

MoU Dashboard – Getting Started

This is a website to allow PIs to easily report to the ICC their Statements of Work in accordance with MoUs.

Supported MoUs

- IceCube M&O – <https://mou.icecube.aq/mo>
- IceCube Upgrade – <https://mou.icecube.aq/upgrade>

These steps are the same whether you look at M&O or Upgrade.

Logging-In

1. In the upper right-hand corner, click **Log-In**.
2. Enter your IceCube username and password
 - These are what you use for logging into other IceCube sites
 - The username is the first part of your IceCube email, **NOT** including “@icecube.wisc.edu”
3. Select your institution from the drop-down menu
 - *If you accidentally select the wrong institution, log out and log back in.*

Viewing Data

- At the top, is your **institution's name** and **headcounts**.
 - If this is your first time looking at the MoU dashboard, then these headcounts may be blank. *Please, enter these numbers. 0 is an accepted value.*
- In the middle, taking up most of the page, is the **SOW table**.
 - The table is wide, zooming out may be helpful to see all of it.
 - You can filter by labor category by using the **Filter by Labor Category drop-down**, above the table.
 - If your institution is particularly large, then the table may be broken up into multiple pages. You can see more pages by clicking the ‘>’ / ‘<’ **buttons**. To see everything at once, click the **Show All Rows button** below the table.
 - To view calculated totals, click the **Show Totals button** below the table.
- Below the table, is your **institution's computing contributions (CPUs and GPUs)**.
- At the bottom of the page, is your **institution's notes and descriptions**.
 - This is a free place to put any text you want

Entering Data

- **Data is saved automatically, there is no save button (like Google Docs).**
- To **enter your institution's headcounts** and/or **computing contributions**: click, then type a number. You can also use the ticker buttons in each box. When you are done, click **Submit Headcounts/Counts**.

- To **edit a value in the table**:
 - Most cells are drop-downs, simply click and select your intended value
 - For non-drop-down cells, double-click to select the value
- To **add a new data/row**:
 - Click the **+ Add New Data button**
 - Next, *enter a description of the task*. Click **+ Add**.
 - Now, a new row has been added to the top of the table.
 - Next, **fill out the rest of the row**: L2, L3, Labor Category, Name, Source of Funds (US Only), FTE

Other/Advanced Actions

- To view a **previously submitted SOW/MoU** (a “**Snapshot**”), click the **calendar icon** in the upper left-hand corner.
 - This will display a drop-down menu to select a version from. NOTE: only SOWs/MoUs entered via the MoU Dashboard are visible here
 - *NOTE: you can't edit/enter data in a snapshot*
 - When you're viewing a snapshot, you can return to today's SOW by clicking **View Today's SOW**
- The **Toggle Columns** and **Show Hidden Columns buttons**, both can show you data that you generally won't need to care about and can't edit directly. Some of these columns be displayed automatically when you click **Show Totals**.
- There are timestamps below each section, which are updated when you enter in new data
- The timestamp in the upper right-hand corner reflects the most recent update in your table. *This changes when you refresh the page.*
- You can **export the table to an excel (.xlsx) file** by clicking **Export**. This will export export what you currently see, i.e. this reflects if you're filtering by a **labor category** or are **viewing totals**

Labor Category Drop-Down Dictionary

- **Science:**
 - *KE – Key Personnel (Faculty members)*
 - *SC – Scientist*
 - *PO – Postdoctoral Associates*
 - *GR – Graduate Students (PhD Students)*
- **Technical:**
 - *AD – Administration*
 - *CS – Computer Science*
 - *DS - Data Science*
 - *EN – Engineering*
 - *IT – Information Technology*
 - *MA – Manager*
 - *WO – Winterover*