

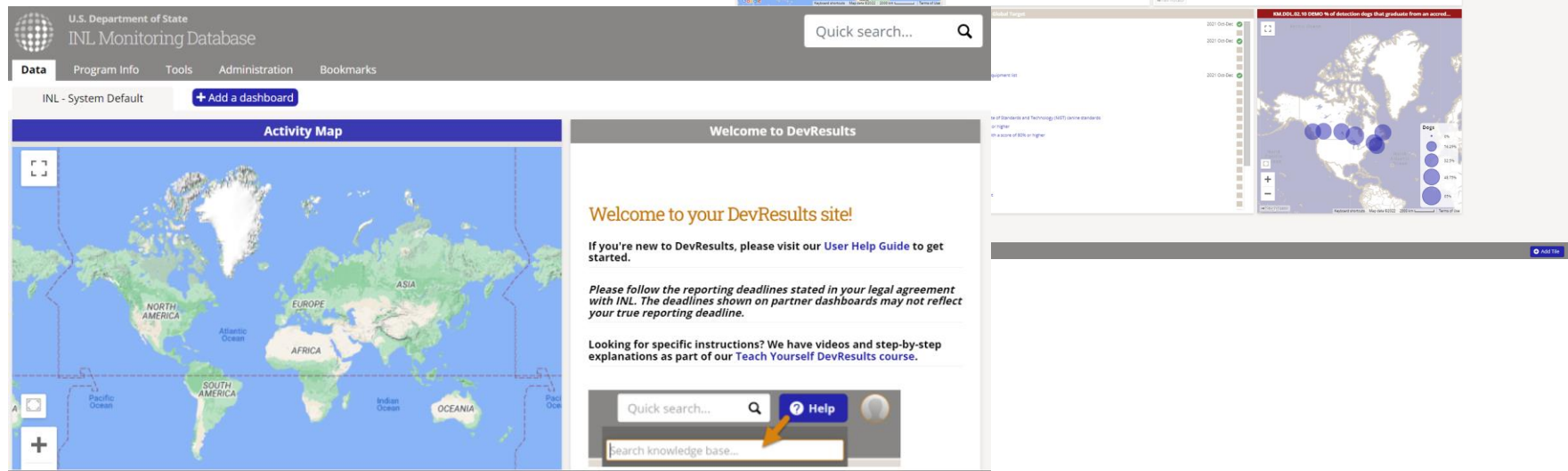
INL DevResults User Guide: Add and Create a Personal Dashboard (INL Only)

DevResults Dashboards

The first page you will see when you log in to DevResults is a dashboard. Dashboards allow all users to view key metrics, graphics, maps and other project or program performance information in dynamic visualizations. Each user can create and design as many dashboards as they'd like to show information relevant to their projects.

There are two options for dashboards – you can either create your own or add an existing dashboard to your homepage. The following slides will walk through both options beginning with adding a dashboard and then creating a personal dashboard.

INL Default dashboard (below); sample dashboard (right)

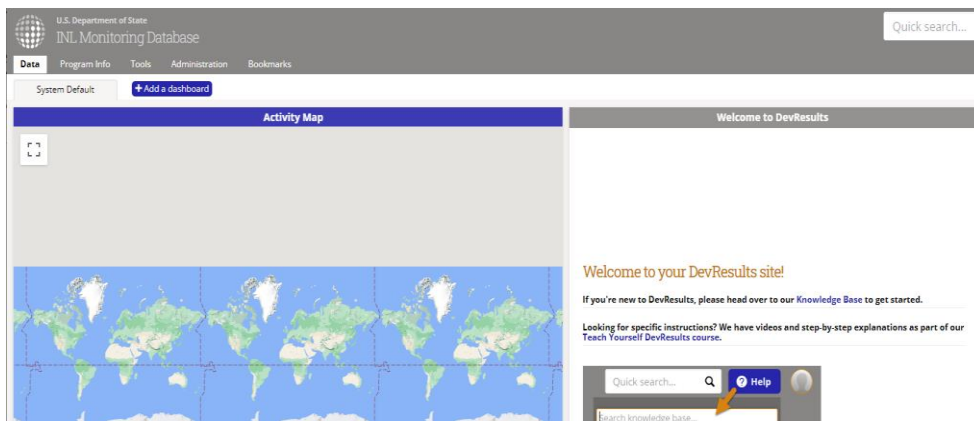


Add Dashboards to the Homepage

Homepage Views and Customization

You can customize your default DevResults homepage by adding dashboards you or others have created.

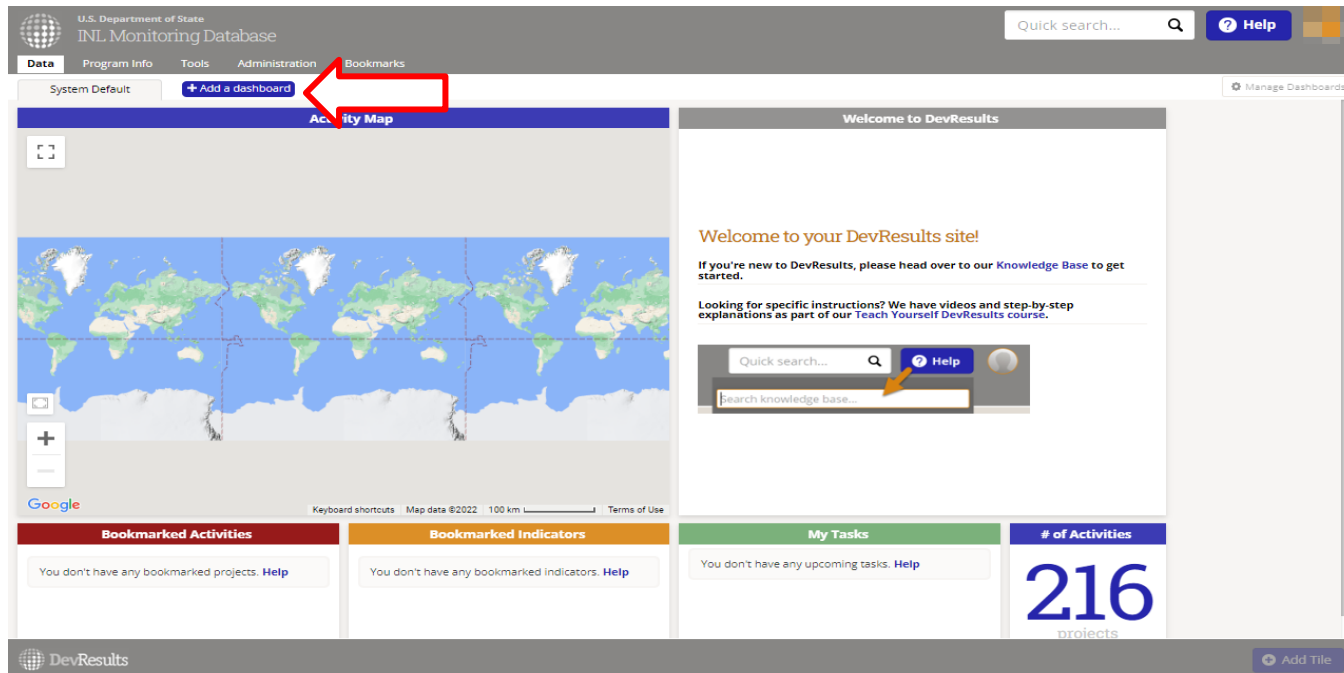
It's important to note that your DevResults homepage is the landing page you will see every time you log on to DevResults. It is your personal homepage: any changes you make to it impact only what you see. Changes to your homepage will not change those belonging to other users.



