Using the Reporting Dashboards

OVERVIEW
This guide will show you how to access the Research Hub Reporting Portal, open reports and use the Reporting Dashboards.

PROCESS

1. Log in to the Reporting Portal
2. Open your report
3. Navigate the report
4. Drill down on the data
5. Filter the report
6. Export the report data

STEPS
1. Go to https://rhreporting.mq.edu.au/Reports/browse/ and log in with your OneID and password.

![Authentication required](https://rhreporting.mq.edu.au)

Username: mq20173560
Password: *******

Log in | Cancel
2) Navigate to the report.
   
a) Click the **Power BI Reporting** tile.

   ![Power BI Reporting tile](image1)

b) Click the **report type** folder.

   ![Research Outputs folder](image2)

   **NOTE**
   In this guide we will use a report titled “Publication Rating and Author v1” in the **Research Outputs** folder as the example.

c) **Click the report** you want to open.

   ![Publication Rating and Author v1](image3)
3) To view different dashboards use the tabs at the bottom of the page.

**NOTE**

Each report is made up of one or more dashboards. Dashboards, which can be seen as tabs at the bottom of the page, are composed of tables or visuals and allow you to view the report data from different view points.
4) Hover over/click on a visual element to reveal a taskbar with options for that visual.

A. Click on or hover over the visual element.

B. This taskbar will appear at the top of the visual.
5) To drill down to the next level of a visual, click the arrow symbol.

NOTE
Drilling down will show you the next level down in a hierarchy, e.g., from Faculties at Macquarie University to Departments in those Faculties.

As an example, the visual above now shows all the departments within Macquarie University.
6) To drill down to the departments for a specific faculty, right click on the faculty and select **Drill Down**.

![Publication Count by Faculty](image)

**NOTE**

Any action done to a visual, such as drilling down, affects all the visuals on the page. As an example, in the image above, after drilling down on the Faculty of Science and Engineering, all the visuals are only showing data from that faculty.
7) To view information for the Faculty of Medicine and Health Sciences, **left click** the yellow section of the graph.

**NOTE**

In the screenshot below the two visuals on the right-hand side are now only displaying information from the Faculty of Medicine and Health Sciences.
8) Click on the Arrow to bring out the Filters. The side menu will expand out. Filters allow you to restrict the data in a report to only show you the data you want displayed.

9) Change the filters from the list of available filters for this page.

NOTE
The list of filters is different for each dashboard and each report.

10) When making adjustments, use the **Page level filters** so the filter is applied to all visuals across the dashboard.
11) There are 2 ways of removing a filter.
   A. Click on the **Eraser** icon.
   B. Untick each selection.

12) Click this icon to see more options to view data
A. Click on **Export data** to export the data as a CSV.

![Export data](image)

B. Click on **See Data** to see the table that is associated with that graph.

![See Data](image)

**NOTE**

This will display the visual at the top of the page with the data below in a table.
C. Click on **Spotlight** to highlight the graph.

**NOTE**
This will make the selected visual the focus of the page.

13) To print the dashboard, click **Print** in the File menu.

**HANDY HINTS & TIPS**
- The field used for sorting each graph or table can be changed in the More options section.
- You can save a PDF of the current page by opening the print menu and changing the destination to “Save as PDF”.

**For additional help:**
- +61 2 9850-HELP (4357)
- rms.support@mq.edu.au
- Log a OneHelp ticket