



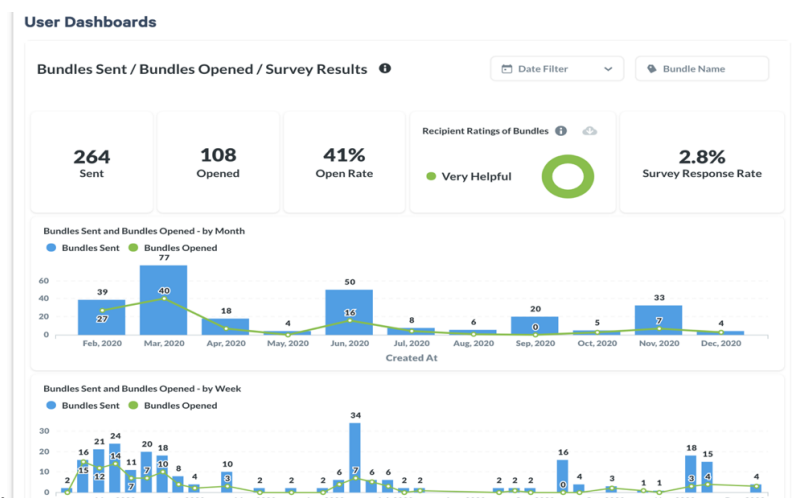
GoShare Dashboards !

– Quick Reference Guide

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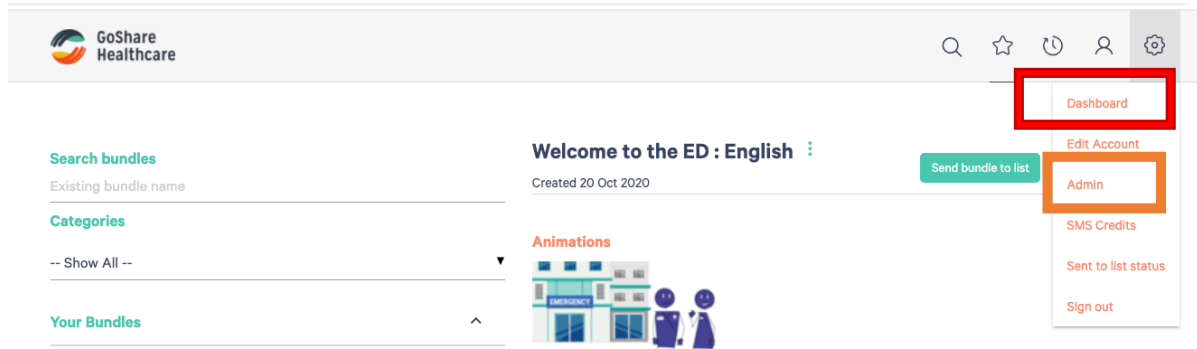
Example Dashboard ...



1. How to Access the Dashboards

1.1 User Dashboard, Branch/Segment and Org Admin Dashboards

Every User has their personal dashboard – access via ‘Cog’ menu (red box)

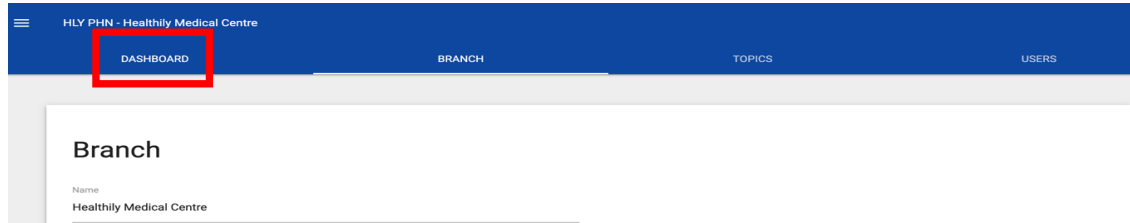


Additional dashboards are available for users with Branch/Segment, or Org admin capability (via additional “Cog” menu option – “Admin” – blue box above)

