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.*

Please note:

When you have completed your review and any updates you must click the **Confirm** buttons — for headcounts, for the statements of work table, and if applicable, computing contributions.

If there are no updates you must click on the **Confirm** buttons to show your institution has been reviewed.

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.*
  - If you belong to multiple institutions, clicking the institution name will display a list of institutions to select.
- In the middle, taking up most of the page, is the ***statements of work table***.
  - The table is wide, zooming out may be helpful to see all of it.
  - You can filter the table using any column by entering text in the blue area directly below each column heading.
  - If your institution has many statements of work, then the table may be broken up into multiple pages. You can see more pages by clicking the ***'>' / '<' buttons*** below the table. To see everything at once, click the ***Show Pages button*** above the table.
  - To view calculated totals, click the ***Totals button*** below the table.
- At the bottom of the page is your ***institution's notes and descriptions***.
  - This is a place to put any text you want.

Entering Data

- 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 row (statement of work):***
    - Click the ***+ Add New Statement of Work***
    - Now, a new row has been added to the top of the table.
    - Next, ***fill out the rest of the row***

Other/Advanced Actions

- To view a ***previously submitted statements of work*** aka a ***Snapshot***, click ***View a Snapshot*** in the upper left-hand corner.
    - This will display a drop-down menu to select a version from. NOTE: only *statements of work* 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 statements of work by clicking ***View Today's SOW***
- The ***Extra Info*** button shows data that you generally won't need to care about and can't edit directly. Some of these columns are displayed automatically when you click ***Totals***.
- You can ***export the table to an Microsoft Excel (.xlsx) file*** by clicking ***Export***. This will export what you currently see, i.e. this reflects if you're filtering by any criteria

Labor Category Drop-Down Dictionary – these categories are listed at the top of the web page.

- *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*