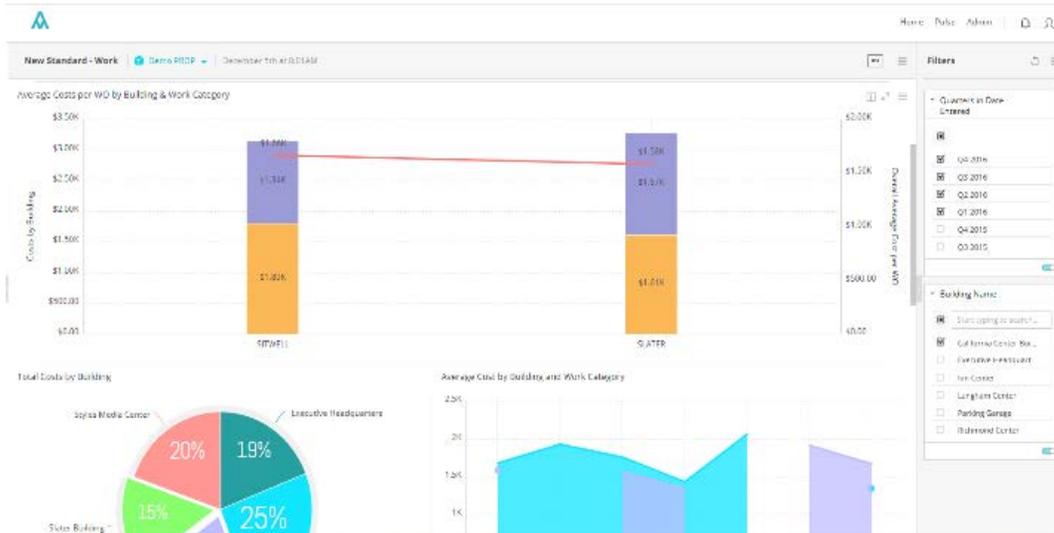


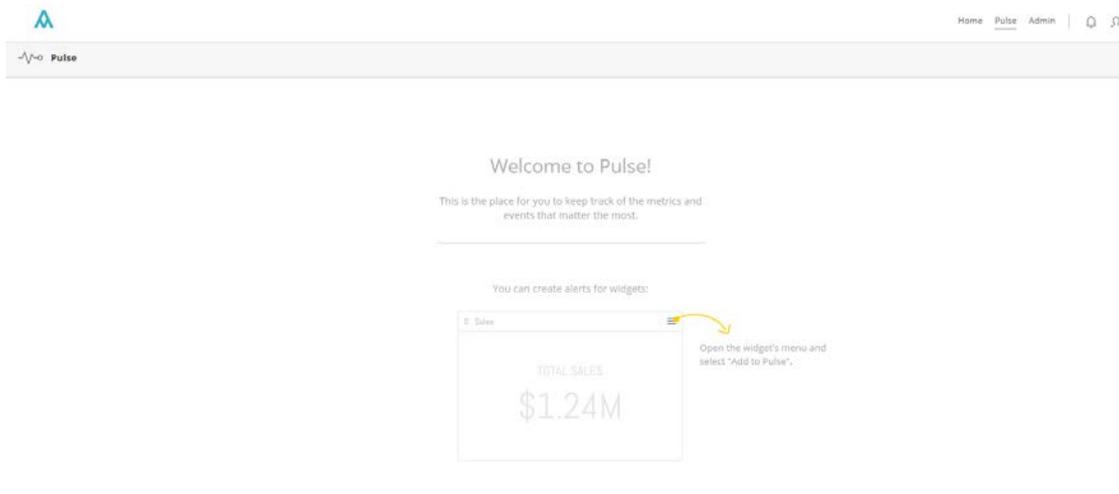
Overview

AwareManager IQ is a business intelligence and analytics tool that helps provide insights into your data. This reference shows the features you can utilize as a dashboard user.



