**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*