Sample DevResults Homepage:
INL Staff Default View

1. Add a Program Dashboard

To see if any dashboards have been created for your project or program, click the blue **Add a Dashboard** button on the DevResults landing page. Note that this button is located in the same place on your DevResults homepage for both the default IP and INL views, as shown below.



Sample DevResults Homepage: INL Staff Default View

2. Add a Program Dashboard (continued)

A menu will appear titled “Add Dashboard”. On the “Add Existing Dashboard” tab, scroll through the list of dashboards available to you and select the dashboard you’d like to add by checking the box to its left. Users can also use the search bar to find and filter the dashboard list by typing in their project or program’s naming convention (code). For instance, type your INL office (e.g. KM for Knowledge Management), a period, then your project (e.g. ILEA) to pull up any available dashboards related to ILEA projects.

Click the green **Add** button. **As a general rule, do NOT choose “Add As Copy” (blue button) unless you intend to make edits to the dashboard.**

The screenshot shows the 'Add Dashboard' dialog box in the INL Monitoring Database interface. The dialog has two tabs: 'Create New' and 'Add Existing Dashboard'. The 'Add Existing Dashboard' tab is active, showing a search bar with the text 'KM.DDL - K9' and a table of results. A red box highlights the search bar. A blue callout box points to the search bar with the text: 'Find dashboards most relevant to you by using the search bar to filter the list.' The table has columns: Name, Type, Owner, and Description. The first row is 'KM.DDL - K9 Unit project package (DEMO) | Tiles | Cassandra Stimpson | Demo K9 Unit project package'. A checkbox is to the left of the first row. A blue callout box points to the 'Add as a copy' button with the text: 'Do NOT choose Add As Copy!'. A red box highlights the 'Add' button, and a large red arrow points to it from the right. The background shows the 'U.S. Department of State INL Monitoring Database' interface with a map and various navigation buttons.

U.S. Department of State
INL Monitoring Database

Quick search...

Add Dashboard

Create New Add Existing Dashboard

KM.DDL - K9

	Name	Type	Owner	Description
<input type="checkbox"/>	KM.DDL - K9 Unit project package (DEMO)	Tiles	Cassandra Stimpson	Demo K9 Unit project package

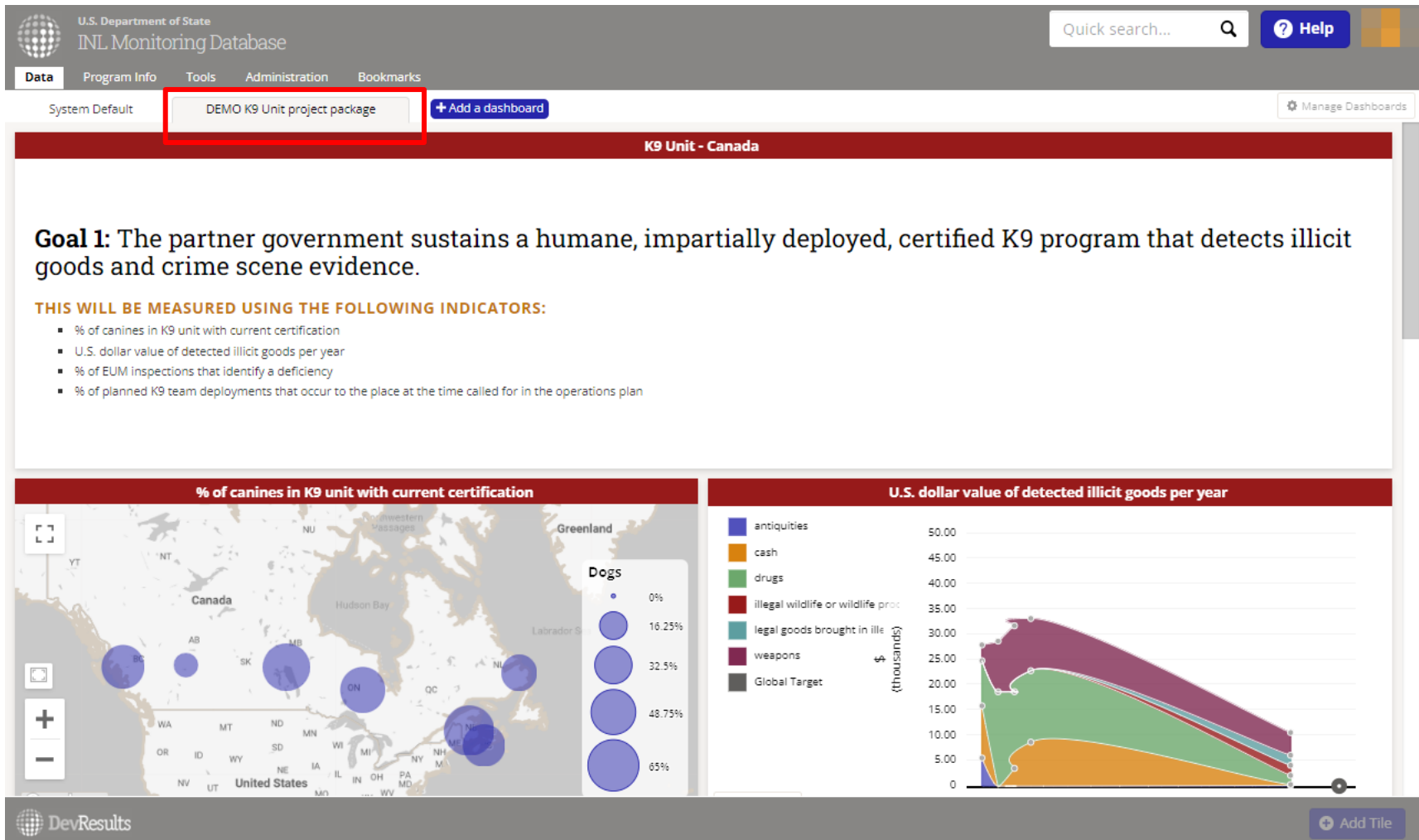
Do NOT choose Add As Copy!

