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Accessing and Using Data Dashboards

Contents

Access and Access Permissions

Links to dashboards are available at
https://confluence.cornell.edu/display/folioreporting/FOLIO+Reporting.

Scrolling down on this page, you will see links for 'All Staff Dashboards' and for 'Selector Dashboards'.
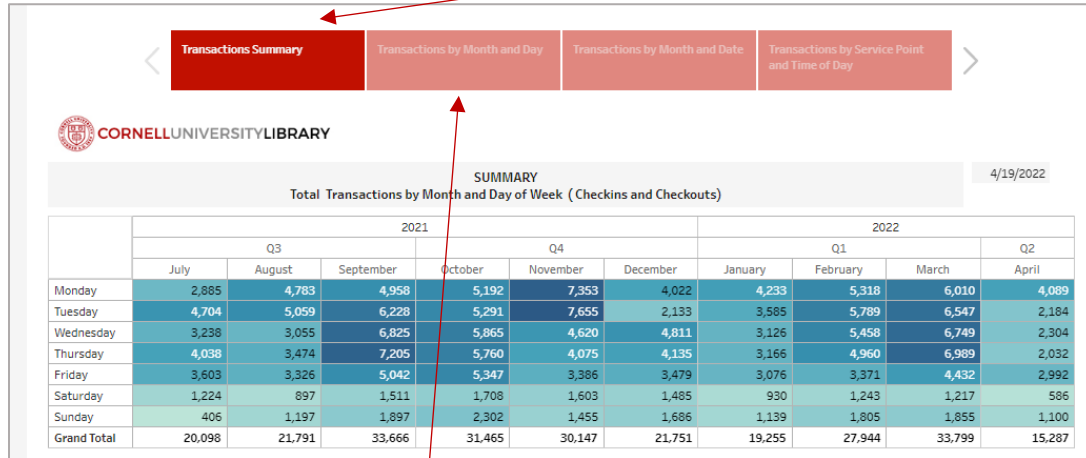
All Staff Dashboards: All Cornell Library staff who have approval to access to the Library Data Platform (LDP) reporting database have access to view these data dashboards. To inquire about access to these dashboards, please submit a request through the Requesting Reporting Help form and specify that you would like access to All Staff dashboards.

Selector Dashboards: These dashboards are restricted to selectors and other authorized staff members. To inquire about access to these dashboards, please submit a request through the Requesting Reporting Help form and specify that you would like access to selector dashboards.

Navigating a Dashboard

Moving from one view to the next

The red boxes on the top of the dashboard are for moving from one entire view to the next view. In the screen shot of an All Staff dashboard below, the first red box shows a view of transactions summary.

To see the next view, click on the box following it.

Using Filters

Filters enable you to choose a subset of the data that you want to see, such as counts by a specific unit library, or by material type, or by date. Dashboard filters are placed right below the dashboard's title, or in the left corner of the dashboard, and below the red navigation boxes. There are different types of filters on dashboards.

