	589
▶ Anderson, Scott	15	286	0
▶ Arbeau, Ryan	11	103	110
▶ Arntfield, Robert	56	106	0
▶ Bagur, Rodrigo	19	514	2
▶ Baig, Mirza	3	8	0
▶ Bail, Ian	18	29.5	1469
▶ Barnett, William	44	2786	0
▶ Barra, Lillian	23	138	426
▶ Basharat, Pari	10	52.5	10
▶ Beston, Melanie	112	4021	0
▶ Bergin, Lynn	18	0	0
▶ Bhimani, Munsif	38	691	86

When you are done viewing the information, you can choose to either Export to PDF or Print the file:

