December 18, 2020

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. These numbers are saved automatically, like Google Docs.*
- 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.
- At the bottom of the page, is your ***institution's notes and descriptions***.
  - This is a free place to put any text you want. *NOTE: any text here is saved automatically, like Google Docs.*

Entering Data

- **Data is saved automatically, there is no save button, like Google Docs.**
- To ***enter institution headcounts***, click then type a number, you can also use the ticker buttons in each box.
- 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*** aka 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 un-hidden 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**