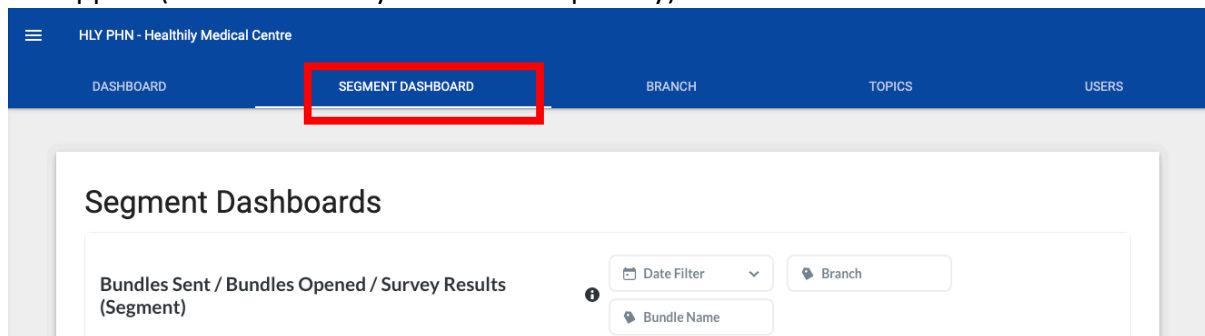
Dashboard	How to Access	Data for which user's ?	Example
User Dashboards (all GoShare users)	Via “Cog” menu / select “Dashboard”	Only the logged in user	Health Professional
Branch Admin Dashboards (GoShare users with Branch Admin capability)	(User with Branch Admin capability) Via “Cog” menu / “Admin” – then select “Dashboard” Tab	All users within the logged in user's Branch	Branch – could be a GP Practice, or a Hospital department etc.
Segment Dashboard (user with “Segment Reporter” role)	Additionally, an extra Tab “Segment Dashboard” appears if Branch Admin is also assigned “Segment Reporter Role”	Segment view gives all users and branches allocated to that “Segment” (aka “Managed by”)	Segment = a grouping of branches (eg: an LHD)
Organisation Admin Dashboards (GoShare users with Org Admin capability)	(User with Org Admin capability) Via “Cog” menu / “Admin” – then Org Dashboard is on the Organisation tab – 1 st screen you land on.	All users across all branches within the logged in user's Organisation	Org – A PHN, Govt Health Agency, or a company etc.

1.2 To access Branch Admin /and Segment dashboard

Select “Cog” icon, and then Admin (as per blue box in screen shot above)
Then select “Dashboard tab” from the Branch Admin page (blue box below)



And if Branch Admin has “Segment Reporting Role” an additional “Segment Dashboard” tab will appear (contact Healthily to add this capability)



1.3 Real time data

The dashboards access the GoShare database in real-time (as the screen is painted)

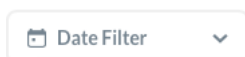
- update the data – simply refresh the page in your browser (also useful if a filter is not responding)
- the dashboard will take some seconds to display – as it is doing a lot of processing to get you the information

2. Dashboard Usage and Features

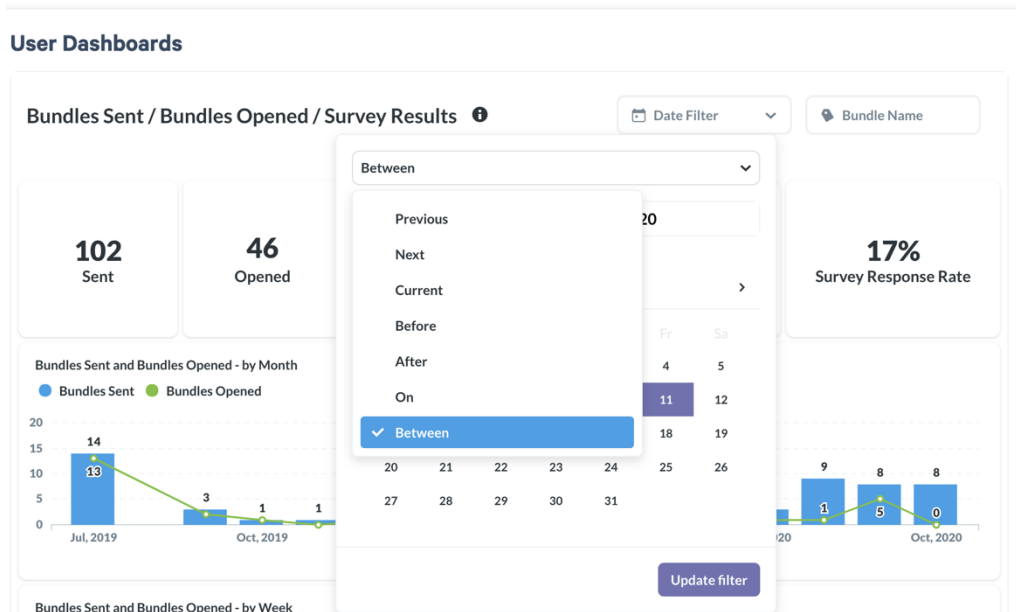
2.1 Filters

Each dashboard has a set of “filters” to allow user to subset the data (generally applies to all items on the dashboard) – Each dashboard has multiple “widgets” to which filters can apply.

