



Training Guide

DASHBOARDS



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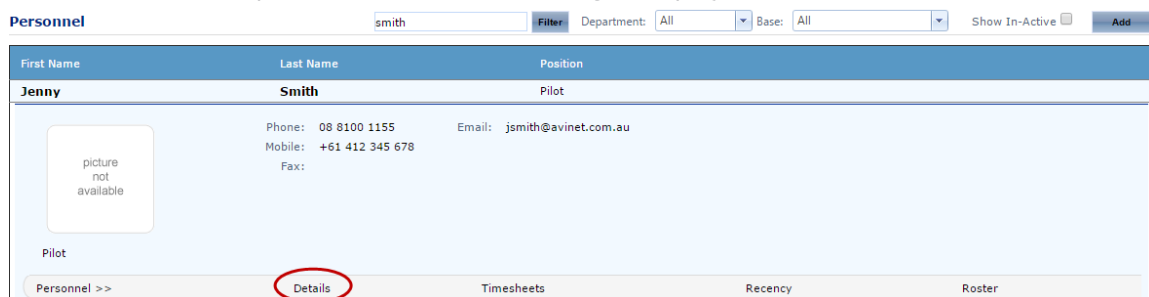
Contents

- Assigning Access Levels 3
- Managing Dashboards..... 4
 - Audit Dashboard 4
 - Safety Dashboard 5
 - Adding Filters..... 6
 - Adding Widgets 6
 - Moving Widgets..... 7
 - Printing & Exporting Dashboards..... 7
- Edit Mode Options..... 8
 - Dashboard Options 8
 - Widget Options 8

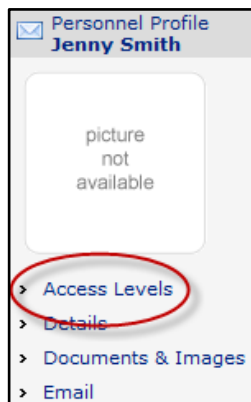
Assigning Access Levels

Before users can attempt to manage audit and safety dashboards module for your organisation they must be assigned the correct access levels. Follow the steps below to assign the access levels:

- Step 1. Select **Operations > People > Personnel**. The **Personnel** screen is displayed.
- Step 2. Filter the **Personnel** screen according to your requirements.
 - Enter filter criteria in the text-box and click [Filter].
 - Select a value from the **Department** drop-down list to view personnel located in a particular department.
 - Select a value from the **Base** drop-down list to view personnel located in a particular base location.
 - Select the **Show In-Active** tick box to include personnel that are no longer active in the system. This includes personnel which have ceased employment with your organisation.
- Step 3. Click [Details] to view detailed personnel information. If you do not have the required access level to view personnel details, a warning is displayed.



- Step 4. Select **Access Levels** from the **Personnel Profile** pane.



- Step 5. Click [Edit].
- Step 6. Select all the applicable access levels.

Dashboards		
Audit Dashboard	View All	<input type="checkbox"/>
Safety Reporting		
Safety Dashboard	View All	<input type="checkbox"/>

- Step 7. Click [OK].