Add as a copy

Find dashboards most relevant to you by using the search bar to filter the list.

3. View Dashboards on Your Homepage

Each time you log in, every dashboard you have added will be arrayed in the tabs on the top of your DevResults homepage, as shown below. You can navigate to different dashboards by clicking on the tabs.



Demo project dashboard and data for sample purposes only.

4. Removing a Dashboard From Your Homepage

If you no longer wish to view a dashboard, simply hover over the name of the dashboard you would like to remove and click the X. A box will pop-up asking “Do you want to hide this dashboard from your view?” Click **Hide**. The dashboard will no longer appear on your homepage when you log into DevResults.

NOTE: Do not worry: Removing a dashboard will not delete it from DevResults.

The screenshot shows the U.S. Department of State INL Monitoring Database interface. At the top, there is a navigation bar with the U.S. Department of State logo, the text 'U.S. Department of State INL Monitoring Database', a search bar, a 'Help' button, and a 'Manage Dashboards' button. Below the navigation bar, there is a 'System Default' dropdown menu and a '+ Add a dashboard' button. A red box highlights the 'DEMO K9 Unit project package' dashboard, which has a small 'X' icon next to it. A red arrow points from this 'X' icon to a 'Hide' button in a 'Remove Dashboard' dialog box. The dialog box contains the text: 'Remove Dashboard', 'Do you want to hide this dashboard from your view?', 'If you hide it, you can always add it back later', and two buttons: 'Cancel' and 'Hide'. The 'Hide' button is highlighted with a red box. Below the dialog box, there are two charts: 'Goal 1: The partner goods and crime score' and 'Goal 2: The partner that detects illicit goods'. The 'Goal 1' chart is a map of Canada and the United States showing the percentage of canines in K9 unit with current certification. The 'Goal 2' chart is a stacked area chart showing the U.S. dollar value of detected illicit goods per year, categorized by antiques, cash, drugs, illegal wildlife or wildlife products, legal goods brought in illegally, weapons, and a global target.

U.S. Department of State
INL Monitoring Database

Quick search...

Help

Data Program Info Tools Administration Bookmarks

System Default **DEMO K9 Unit project package** + Add a dashboard

K9 Unit - Canada

Remove Dashboard

Do you want to hide this dashboard from your view?
If you hide it, you can always add it back later

Goal 1: The partner goods and crime score

THIS WILL BE MEASURED USING:

- % of canines in K9 unit with current certification
- U.S. dollar value of detected illicit goods
- % of EUM inspections that identify
- % of planned K9 team deployment

% of canines in K9 unit with current certification

Map of Canada and United States showing the percentage of canines in K9 unit with current certification. Legend: Dogs (0%, 16.25%, 32.5%, 48.75%, 65%).

U.S. dollar value of detected illicit goods per year

Stacked area chart showing the U.S. dollar value of detected illicit goods per year. Legend: antiques, cash, drugs, illegal wildlife or wildlife products, legal goods brought in illegally, weapons, Global Target.

https://inl.devresults.com/en/dash#dashboardID=6987

Add Tile

5. Removing a Dashboard (cont'd)

If you would like to remove a dashboard from your homepage that ***you yourself*** have authored, a **different pop-up box** will appear asking “Do you want to delete this dashboard, or hide it from your view?” Click **Hide**.

If you click **Delete Forever**, the dashboard will be erased from DevResults.

U.S. Department of State
INL Monitoring Database

Quick search... Q

Data Program Info Tools Administration

INL - System Default Partner Instructions

Remove Dashboard

Do you want to delete this dashboard, or hide it from your view?
If you hide it, you can always add it back later

Cancel Hide Delete Forever

Goal 1: The partner government sustains a humane, impartially deployed, certified K9 program that detects illicit goods and crime scene evidence.

THIS WILL BE MEASURED USING THE FOLLOWING INDICATORS:

- % of canines in K9 unit with current certification
- U.S. dollar value of detected illicit goods per year
- % of EUM inspections that identify a deficiency
- % of planned K9 team deployments that occur to the place at the time called for in the operations plan

