

# Dashboard

## Overview

[top](#)

Dashboards are designed to visually display Key Performance Indicators (KPI) in order to allow quick and clear examination of actual performance. A typical dashboard is designed with high level reports that can drill down to more detail when required.

Yellowfin's dashboard allows you to display all key reports on a single page, using tabs to organise by subject and type. The tab feature also allows you to search your public repository for enabled reports and add them to a selected tab, or grant access to pre-built public tabs.

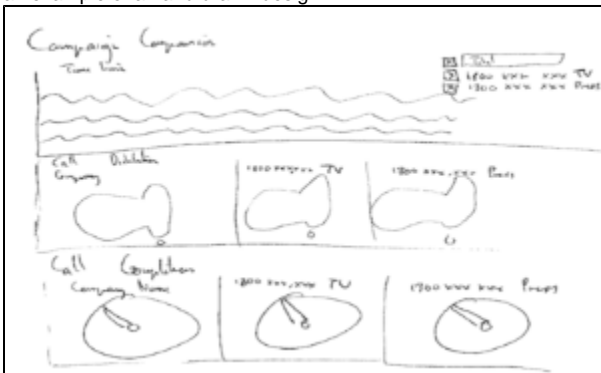
The following image displays the main features of the dashboard:



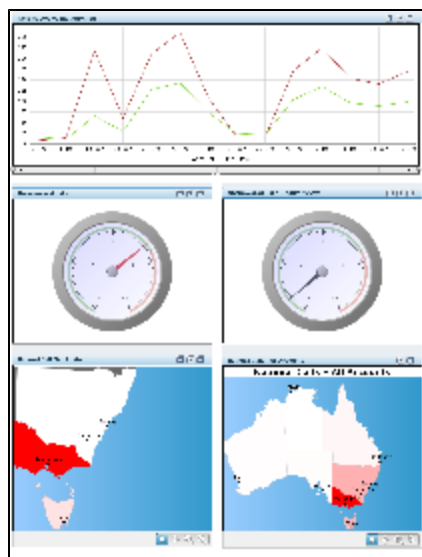
1. **Menu:** links you to additional reporting functions such as Create Report, Report List, Discussion.
2. **User Info:** provides the name of the current user, as well as a link to access their preferences.
3. **Inbox:** used to receive distributed reports, reports to be approved, and comments.
4. **Search:** allows you to search reports across your repository.
5. **Tabs:** navigate between various pages on your dashboard.
6. **Sub Tabs:** these are groupings of reports within the main dashboard tab.
7. **Favourites:** lists your favourite reports to the right of the dashboard display area.
8. **Draft Reports:** provides access to recently edited draft reports.
9. **Recently Accessed Reports:** lists the most recently viewed reports in a session.
10. **Units:** available when unit selection is present on the dashboard

## Design

Planning your dashboard is an important process. When designing, think about what means of display will communicate the data best. Think about the number of different charts, tables, and reports you display on a dashboard, the clearer the better. Pictured is an example of a hand drawn design.



To the right is a well planned and implemented dashboard, taken from the design above. There are 5 groups of data shown on this tab, but the type has been limited to three; a Line Chart, two Dial Charts and two GIS Charts. The result is a clear and easy to read Dashboard.



[top](#)