2.1.1 Date Filter

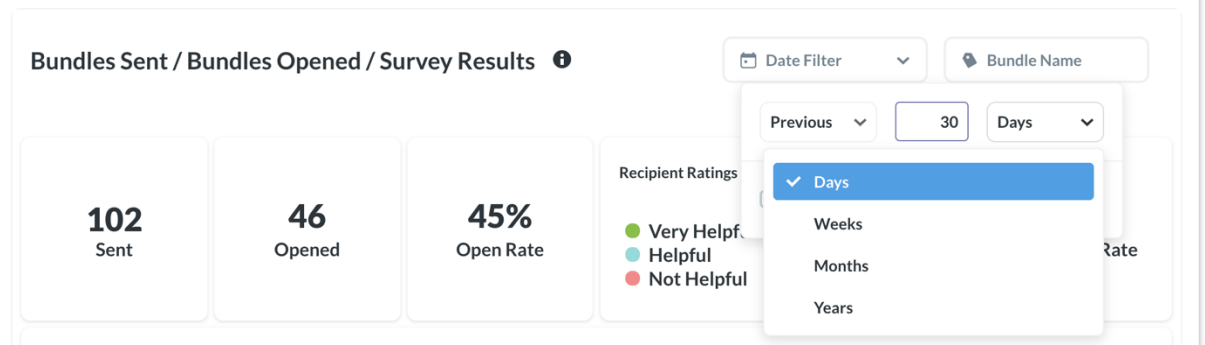


- has multitude of options
- Select any of the “down arrows” to select various options
 - e.g. : “Previous” x “weeks”
 - or “days” etc
 - e.g. : “Between” x date and y date



Select second down arrow (Days)

User Dashboards



** NOTE: Previous xx Days also has an "Include Today" option which can be checked (defaults to off)

Previous 30 Days

☒ Include today

Update filter

2.1.2 Text Filters – e.g.: Bundle Name, Branch Name

Type 1 or many 1st letters to search, then select (e.g., COVID-19 Bundle)

User Dashboards

Bundles Sent / Bundles Opened / Survey Results ⓘ

102 Sent	46 Opened	45% Open Rate
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Recipient Rating

- Very Helpful
- Helpful
- Not Helpful

Search: b|

- Bowel Cancer Screening GSP
- Bundle #BP3523
- Bundle #XG6532
- bowel v10

Add filter

User can select **multiple** values for a text filter.....

Do Your health check x

Demonstration Bundle x |

DYHC + Info Sheets

Damos bundle

diabetes 2. blah blah2 blah3 blah4 blah5 blah 56

Add filter

*** Note – see separate advice on how to fix non descriptive bundle names (e.g.: #XY8702) – can be updated in Bundles section to be meaningful name for the bundle*

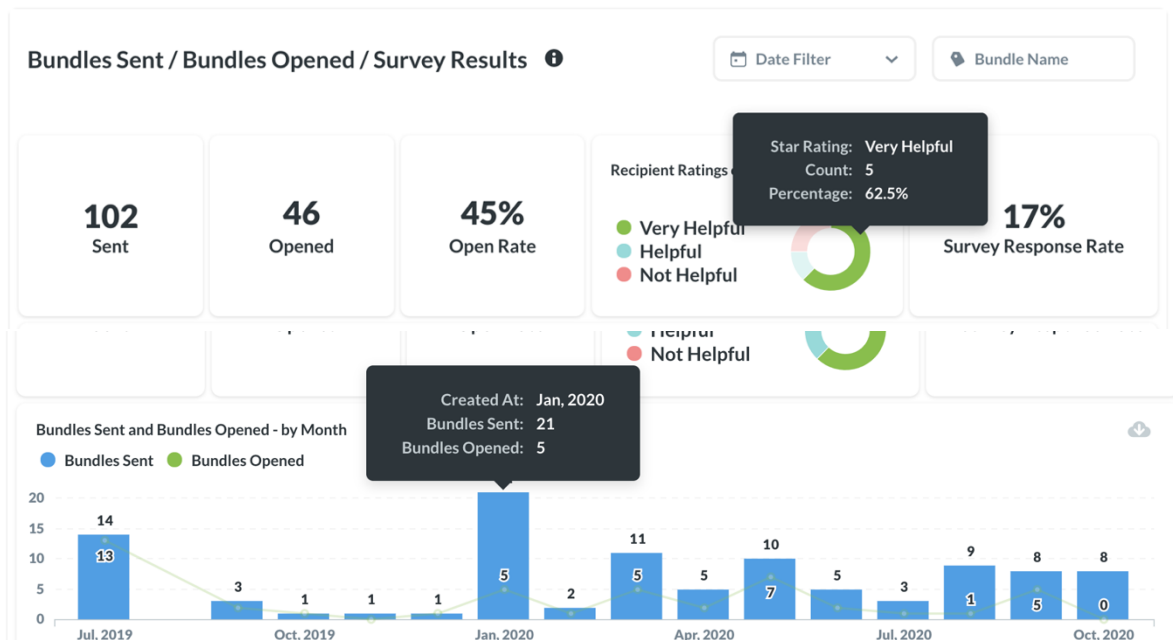
2.2 2nd Dashboard - Most dashboards have a second dashboard – with Separate Filtering

- The 2nd dashboard has separate “Filters” which are independent of the 1st dashboard filters – so you need to set these again
- Also usually displays different types of data (e.g.: Content Items level instead of bundle level etc.)