% of canines in K9 unit with current certification

Greenland Dogs 0%

U.S. dollar value of detected illicit goods per year

		by Project			
DEMO Project: K9 Units	200.00				
Project Target	180.00				

DevResults

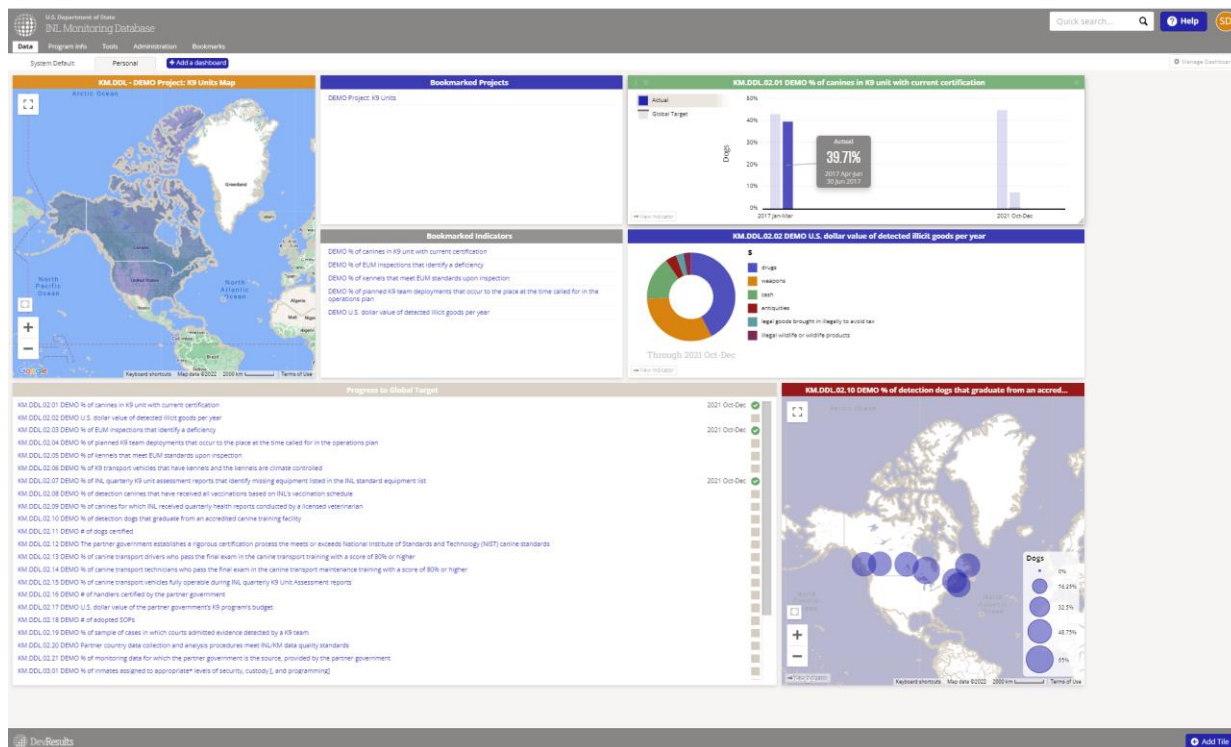
CAUTION! Do NOT select “Delete forever” unless your intention is to delete the dashboard from the system entirely!

**Create your
Personal
Dashboard**

Create Your Personal Dashboard

It can be helpful for INL staff to create a personal dashboard to quickly view specific information, particularly if you have many bookmarked projects, indicators, or data tables that you need to access frequently.

Your personal dashboard is a dashboard you create to show specific tiles, projects, indicators, and other selected pieces of information in the database. You can set up your personal dashboard such that it appears as the first dashboard you see upon logging into DevResults. This dashboard might be distinct from a project or program dashboard insofar as it is designed according to your specific tastes as a user. Jump ahead to [slide 15](#) for more information on adding a dashboard to your homepage.



1. Click on “Create New”

To create a dashboard, click the blue Add a Dashboard button on the DevResults landing page. Next, the “Add Dashboard” menu will pop up. This menu will have two tabs from which you can choose to either add an existing dashboard or create a new dashboard. Click the **Create New** tab, as shown below.

The screenshot shows the DevResults landing page. At the top, there is a header with the U.S. Department of State logo, 'INL Monitoring Database', and navigation tabs: Data, Program Info, Tools, Administration, and Bookmarks. A search bar and a 'Help' button are also present. Below the header, there is a 'System Default' tab and a blue button labeled '+ Add a dashboard'. A red arrow points from this button to the 'Add Dashboard' modal. The modal has two tabs: 'Create New' (selected) and 'Add Existing Dashboard'. Below the tabs, there is a search bar with 'KM.DDL - K9' entered. A table lists existing dashboards with columns for Name, Type, Owner, and Description. The table contains one entry: 'KM.DDL - K9 Unit project package (DEMO)' by Cassandra Stimpson. At the bottom of the modal, there are 'Add as a copy' and 'Add' buttons. The background of the page shows a map, a 'Welcome to DevResults' message, and a sidebar with 'Bookmarked Activities', 'Bookmarked Indicators', 'My Tasks', and '# of Activities' (216 projects).

Name	Type	Owner	Description
KM.DDL - K9 Unit project package (DEMO)	Tiles	Cassandra Stimpson	Demo K9 Unit project package

2. Fill Out Dashboard Details

From the Create New tab, fill out details for your new dashboard. Name the dashboard and choose “Tiles” as its type. Do NOT check the “Make available to other users” box, as this dashboard will only be for use on your own homepage.

The screenshot shows the 'Add Dashboard' modal window in the 'INL Monitoring Database' interface. The 'Create New' tab is selected and highlighted with a red box. The form contains the following fields and options:

- Title:** A text input field with the placeholder 'Dashboard Title'. A callout points to this field with the instruction: 'Add a dashboard title.'
- Description:** A text input field with the placeholder 'Dashboard Description'. A callout points to this field with the instruction: 'Write a brief description of your dashboard, such as "[Your Name]'s Personal Dashboard" or "[Your Name]'s Bookmarked Projects and Indicators". This is just for system admin purposes.'
- Type:** Two radio button options: 'Tiles' (selected) and 'MultiMatrix'. A callout points to the 'Tiles' option with the instruction: 'Choose Type: Tiles or MultiMatrix. As shown in this image, tiles is selected.'
- Make available to other users:** An unchecked checkbox. A callout points to this checkbox with the instruction: 'Leave the "make available to other users" box unchecked. This can be revisited at any time and should only be modified once you have finished creating a dashboard that you wish to share with other users.'

The background interface includes a top navigation bar with 'Data', 'Program Info', 'Tools', and 'Administration' tabs. A search bar with the text 'Quick search...' and a 'Help' button are also visible. The bottom of the screen shows a world map and a 'DevResults' logo.

3. Click “Add”

Once you have filled out dashboard information, click **Add**.