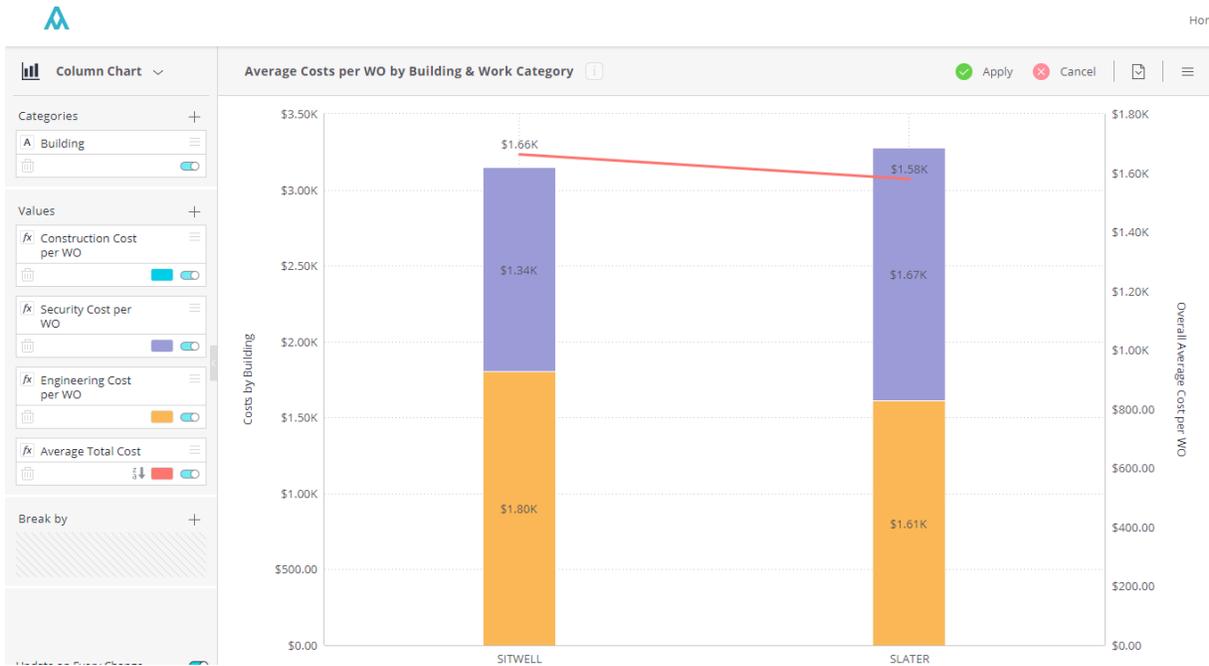
Set Up Personal Data Alerts

Right click on the value you want to monitor, then define the condition that triggers the alert: Threshold, Automatic or Always. Manage the alerts in the Pulse page.



Toggle Values in A Widget On Or Off

Toggle values on the values panel, then click Apply to save the changes. Be aware that this can cause most graphs to incorrectly display and should be limited to utilizing on only Tables and Pivots.

