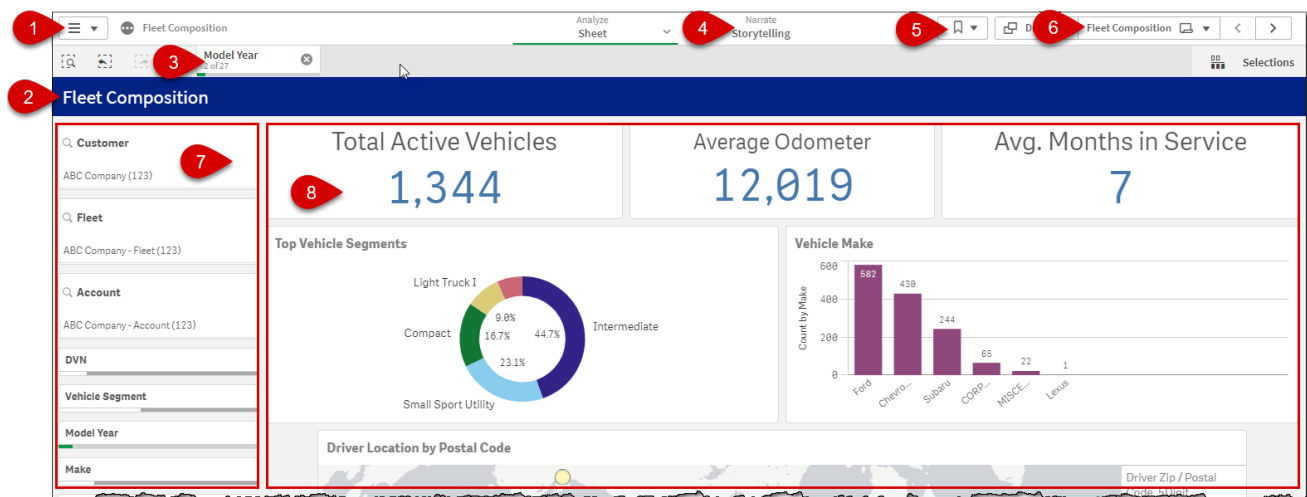# VISUALIZATION SUITE REFERENCE AID

OVERVIEW

Keep this reference aid on-hand to quickly review how to work with the Visualization Dashboards. The Visualization Dashboards can be accessed by logging into FleetWeb and navigating to **Intelligence > Visualization**.