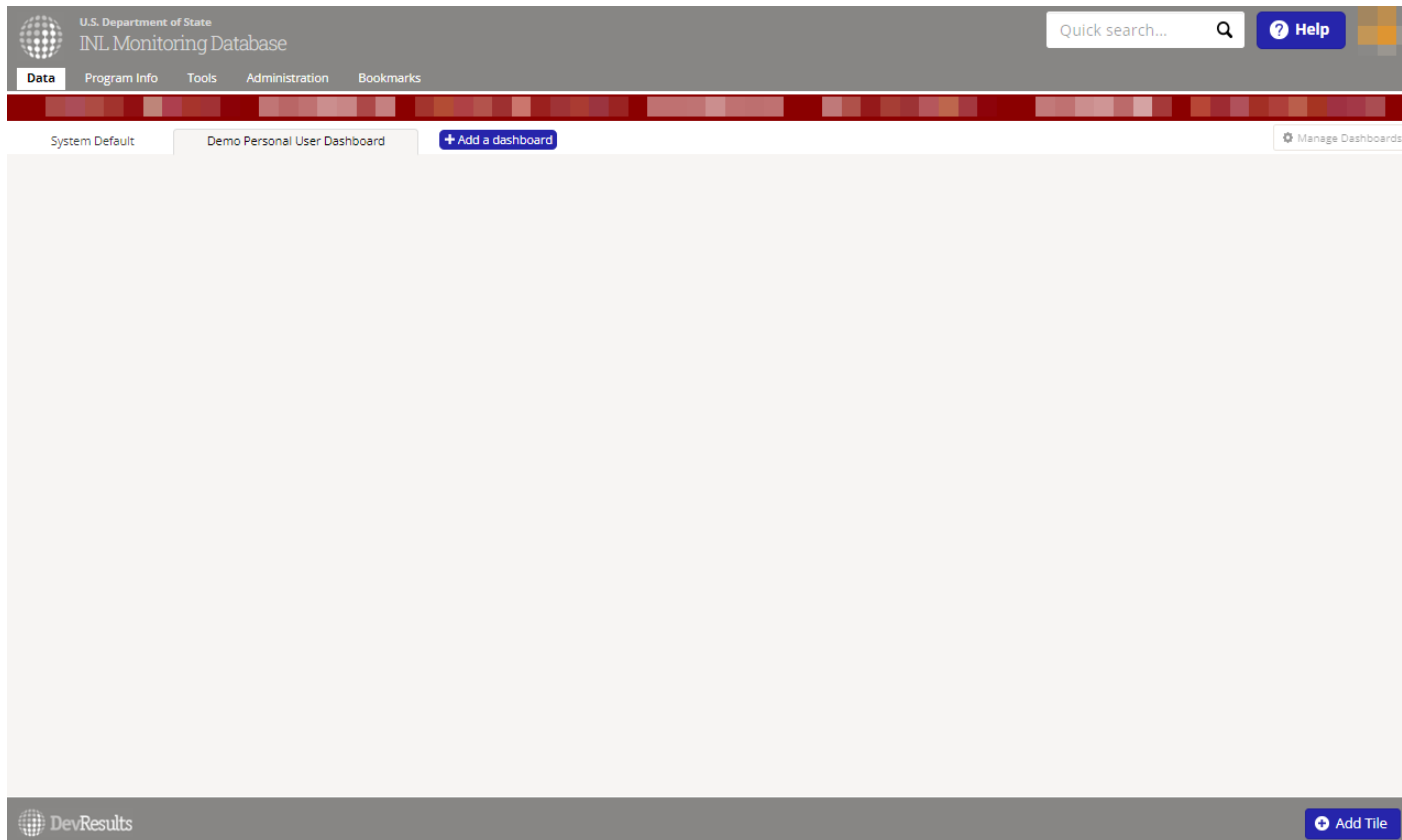
The screenshot shows the 'Add Dashboard' modal form in the INL Monitoring Database. The form has two tabs: 'Create New' (selected) and 'Add Existing Dashboard'. The 'Create New' tab contains the following fields and options:

- Title:** A text input field containing 'Demo Dashboard'.
- Description:** A text area containing 'Dashboard intended to track progress on demo projects.'
- Type:** Two radio buttons, 'Tiles' (selected) and 'MultiMatrix'.
- Make available to other users:** An unchecked checkbox.

At the bottom right of the modal is a green 'Add' button with a checkmark icon. A red rectangle highlights this button, and a large white arrow with a red outline points to it from the right. The background shows the main interface of the 'U.S. Department of State INL Monitoring Database' with a navigation menu (Data, Program Info, Tools, Administration) and a world map.

4. *Begin Building Your Dashboard*

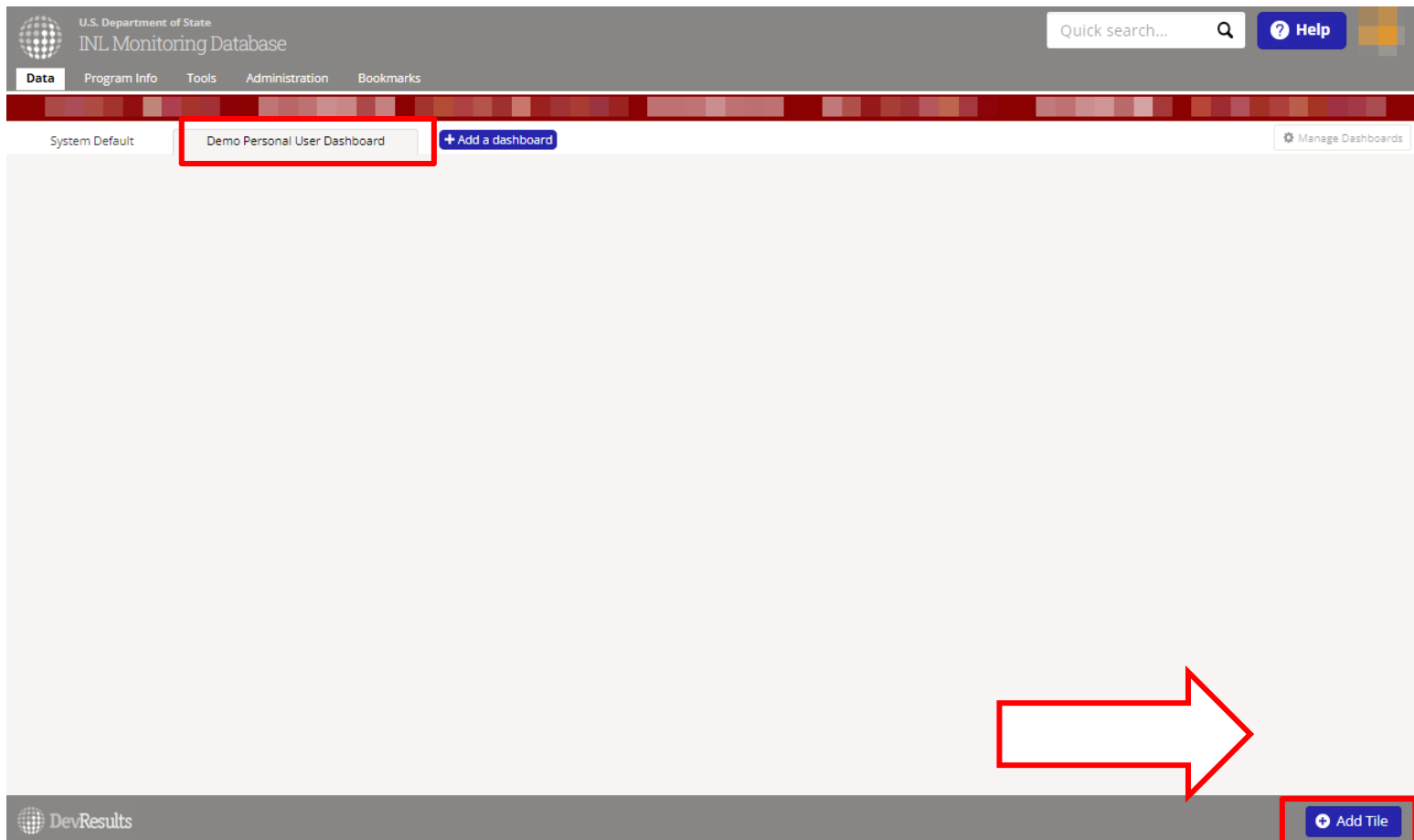
As shown below, you will see a blank page when you have successfully created your new personal dashboard. You can now begin populating the dashboard with different tiles of information. Since your personal dashboard should highlight items most relevant to you, this SOP will walk users through adding the most common tiles used to quickly navigate to project information: first, bookmark tiles and second, project map tiles.



