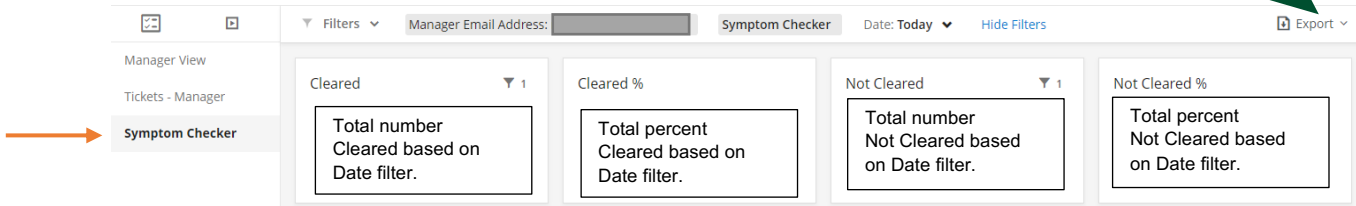


# Managers – Navigating the Daily Symptom Checker Dashboard

Log in to the dashboard at: <https://umiamicx.co1.qualtrics.com/>.

Do not use *Export* to download usable data. Instead, export from the *Status* widget (see page 2).

Change visible dashboard information by using the **Date** filter: ↓

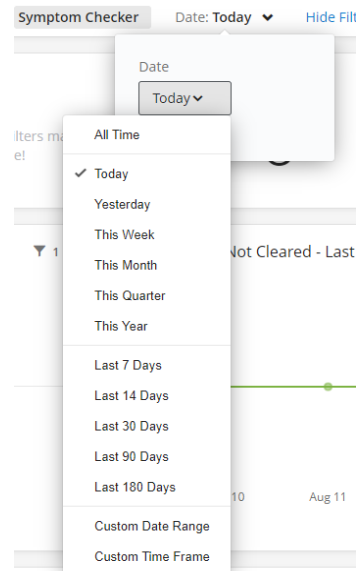


## Filters:

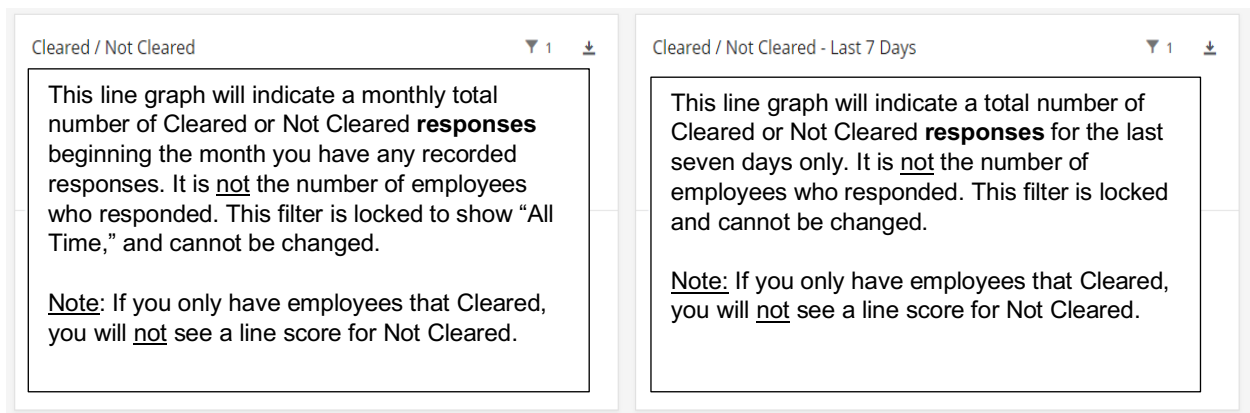
To change the filter, click on the date shown; this opens another dialog box. Click on the down arrow to see all available choices.

Once you change the date filter, the charts and information in the **Status** graph widget and the **Status** with Employee Name will change.

**Note:** The **Status – Last 7 Days** widget will not change.



The following views will not change based on your filter choices:



# Managers – Navigating the Daily Symptom Checker Dashboard

Allows you to export/download the file in a variety of formats.

This bar graph will indicate a total number of Cleared or Not Cleared **responses** based on your filters. It is not the number of employees who responded.

Note: If you only have employees that Cleared, you will not see a bar graph for Not Cleared.

This bar graph will indicate a total number of Cleared or Not Cleared **responses** for the last seven days only. It is not the number of employees who responded. This filter is locked and cannot be changed.

Note: If you only have employees that Cleared, you will not see a bar graph for Not Cleared.

## Export/Download options:

To export or download the information, click on “*Export*” or the options symbol and choose options.

Note: For Excel, choose CSV.

More options symbol: v

File Type: PDF (selected), JPG, CSV, TSV

No page breaks:  PDF

Paper Size: CSV

Orientation: TSV

Margin: 0.25in

Select pages: Symptom Checker

Zoom: 100%

Hide Filters:

Hide Header:

Hide Page List:

Close Export

The last Status widget on the page displays the information related to the employees, based on the filter chosen at the top of the page.

Status				↓
Name	Email	Supervisory Organization	Symptom Checker Status	

This will display the employees’ Name, Email, Supervisory Organization, and Symptom Checker Status.