# 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.*

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| **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*