2.3 Hover for more Detail

Each dashboard widget can be “hovered” over with your mouse to see more information

User Dashboards



2.4 Table Scrolling/Sorting

Tables of data are presented pre-sorted by one of the columns

Bundles Sent, Bundles Opened, Open Rate % - by Bundle Name

^ Bundle Name (Carts → Title)	^ Bundles Sent	^ Bundles Opened	Open Rate %
Do Your health check	28	10	36%
Bundle #XG6532	14	2	14%
COVID 19 x 2 + Animation	11	3	27%
Demonstration Bundle	8	4	50%
Shingles Vaccination Demo Bundle	8	1	13%

Rows 1-5 of 20

To SCROLL

- Bottom right of each table – e.g.: “Rows 1-5 of 20 < >”
- Use the “<” (left arrow) for next page
- or “>” (right arrow) to scroll to previous page of the list

To SORT

- Click on any column heading to sort ALL the data (even that not on the screen) by that column
- (NOTE the up arrow or down arrowhead at right of column title shows direction)
- Click again to sort in reverse order

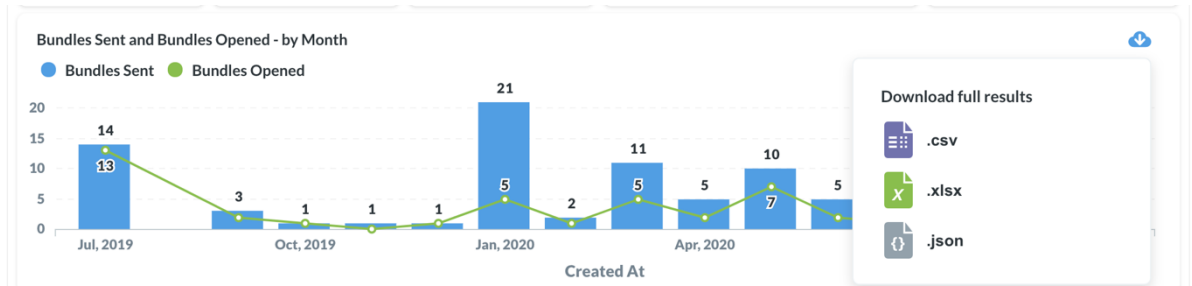


2.5 Exporting Data/Printing Dashboards

2.5.1 Export Data

Each Dashboard Widget – when you hover over the widget with your mouse – displays a Cloud with a down arrow

- Click on the cloud/down arrow



- Get option to download the data - ONLY FOR that widget in
 - o .csv (generic spreadsheet format)
 - o .xlsx (MS Excel format)
 - o .json (a lightweight data interchange format – self describing – used to transmit data between applications)

2.5.2 To Print a Dashboard

- o Use your computer's "Print screen" functionality, OR
- o your browsers "Print" function
- Note: PDF option is not yet available

2.5.3 If you need to do DETAILED DATA ANALYSIS

– you can download detailed data in CSV format for analysis

For regular GoShare Users

- access the 'Sent' report CSV Download on the Recipient screen

For Branch Admins

- access the 'User Activity' report (use "FILTER RESULTS" – then "CSV EXPORT")
- User Activity Report – available from Admin menu (3 bars top left)

For Org Admins

- access the 'User Activity' report (use "FILTER RESULTS" – then "CSV EXPORT")

2.6 "I" widgets

- hover over an I in a black circle for more explanation/ description where provided

Bundles Sent / Bundles Opened / Survey Results ⓘ

GoShare Dashboard for the
Logged in User (#1)

3 Ongoing Enhancements

The dashboards will be frequently updated and enhanced. If you have any requests, please email support@healthily.com.au

3.1 The following list of enhancements being planned

1. **“Content Item”** – data by individual content items (e.g.: Story, Animation, Fact Sheet, Interactive Package)
2. **Email/SMS** – data on sending method
3. **Send to List / CAT4 Activities** data
4. **Excluding** bundles sent as tests – e.g. by Healthily staff
5. **Date Format** – is in d/m/y on graphs etc. but Date Filter does e.g.: October 1, 2020
6. **Scheduled Reports** - Email dashboard widgets to users on a scheduled basis = e.g.: monthly bundles sent/opened etc report

4 Revision History

Date	User Guide version	Description/Notes
10 Dec 2020	V 1	Initial Release – User, Branch Admin and Org Admin dashboards with Bundles Sent, Opened, Survey Results etc
23 Dec 2020	V1.1	Added “Segment Dashboards” for Branch Admins with Segment reporter capability

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