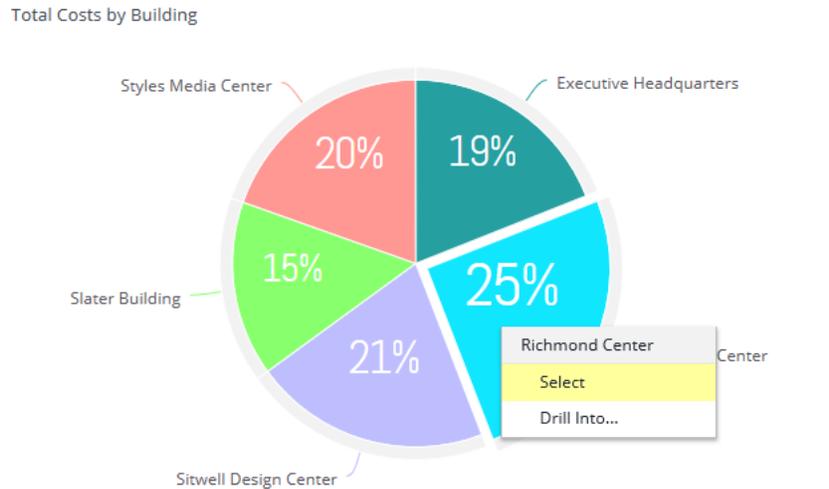


Modify Predefined Filters

Turn a filter on or off, select specific values for a given field or edit the filter by clicking on the pencil icon. Mouse over the icon to display the pencil and click it to edit the filter. There are several options depending on the filter type; such as dates and lists of different values to include or exclude.

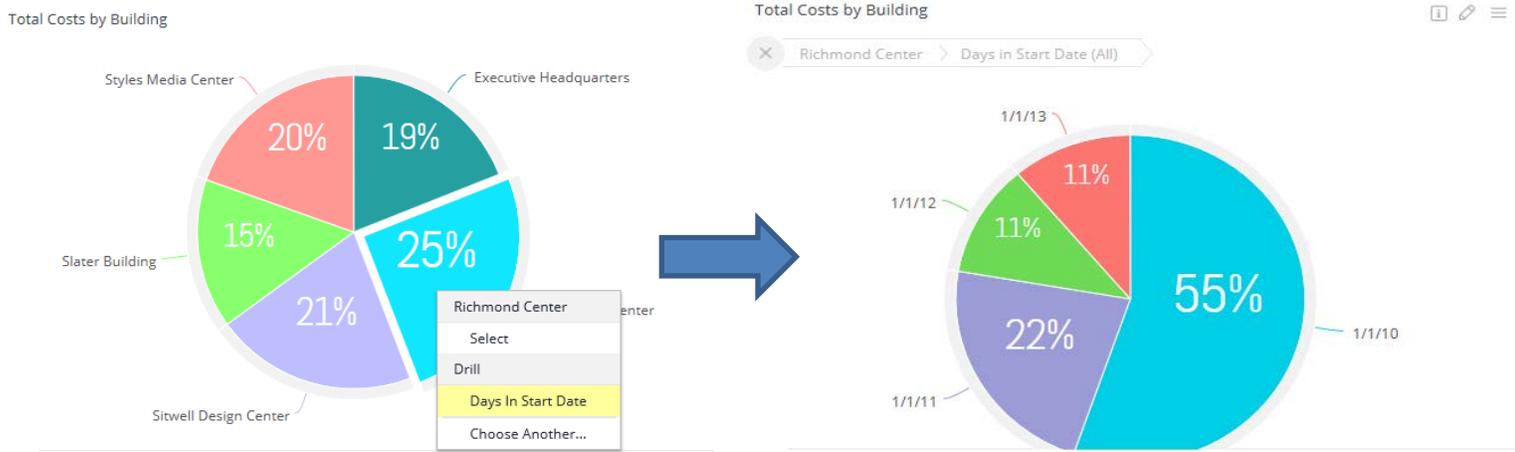
Filter The Data

Select single or multiple elements in your widget to filter the entire dashboard. You can left click on a category and the rest of the dashboard will filter based on that, it is applicable to those other graphs. Use Ctrl + left click to select multiple elements to filter. Right clicking will bring a menu up which you can also use to filter or to drill into.



Drill Down into Granular Data

Right-click on an element in a widget to drill down into a dimension and break it down by another dimension. You can normally drill down by any value, but if not, contact your administrator regarding the field(s) you want to be able to drill into to display more data in one widget.

