Running a Dashboard Report

Accessing the HIV Testing Dashboard

1. On the EvaluationWeb home page, click the **Reports** button.
   Result: The Reports tabs display with the Data QA tab active.
2. Click the **Dashboard Reports** tab.
3. Click the **Launch HIV Testing Dashboard** button.
   Result: The HIV Testing Dashboard opens in a new browser window.

Running a Basic Dashboard Report

1. On the HIV Testing Dashboard page, click the **Submit** button.
   Result: Your report data display on the dashboard page in four quadrants.

   Note: The upper left quadrant displays statistics from data entered by jurisdictions/agencies using direct data entry. The statistics in this quadrant do not include data which have been submitted using XML/Excel file upload.

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

Filtering the Dashboard Report

The HIV Testing Dashboard has options you can use to filter the records and statistics in your report. Depending on your EvaluationWeb access, you may filter on:

- Jurisdiction
- Agency
- Program
- Test Date

Note: You can apply multiple filters simultaneously to an HIV Testing Dashboard report.

Filtering by Jurisdiction *(CDC staff only)*

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

Filtering by Agency *(CDC Staff and EvaluationWeb administrators only)*

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

Filtering by Program

1. Click the **Program** arrow, and then select a program.
2. Click **Submit**.
   Result: Your report displays data only from the selected program.

   Note: You may select a program only if your agency has more than one program in EvaluationWeb.

Filtering by Test Date

1. Double-click the start date box, and then type a date.
   Note: The date format is MM/DD/YYYY.
2. Double-click the end date box, and then type an end date.
3. Click **Submit**.
   Result: Your report displays data only from the date range you defined.

   Note: The default date range begins on the first day of the current year and goes to the current date.