



Running a Dashboard Report

Accessing the HIV Testing Dashboard



1. Log in to EvaluationWeb.
2. Click the **Reports** button on the EvaluationWeb home page.
Result: The window displays several tabs, with the Data QA tab active.
3. Click the **Dashboard Reports** tab.
4. Click the **Launch HIV Testing Dashboard** button.
Result: The dashboard parameter selection window opens.

Running a Basic Dashboard Report

1. Click the **Submit** button in the dashboard parameter selection window.
Result: Your report data displays in the page in four separate quadrants.

Notes:

- The upper left quadrant displays statistics from data entered into EvaluationWeb using direct data entry, but not data which was submitted using XML/Excel file upload.
- The data in the dashboard does not include PS18-1802 data.

Tip: To expand or collapse any quadrant, click the up arrow  or the down arrow  in the upper right corner of the quadrant.

Filtering the Dashboard Report

The dashboard allows you to filter the data that displays. Depending on your EvaluationWeb access level, you may filter on:

- Jurisdiction
- Agency
- Program
- Test Date

Note: You can apply multiple filters simultaneously.

Filter by Jurisdiction (CDC staff only)

1. Click the **Jurisdiction** arrow, and then select a jurisdiction.
2. Click **Submit**.
Result: The dashboard displays data only from the selected jurisdiction.

Filter by Agency (CDC Staff and EvaluationWeb administrators only)

1. Click the **Agency** arrow, and then select an agency.
2. Click **Submit**.
Result: The dashboard displays data only from selected agency.

Filter by Program

1. Click the **Program** arrow, and then select a program.
2. Click **Submit**.
Result: The dashboard displays data only from the selected program.
Note: You may select a program only if your agency has more than one program in EvaluationWeb.

Filter by Test Date

1. Double-click the start date box, and then type a date.
2. Double-click the end date box, and then type an end date.
3. Click **Submit**.
Result: The dashboard displays data only from the date range you selected.

Note: The start and end dates must be in the same calendar year.