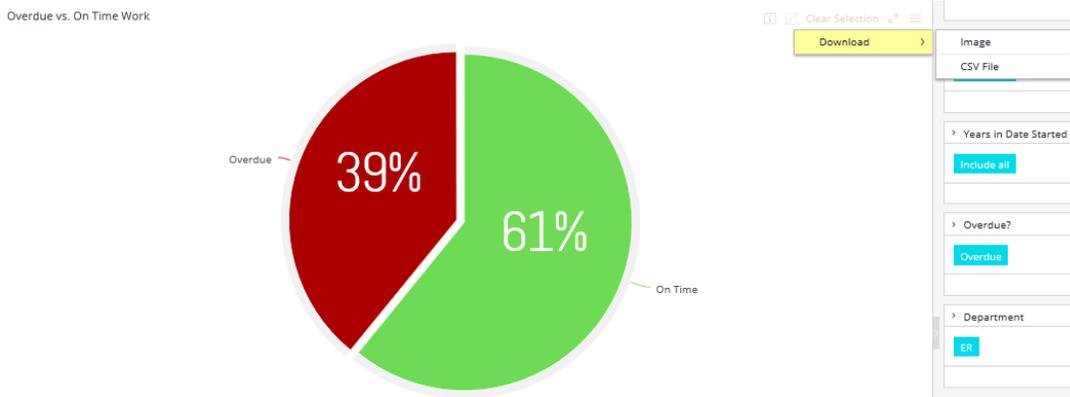


Download Dashboards and Widgets

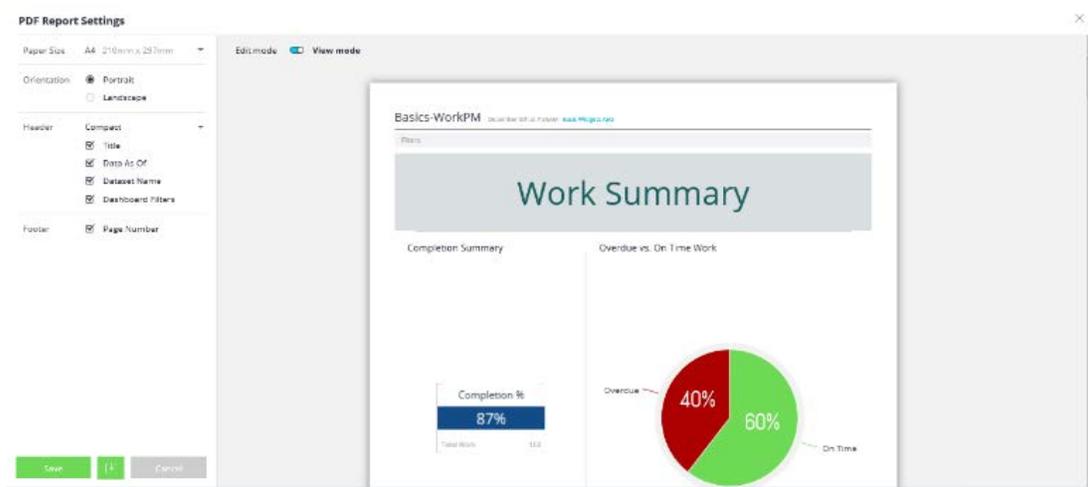
You can download the entire dashboard as a PDF file or an image by clicking the menu next to PDF, or by clicking PDF and selecting the download icon.



Or download a widget as an image or a CSV file by clicking on the menu for that widget and selecting the option you want.



By clicking the PDF button at the top, you can configure the PDF Report Print settings. You can click Edit Mode to change the sizes of the dashboards in the print view. View Mode will display how it will look. You can edit the Paper Size, Orientation, Headers and header size, and if to include Page Numbers in the Footer or not. You can click 'Save' to have these preferences saved for future downloads or click the Download icon (located between 'Save' and 'Cancel' to download the PDF.



*** Changes Affects Only Your Dashboard for Your Account**

Be aware that when using a shared dashboard, any changes you make to the dashboard affect your local copy only. Other users signed in on their accounts will see their own changes made.

- You can revert back to the original dashboard by clicking the menu icon next to PDF and selecting 'Restore Dashboard'.
- Whenever the dashboard owner republishes the dashboard, the new version will override your local copy.