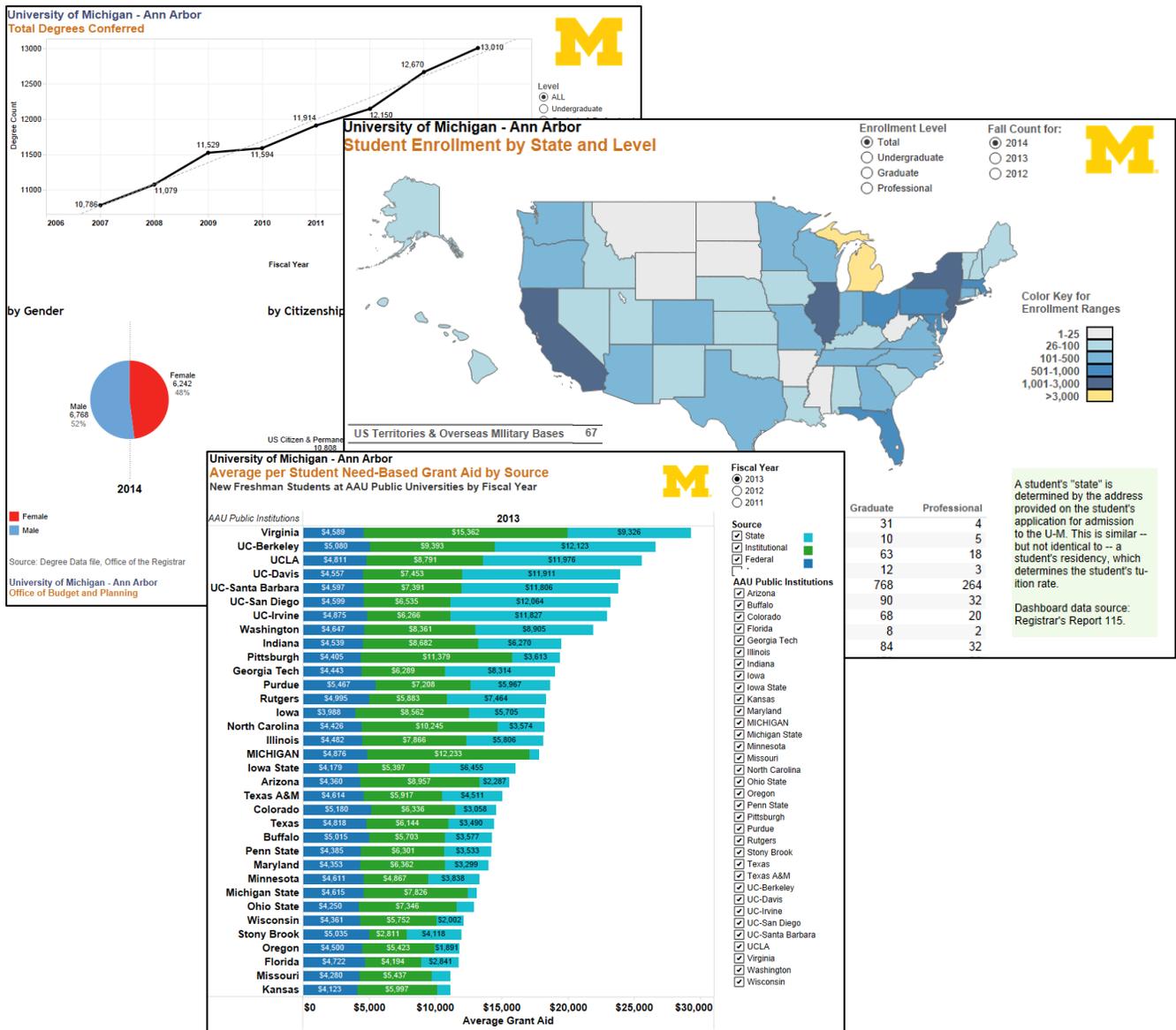# Using Dashboards

The Office of Budget and Planning (OBP) has for many years provided detailed facts and figures about the faculty, staff, students, budget, finance, and other important activities of the University of Michigan-Ann Arbor campus. Many reports are posted on the OBP website.

OBP has begun to make more information available in a "dashboard" format. A dashboard is a way to view data in a dynamic fashion. The user can select time periods, student or faculty characteristics, financial items, and many others in fashioning a data representation that meets a specific interest or need, no longer constrained by the parameters OBP might choose for static graphs and tables.

The OBP dashboards are another step toward offering greater transparency into the workings of the University of Michigan, taking data presentation beyond what the Michigan Almanac offers. The dashboards are posted online: obp.umich.edu/root/facts-figures/public-dashboards/.

If you have other data interests that OBP might provide, or need assistance manipulating the dashboards, send email to obpcontact@umich.edu.

Using the OBP dashboards.

Selecting Data to Display. Every dashboard has one or more menus that give users the ability to customize the data being viewed. Some are dropdown menus that let you choose one or more data elements from a list. Others are checkboxes or buttons to click. A few dashboards have "sliders" that let you step through a series of years by clicking the slider or pressing the right/left arrow keys on your keyboard.
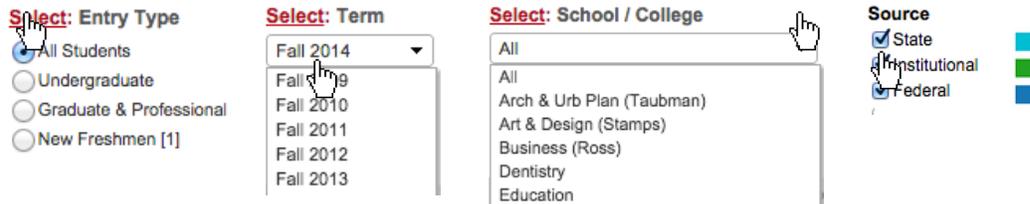

Viewing Additional Details in a Chart or Table. In many cases, pointing your mouse (without clicking it) at data in table, the section of a pie chart, a line segment or point, or other part of a chart or table may cause a small box to appear with additional data or details about the item you have pointed at.
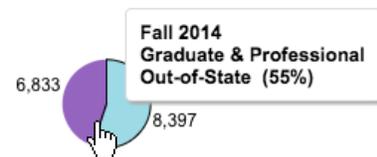
Re-Ordering the Data. Most charts and tables can be put into several order arrangements, such as ascending and descending by year or alphabet or value magnitudes, for instance. To change the order, hover over the label along a chart axis or table item; if this icon appears: ▮▮ then by clicking it, you will change the order of the data in the display. The first click will display data in descending order; the second click to ascending order, and the third click takes the data back to the original order.

Selecting Dashboards from a Set. Some dashboards have more than one data view, indicated by tabs along the top of the dashboard. Click a gray tab to display a different view. Furthermore, dashboards with tabs may let you make a menu selection in one view and have that selection carry over to other views.
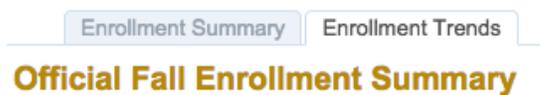
Downloading a Chart View or Data Table, or Refreshing A View. At the bottom of each dashboard view are four icons:

↱   Export: permits downloading of the view as an image of PDF, or the data for the image.

↺   Revert All: undoes any selections that altered the view and returns it to the original.

⏻   Pause Automatic Updates: not applicable for OBP dashboards.

⟳   Refresh: restores the original data for a view.