5. Adding Bookmark Tiles to a Dashboard

First, INL staff can add a Project Bookmarks tile to their personal dashboard to view all bookmarked projects directly on a dashboard. To do this, return to the DevResults homepage and select the tab that corresponds to your personal dashboard. Click **Add Tile** on the bottom right of the screen.

For more information on bookmarking projects, [click here](#).



6. Adding Bookmarks to a Dashboard (continued)

A menu with tile options will pop up, as shown below. Select “Bookmarked Projects” from the menu, then click **Add**.

The screenshot displays the 'U.S. Department of State INL Monitoring Database' interface. A 'Data' menu is open, showing various tile options. The 'Bookmarked Projects' tile is selected, and a red arrow points to it. The 'Add' button at the bottom right of the modal is also highlighted with a red box. The modal includes a title field set to 'Bookmarked Projects' and a color selection area.

U.S. Department of State
INL Monitoring Database

Quick search... **Help**

Data Program Info Tools Administration Bookmarks

System Default Demo Personal User Dashboard

Manage Dashboards

Add Tile

Indicator Map Indicator Pie Chart Indicator Targets And Actuals Progress to Global Target Indicator Value

Program Statistic Project Map Bookmarked Projects Bookmarked Indicators Bookmarked Data Tables

My Tasks Markdown Text

Title: Bookmarked Projects

Color:

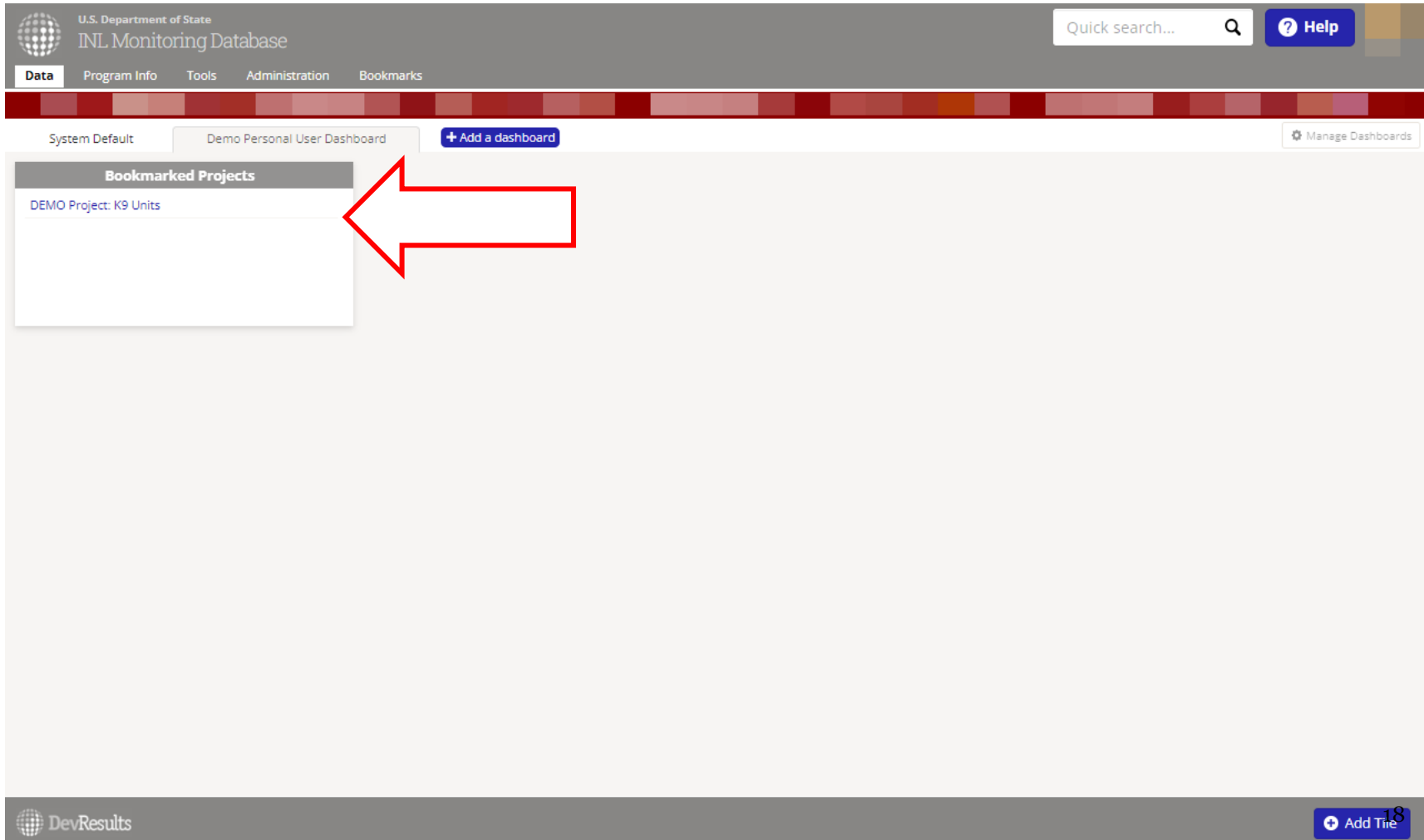
+ Add

DevResults **+ Add Tile**

7. Adding Project Bookmark Tile (continued)

A tile showing all bookmarked projects will now appear as a title on your personal dashboard. This tile's list will automatically update as you add or remove projects from your favorites.