- **Drop-down filters**: A drop-down filter contains multiple values, and you can choose one or more values. In the screen shot below, clicking on the small black arrow on the filter displays the options. To select specific ones, uncheck the others, or uncheck the 'All' value and then check the ones you want to see.
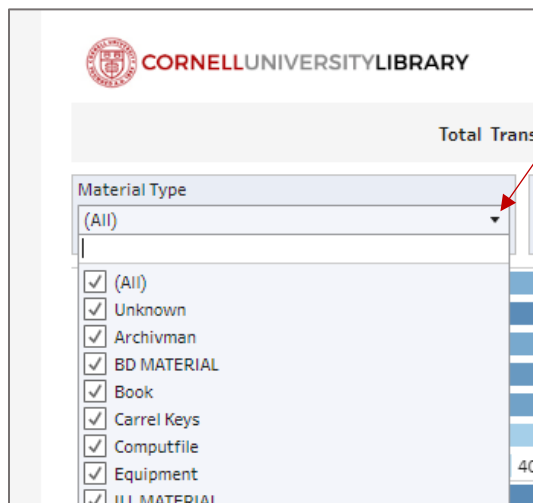
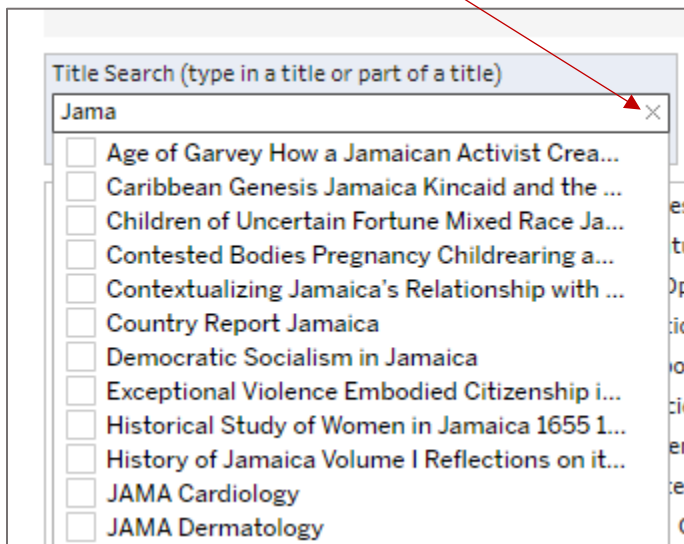- **Search filters**: A search filter lets you type in a word or part of a word and is placed in a dashboard when there are many possible values, for example, in the title field.

Title Search (type in a title or part of a title)
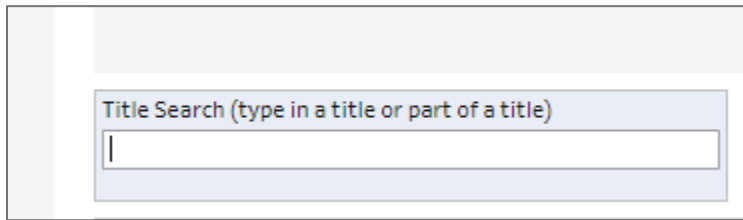
In a search filter, as you type in a word, you will see a small round magnifying glass icon, which is the search button.

Title Search (type in a title or part of a title)

Jama   + 🔍
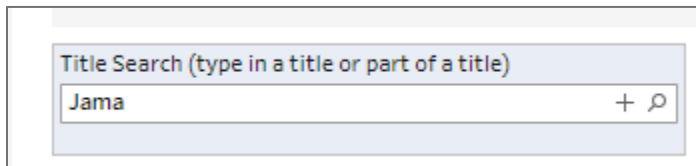
When you click on the search button, you will get a list of all titles that contain the word for which you searched. You can click on the X button to reset this filter.

Title Search (type in a title or part of a title)

Jama   ✕
- [ ] Age of Garvey How a Jamaican Activist Crea...
- [ ] Caribbean Genesis Jamaica Kincaid and the ...
- [ ] Children of Uncertain Fortune Mixed Race Ja...
- [ ] Contested Bodies Pregnancy Childrearing a...
- [ ] Contextualizing Jamaica's Relationship with ...
- [ ] Country Report Jamaica
- [ ] Democratic Socialism in Jamaica
- [ ] Exceptional Violence Embodied Citizenship i...
- [ ] Historical Study of Women in Jamaica 1655 1...
- [ ] History of Jamaica Volume I Reflections on it...
- [ ] JAMA Cardiology
- [ ] JAMA Dermatology

- **The single-item only parameter filter:** This type of filter is not used as often as the other two, and with this filter you must choose any one of the available values, because choosing multiple values will provide incorrect data. This filter always shows the value at which it is set.