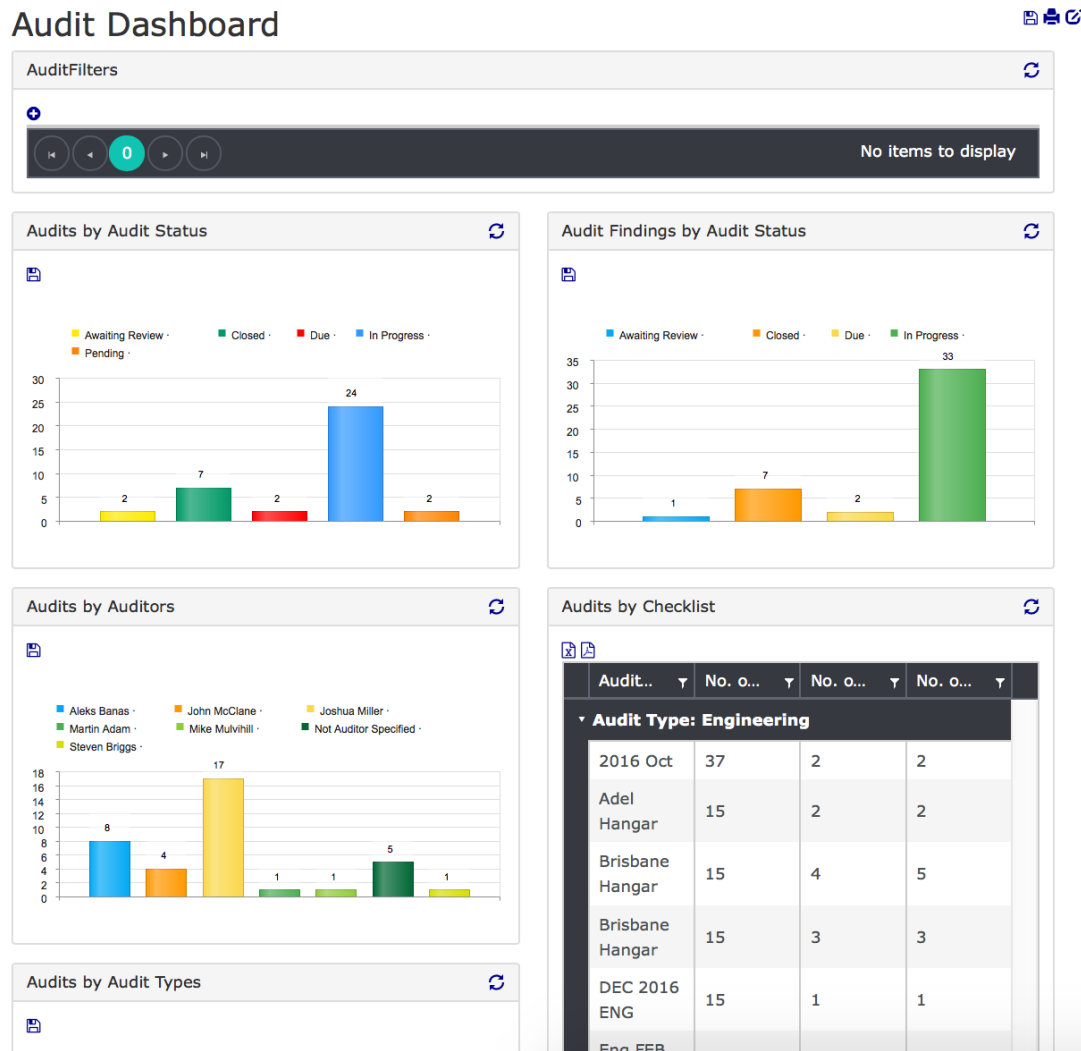
Managing Dashboards

Air Maestro currently provides you with two customisable and interactive dashboards, the Audit Dashboard and the Safety Dashboard.

Audit Dashboard

The audit dashboard shows data pertaining to the audits that have been conducted and completed in the auditing module.