1. **Menu** – Click to reveal additional options, including:
    a. Export sheet to PDF – Select this to export the current visible sheet to a PDF.
    b. Help – Select this to access the platform help.
2. **Dashboard Name** – The Dashboard name displays in the blue bar.
3. **Filter Selection Bar** – Any filters that have been selected will display in this gray bar. To remove a filter, simply click the "x". The icons to the left let you undo, redo, or clear all selections.
4. **Story Menu** – Click here to access existing stories or create a new one.
5. **Bookmark Menu** – Click here to access saved bookmarks. If there is a specific view that you usually navigate to, you can bookmark this view and come back to it at any time.
6. **Data Sheets Menu** – The name of the currently selected sheet displays here. Click here to navigate to other sheets within a dashboard, or use the forward and back arrows to the right to navigate from sheet-to-sheet.
7. **Filters** – Use the selection drop-downs on the left-hand side to drill into the data. The fields available for selection are fairly consistent across all dashboards, with the exception of fields that are specific to one area.
8. **Data** – All data for the dashboard sheet displays here in objects. This information updates as you add or remove filters.
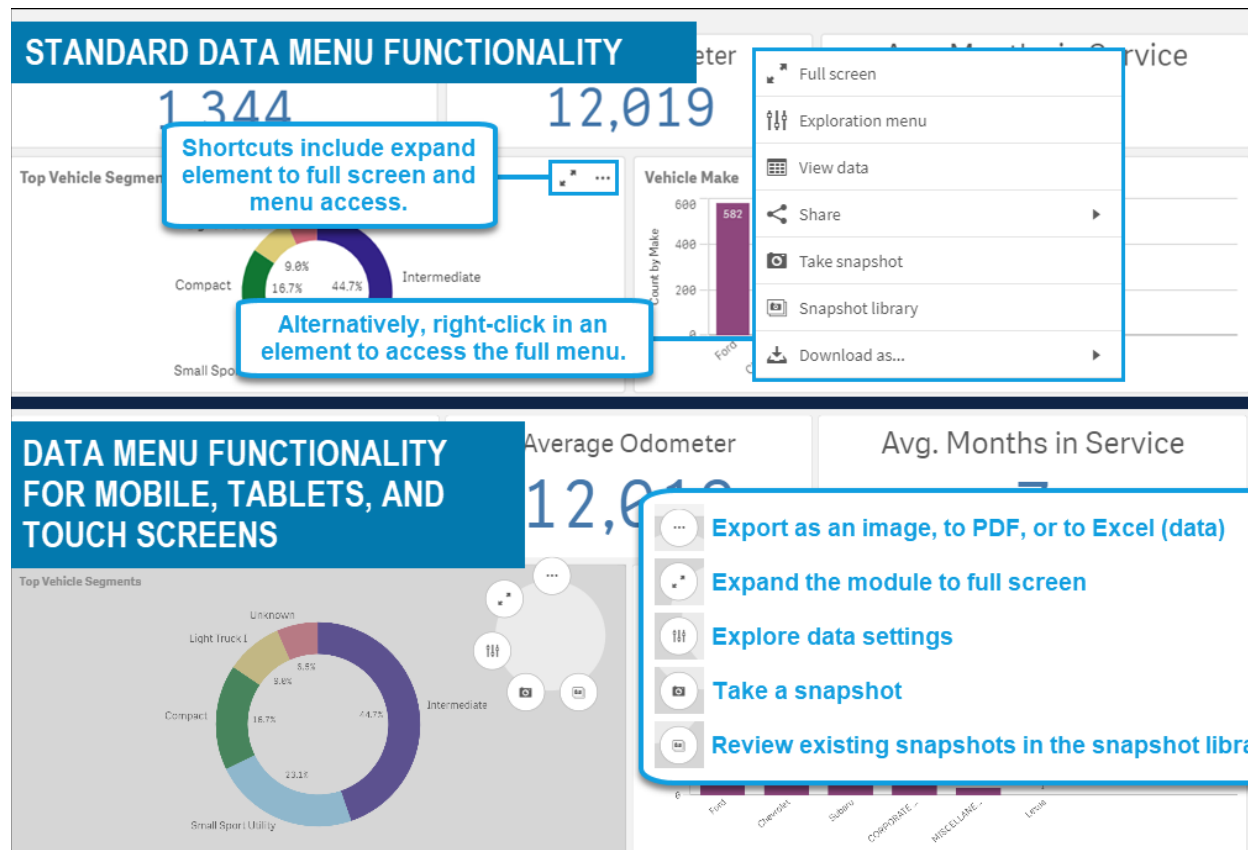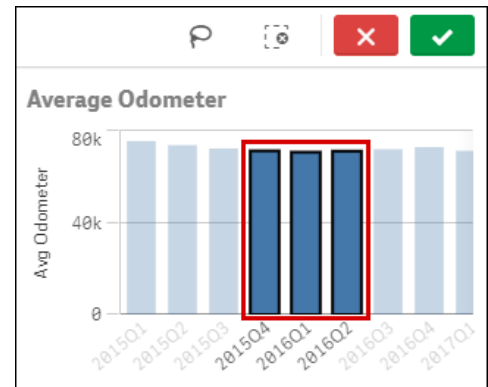
WORKING WITH DATA

Click into visualized data (i.e. select parts of the charts/graphs) to select information for filtering.

Each data object also contains a menu. Standard data menu functionality includes shortcuts in the top-right corner of the object. Right-click to access additional menu options.

If the short cut menu is not visible in the corner of the object, right-click to access (or press + hold for a touch screen). This menu allows you to export the object information, expand the object to fill the screen, adjust data settings, and take/review snapshots.

CANADIAN FLEETS

There is a Canadian version of each Visualization Dashboard. If you have both U.S. and Canadian based fleets, you must switch to your Canadian fleet account within FleetWeb to access the Canadian version of the Dashboards.

1. Type "cs ****" in the search field and select your account ("****" represents your account number).
2. Navigate to **Intelligence > Visualization**. All Visualization Dashboards will display here and will now reflect information for your Canadian Fleet.