Select a Metric Type

Total Item Investigations   ▼

The drop-down menu looks like this:
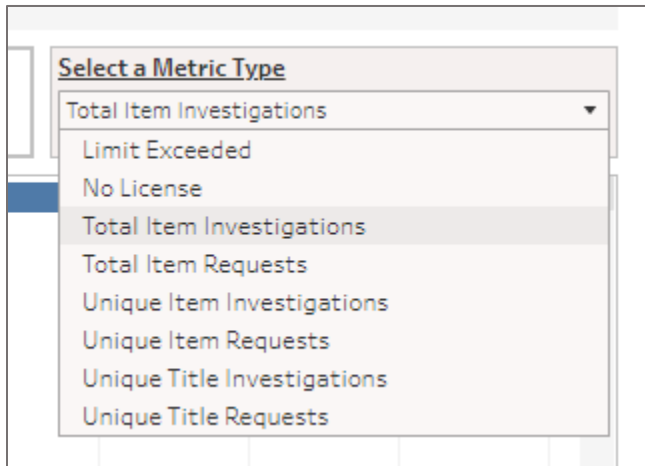
- **The Reset Filters button:** Clicking on this will reset all your filters back to the original view and will undo all your filter choices. Sometimes it takes a few seconds to reset.
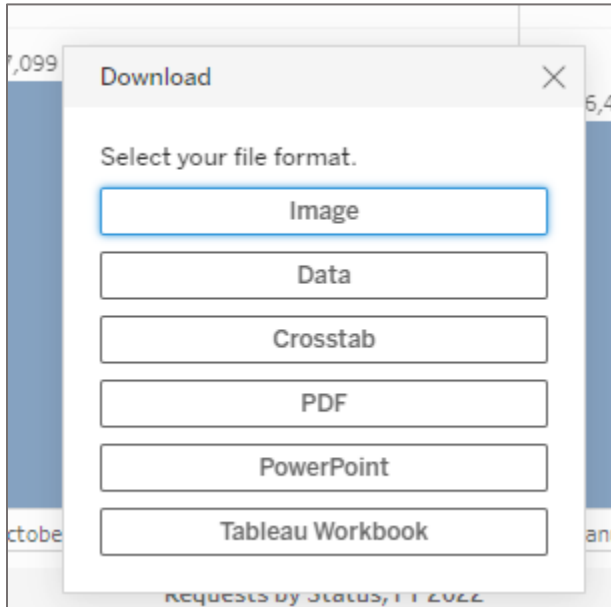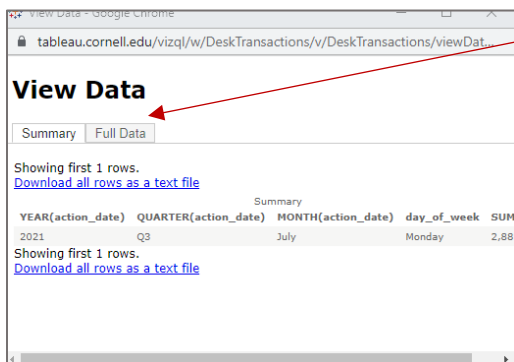
Downloading Views or Full Data Downloads

Data can be downloaded in different formats. To download data or a pdf view, click on the download icon on the top right.
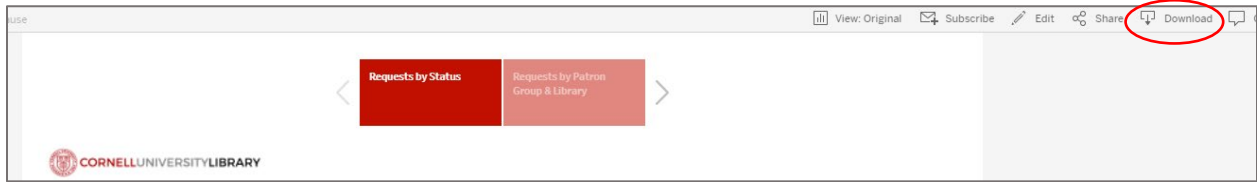
You will see this box, and you can choose how you want to download the view.

You will see the download option, and you can select Summary, or Full Data.

NOTE: In case the Data option is greyed out, close the box and click on any part of graph itself and then re-click on the download box. Also, if the visual contains data at a detailed level where no further breakdown is possible, the Data option is not available, and you can select the Crosstab option which will give you the data.