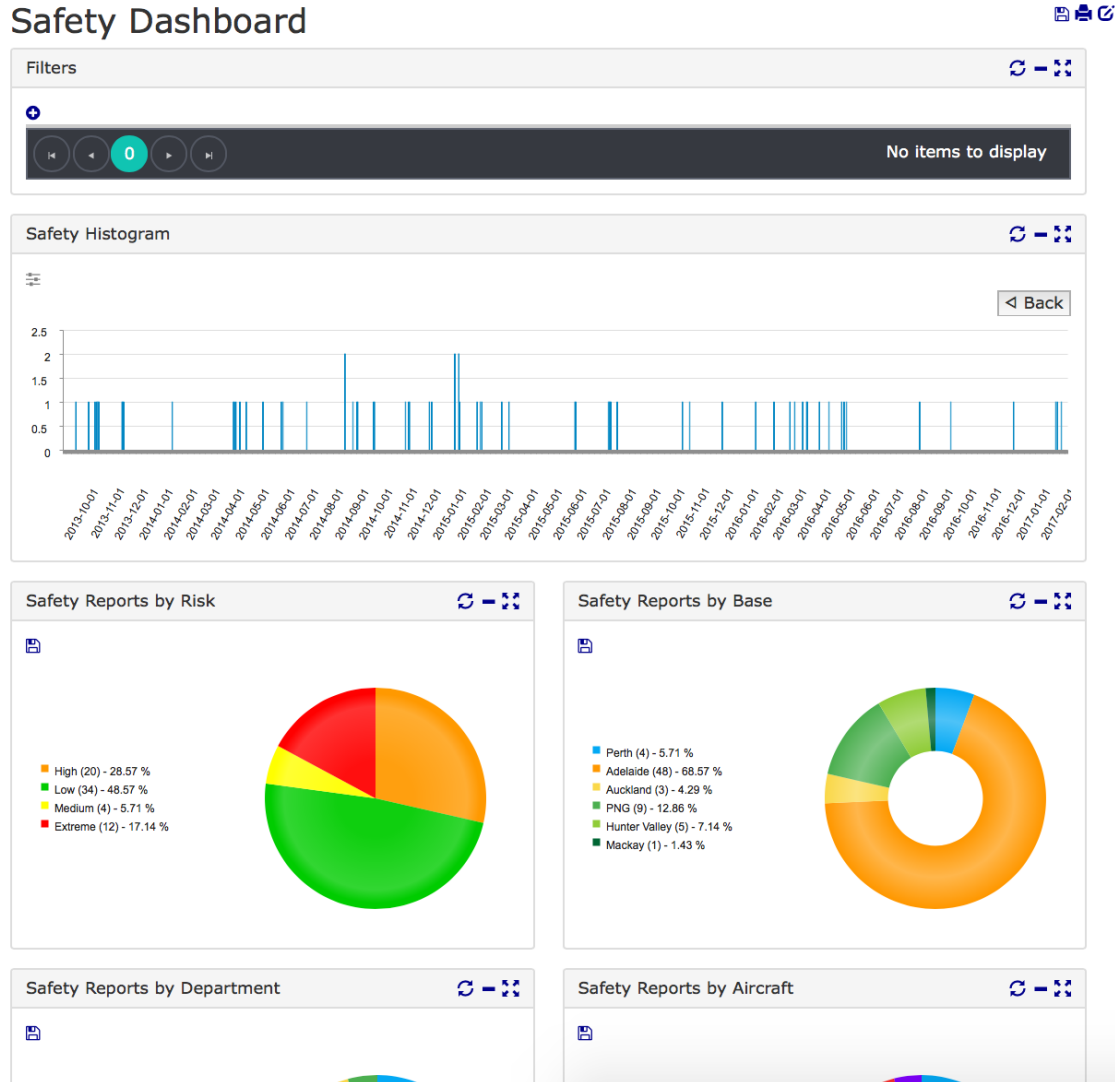
Step 1. Select **Safety > Audit Reports > Audit Dashboards**. The **Audit Dashboard** screen is displayed.



Safety Dashboard

The safety dashboard shows data pertaining to the safety reports that have been submitted and completed in the safety reporting module.

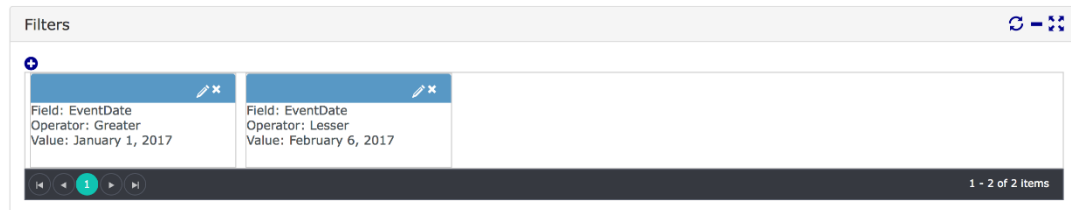
Step 1. Select **Safety > Safety Dashboards**. The **Safety Dashboard** screen is displayed.



Adding Filters

Filters can be setup by modifying the required filter or by selecting the required set of data (i.e. a section of the graph and/or chart).

