

MAST Training: Job Aid

View and Filter Dashboards



Objective

To provide users with steps on how to view and filter dashboards.



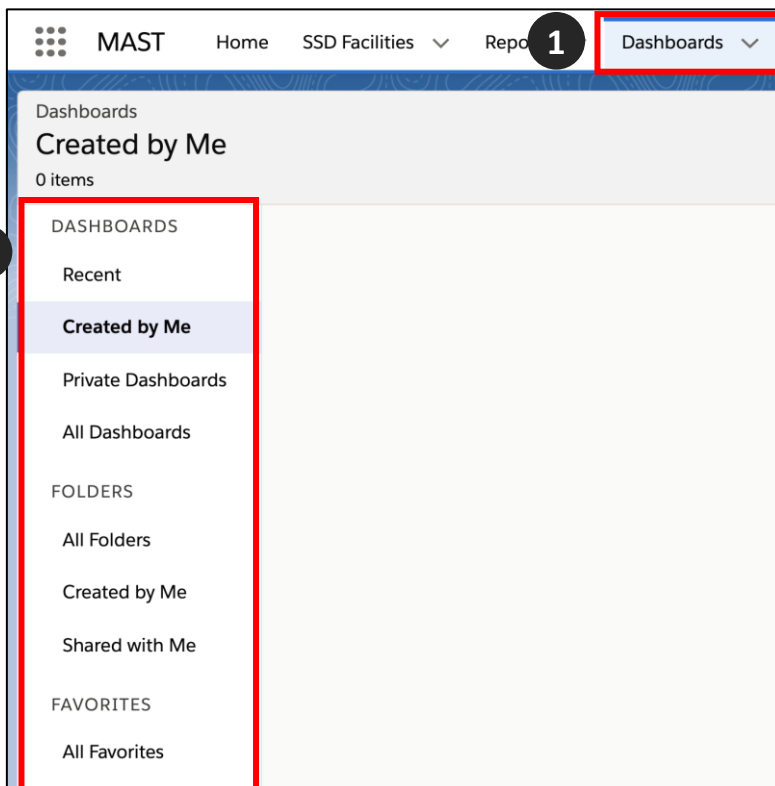
Audience

Facility Managers, SSD Employees, SSD Supervisors, and Requestors

Instructions

Pre-Step: Access the MAST Homepage via <https://va.my.salesforce.com/>

1. Click on the **Dashboard** tab at the top of the MAST homepage.
2. Select the **desired filter** on the left-hand side of the page to populate dashboards.



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3. Click on the **column headers** across the top of the dashboards section to organize the populated dashboards by numerical and alphabetical order.

a. For example, **clicking** on the **Dashboard Name** column header will organize the dashboard names by numerical and alphabetical order.

Note: Step 3 is not required but may be necessary to find the desired report

4. Click on the **Search bar** at the top of the dashboards section to search for a dashboard using key words or phrases.

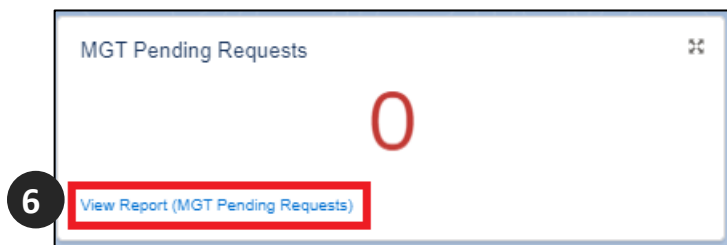
Note: Step 4 is not required but may be necessary to find the desired dashboard

5. Click on **Dashboard Name** to open the desired dashboard. The dashboard should show portlets containing information from various reports.

	Dashboard Name	Description	Folder	Created By	Created On	Subscribed
Recent	005 - OIG&T Case Status Enterprise View		005 - OIG&T Main	Daniel Navarre	4/17/2019, 10:23 AM	
Created by	1 - User Adoption (Logins)		Z-Admin Reports Hidden 05_28_2020	Zachary Blake	5/21/2019, 11:39 AM	
Private Dash	310 PMC Quality Information	310 PMC Quality Information	310 PMC Dashboards	Melinda Alexander	11/1/2018, 10:08 AM	
All Dashboards	325 Cleveland Midwest Dashboard	The Dashboard will provide details for the entire nation. If no filters are selected. If a filter is applied upon opening the dashboard clear the filters and select the appropriate filter.	Z-Admin Reports Hidden 05_28_2020	Phillip Schneeberger	3/29/2018, 1:43 PM	
FOLDERS						
All Folders	331/COWC_Shared		331 COWC Dashboards	Linnea Lee	4/30/2019, 3:47 PM	
Created by Me	335 Directors Office Dashboard		335/COWC	Spencer Yang	6/9/2020, 10:59 AM	
Shared with Me	335/COWC Completed by Employee by Quarter		335/COWC	Richard Moody	10/28/2019, 11:28 AM	
	335/COWC Employee Level Reports		335/COWC	Richard Moody	10/28/2019, 11:15 AM	
FAVORITES	335/COWC_Shared		335/COWC	Richard Moody	10/28/2019, 10:46 AM	
All Favorites	335_COWC_PSA_Dashboard		335/COWC	Richard Moody	1/16/2019, 2:31 PM	
	335_COWC_UpdateWorkloadReport		335/COWC	Richard Moody	10/28/2019, 11:41 AM	
	335_COWC_UpdateWorkloadReport_Greg		335/COWC	Gregory Discher	10/8/2019, 2:49 PM	

6. Click on the **Report link** at the bottom of a portlet to be taken to the report populating the data for that portlet.

Note: You can click on the arrows in the top right-hand corner to expand the portlet



✓ You have completed viewing and filtering dashboards in MAST!