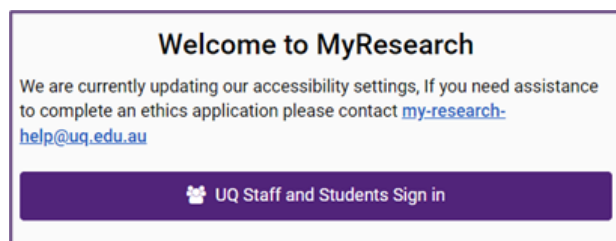


Dashboards Quick Reference Guide

1. MyResearch Access and Login

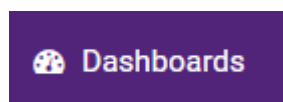
Access the system via the [MyResearch web page](#) and login, using your UQ credentials or follow the hyperlink in your email notification.



2. View Dashboards

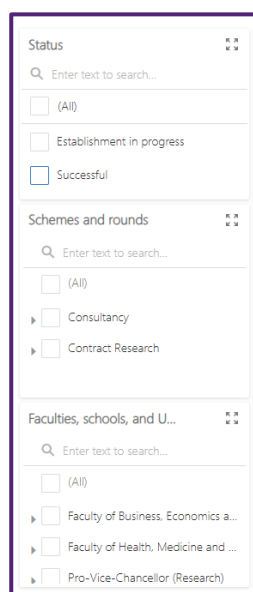
To access dashboards:

- Click the Dashboards tab on the top menu bar if visible on the External Portal landing page.



- Select the desired Dashboard from the list menu to view details.
- Different MyResearch User groups will have different dashboards available to view.

3. Filtering Dashboards



- Once you have selected a Dashboard to view, a panel will appear on the left side with dynamic filtering options.
- Click on the desired filtering field option and choose your parameters.
- You can maximise the filtering options via

the maximise button



- You can also filter and search in the dashboard via table column headings.

Identifier	Title

4. Tips for Interacting with Dashboards

- Export to: Click to export the Dashboard in PDF, Excel, or Picture format.
- Maximise: Click to enlarge the Dashboard to full screen.
- Hyperlinks: Open a new tab and take you to the Application or Project in system.



5. Quick Tips

- Use the Export function to save a copy for offline review.
- Maximise dashboards for detailed viewing.
- Apply filters directly on dashboard items for targeted insights.

Need help?

Visit the [MyResearch Projects Training Hub](#) for more QRGs and system tips.