To navigate to a bookmarked project, simply click on the link in the tile in order to navigate to that project's page.



8. Add Other Bookmark Tiles

This process can be repeated in order to add bookmarked indicators and data tables to a tile on a personal dashboard. To do this, simply choose “Bookmarked Indicators” or “Bookmarked Data Tables” from the pop-up Add Tile menu. These tiles function in the same way as the Bookmarked Projects tile.

The screenshot displays the 'U.S. Department of State INL Monitoring Database' interface. A 'Data' tab is selected in the top navigation bar. A 'Demo Personal User Dashboard' is visible in the background. A 'Quick search...' bar and a 'Help' button are in the top right. A 'Manage Dashboards' button is on the right side of the dashboard area.

The 'Add Tile' modal is open, showing a grid of tile options:

- Indicator Map
- Indicator Pie Chart
- Indicator Targets And Actuals
- Progress to Global Target
- Indicator Value
- Program Statistic
- Project Map
- Bookmarked Projects
- Bookmarked Indicators** (highlighted with a red box)
- Bookmarked Data Tables** (highlighted with a red box)
- My Tasks
- Markdown Text

Below the grid, there is a 'Title' input field with the placeholder text 'Tile Title'. Below that is a 'Color' selection bar with five color swatches: blue, green, orange, red, and grey.

An 'Add' button is located at the bottom right of the modal.

The footer of the page shows the 'DevResults' logo on the left and an 'Add Tile' button on the right.

9. Add Project Map Tile

Repeat this process again to add a project map to a tile on a personal dashboard. To do this, simply choose “Project Map” from the pop-up Add Tile menu. These tiles function in the same way as the Bookmarked Projects tile, only that they will display bookmarked projects on a map.

The screenshot shows the 'Add Tile' dialog box in the INL Monitoring Database application. The dialog is a white pop-up window with a grey border and a close button (X) in the top right corner. It contains a grid of 12 tile options, each with a small icon and a label. The 'Project Map' tile, which features a map icon with blue dots, is highlighted with a red rectangular border. Below the grid, there is a 'Title' field with the placeholder text 'Tile Title' and a 'Color' selection area with five colored squares (blue, green, yellow, red, grey). At the bottom right of the dialog is a green 'Add' button with a plus icon. The background of the application shows the 'U.S. Department of State INL Monitoring Database' header, a navigation bar with 'Data', 'Program Info', 'Tools', 'Administration', and 'Bookmarks', and a 'Demo Personal User Dashboard' section. A 'Quick search...' bar and a 'Help' button are in the top right. The footer includes the 'DevResults' logo and an 'Add Tile' button.

U.S. Department of State
INL Monitoring Database

Quick search... Help

Data Program Info Tools Administration Bookmarks

System Default Demo Personal User Dashboard

Manage Dashboards

Add Tile

Indicator Map Indicator Pie Chart Indicator Targets And Actuals Progress to Global Target Indicator Value

Program Statistic **Project Map** Bookmarked Projects Bookmarked Indicators Bookmarked Data Tables

My Tasks Markdown Text

Title

Color

DevResults

10. Adding Project Map Tile (continued)

A tile showing all INL projects on a map will now appear as a tile on your personal dashboard. In the **Tile Configuration** menu, use the **Display** dropdown to determine the desired level of geography to view projects (e.g., by location, country, world, etc.). You can also use the **Filter** label to add further customization to your project map tile, such as limiting your map to specific countries or regions, adding individual projects, or displaying projects based on certain categories, such as status, implementing partner, or office/section.

To navigate to a project using the map, simply click on the highlighted nodes on the map to display projects and then click on a project's title to be taken to the project's page.

The screenshot displays the U.S. Department of State INL Monitoring Database interface. The top navigation bar includes the logo, "U.S. Department of State INL Monitoring Database", a search bar, and a "Help" button. Below this is a secondary navigation bar with tabs for "Data", "Program Info", "Tools", "Administration", and "Bookmarks". The main content area shows a "System Default" dashboard with a "Demo Personal User Dashboard" and a "+ Add a dashboard" button. A "Manage Dashboards" link is also visible. A "Tile Configuration" modal is open, showing options to "Embed" or "Download" the tile. The "Title" field is set to "Demo Project Map". The "Color" field has a dropdown menu. The "Display" dropdown is set to "World". The "Filters" section includes several dropdown menus for "Geography", "Projects", "Project Statuses", "Project Mechanisms", "Project INL Bureau-wide Tags", "Implementing Partner Organizations", and "Office | Section". A red box highlights the "Tile Configuration" modal. To the right, a "Demo Project Map" tile is shown, displaying a world map with project locations. A red arrow points from the "Demo Project Map" tile to the "Tile Configuration" modal.

11. Adding Other Project Tiles

The complete list of available tiles includes:

Indicator Map - Choropleth or graduated symbols maps for any single indicator.

Indicator Pie Chart - Pie chart for a single indicator.

Indicator Targets and Actuals - Column, stacked column, line, and area graph for a single indicator.

Progress to Global Target - Shows good/warning/bad icons for indicator results compared to global targets.

Indicator Value - Actual result value for a single indicator for a reporting period or cumulative over time.

Program Statistic - See Awarded, Obligated, Disbursed for information about program statistic options.

Activity Map - Shows administrative divisions, map overlays, and/or locations to which activities are assigned.

Bookmarked Projects - List of (and links to) your personal bookmarked projects.