- Step 1. Select **Safety > Audit Reports > Audit Dashboards**. The **Audit Dashboard** screen is displayed. Alternatively select **Safety > Safety Dashboards**. The **Safety Dashboard** screen is displayed.



- Step 2. Scroll to the **Filters** pane and modify the required filters. Alternatively, scroll to the required widget (i.e. graph or chart).
- Step 3. **Left-click** on the required set of data. All the widgets on the dashboard automatically adjust to filter the data based on the selected data.



For example, if you select the Low Risk section from the Safety Reports by Risk graph all the other graphs and charts will automatically update to filter their data against Low Risk safety reports.



*All filters applied to a dashboard can be found in the **Filters** pane located at the top of the dashboard.*

Adding Widgets

Additional widgets can be added to the dashboard. The different widgets available are based on the dashboard and the most popular graphs and charts. New widgets are continuously added to provide users with more graphs and charts to assist them in determining trends and a larger overview of the corresponding areas.




- Step 1. Select **Safety > Audit Reports > Audit Dashboards**. The **Audit Dashboard** screen is displayed. Alternatively select **Safety > Safety Dashboards**. The **Safety Dashboard** screen is displayed.
- Step 2. Click **Enable Edit Mode** []. The dashboard will go into edit mode allowing you to customise the dashboard.
- Step 3. Click **Add New Widget** []. The **Add New Widget** dialog box is displayed.
- Step 4. Select the required widget to add to the dashboard. The new widget is displayed in the dashboard.



We are constantly adding new widgets to the dashboards and encourage our users to provide us with suggestions on the widgets we should include in the next version of Air Maestro.




Moving Widgets

Air Maestro allows you to move widgets around a dashboard to meet your requirements.

- Step 1. Select **Safety > Audit Reports > Audit Dashboards**. The **Audit Dashboard** screen is displayed. Alternatively select **Safety > Safety Dashboards**. The **Safety Dashboard** screen is displayed.
- Step 2. Click **Enable Edit Mode** []. The dashboard will go into edit mode allowing you to customise the dashboard.
- Step 3. **Left-click** and drag the required widget using the **Change Widget Location** [] icon.
- Step 4. Drop the required widget in the preferred location.
- Step 5. Click **Save Changes** []. The dashboard go exit edit mode.

Printing & Exporting Dashboards






Air Maestro allows you to print or export the entire dashboard or each individual widget for reporting purposes.

- Step 1. Select **Safety > Audit Reports > Audit Dashboards**. The **Audit Dashboard** screen is displayed. Alternatively select **Safety > Safety Dashboards**. The **Safety Dashboard** screen is displayed.
- Step 2. Click **Export** [], located in the top right of the screen, to export the entire dashboard to Microsoft Excel. Alternatively, click **Print** [] to print the entire dashboard. The **Print Dashboard** screen will open in a new window.
- Step 3. Select **Export** [], located in the top left of each widget pane, to export an individual to Microsoft Excel.



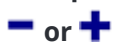



Edit Mode Options

Air Maestro offers various options for the dashboards and widgets when a dashboard is in edit mode.

Dashboard Options

Option	Description
Add New Widget 	Opens up the Add New Widget dialog box and allows you to select a new widget to add to the dashboard.
Edit Dashboard 	Opens up the Edit Dashboard dialog box and allows you to change the name of the dashboard and select the dashboard structure.
Save Changes 	Saves any changes made to the dashboard and exits edit mode.
Undo Changes 	Removes all the changes made to the dashboard since the previous save.
Reset Dashboard 	Resets the dashboard back to the default settings.

Widget Options

Option	Description
Reload Widget Content 	Refreshes the data displayed on the widget.
Change Widget Location 	Allows you to move the widget to another location on the dashboard.
Collapse & Expand Widget 	Minimizes or maximizes the widget on the dashboard.
Edit Widget Configuration 	Opens the Edit Widget dialog box and allows you to change the name of the widget.
Fullscreen Widget 	Opens the widget in a new dialog box.
Remove Widget 	Removes the widget from the dashboard.