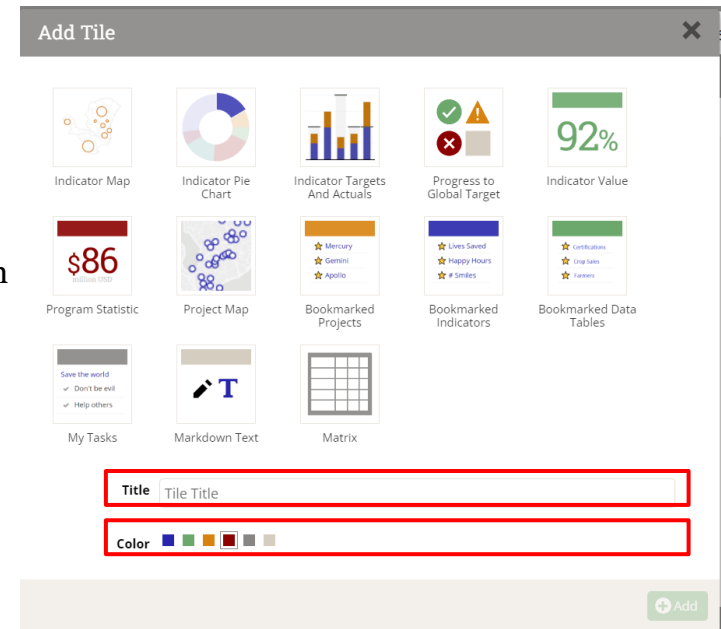
Bookmarked Indicators - List of (and links to) your personal bookmarked indicators.

Bookmarked Data Tables - List of (and links to) your personal bookmarked data tables.

My Tasks - This tile shows any tasks assigned to you from all activity checklists. See [Checklists](#) for more information.

Markdown Text - This tile allows you to add formatted text to your dashboards. You can also use this tile to link to saved reports, documents, etc. elsewhere on your DevResults site.

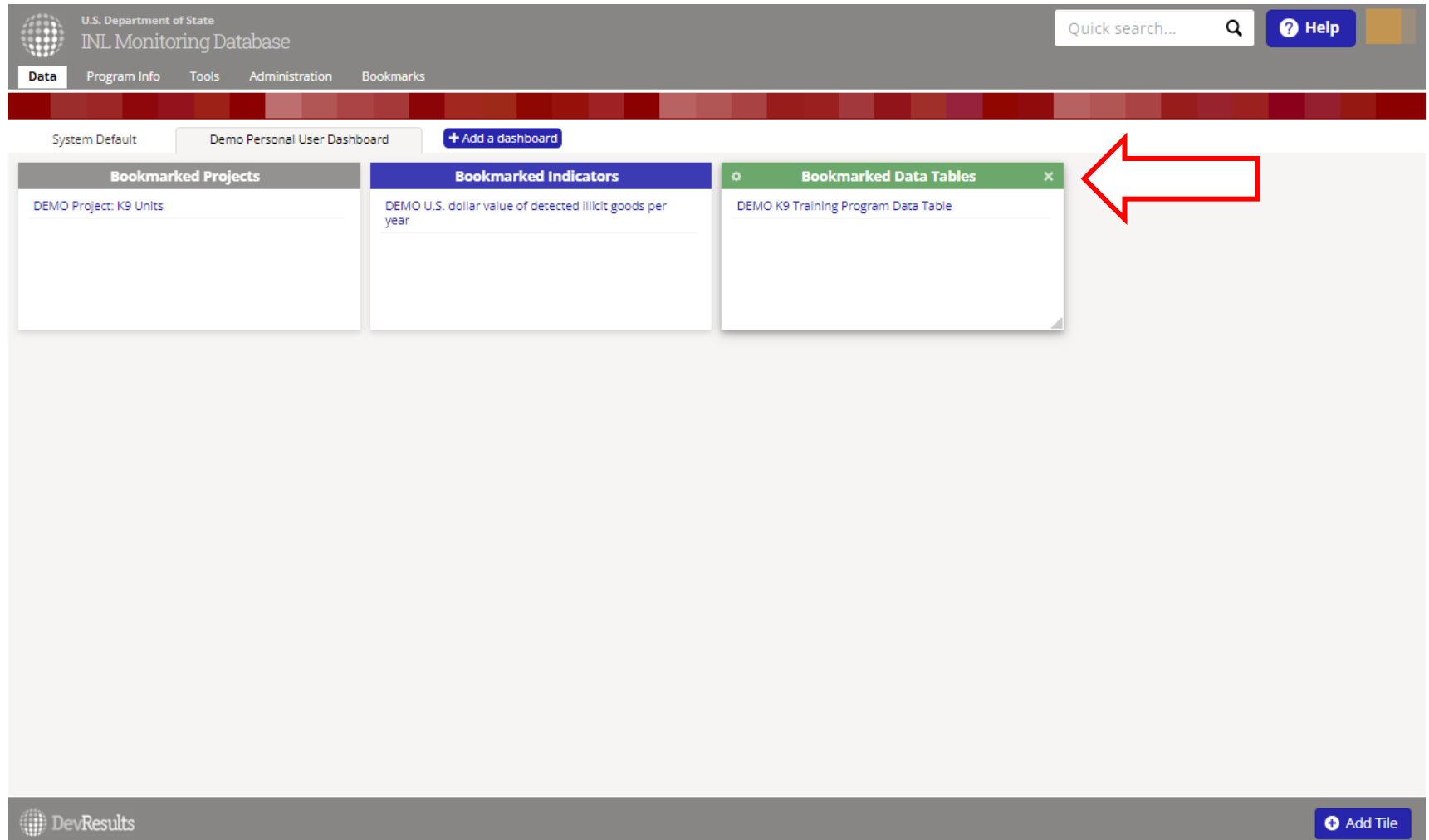
Matrix - A smaller, scalable version of a full-page MultiMatrix dashboard. See [MultiMatrix](#) for more information.



You may also add a Title and a color to each tile.

12. Remove Tiles

If you no longer want to see a specific tile on your personal dashboard, simply hover over the tile and click the “X” that will appear in its top right corner, as shown below:



The screenshot displays the U.S. Department of State INL Monitoring Database interface. The top navigation bar includes the logo, "U.S. Department of State", "INL Monitoring Database", a search bar, a "Help" button, and a user profile icon. Below this is a secondary navigation bar with tabs for "Data", "Program Info", "Tools", "Administration", and "Bookmarks". The main content area shows a dashboard with three bookmarked tiles: "Bookmarked Projects" (containing "DEMO Project: K9 Units"), "Bookmarked Indicators" (containing "DEMO U.S. dollar value of detected illicit goods per year"), and "Bookmarked Data Tables" (containing "DEMO K9 Training Program Data Table"). A red arrow points to the "X" icon in the top right corner of the "Bookmarked Data Tables" tile, indicating how to remove it. The bottom of the page features the "DevResults" logo and an "Add Tile" button.