

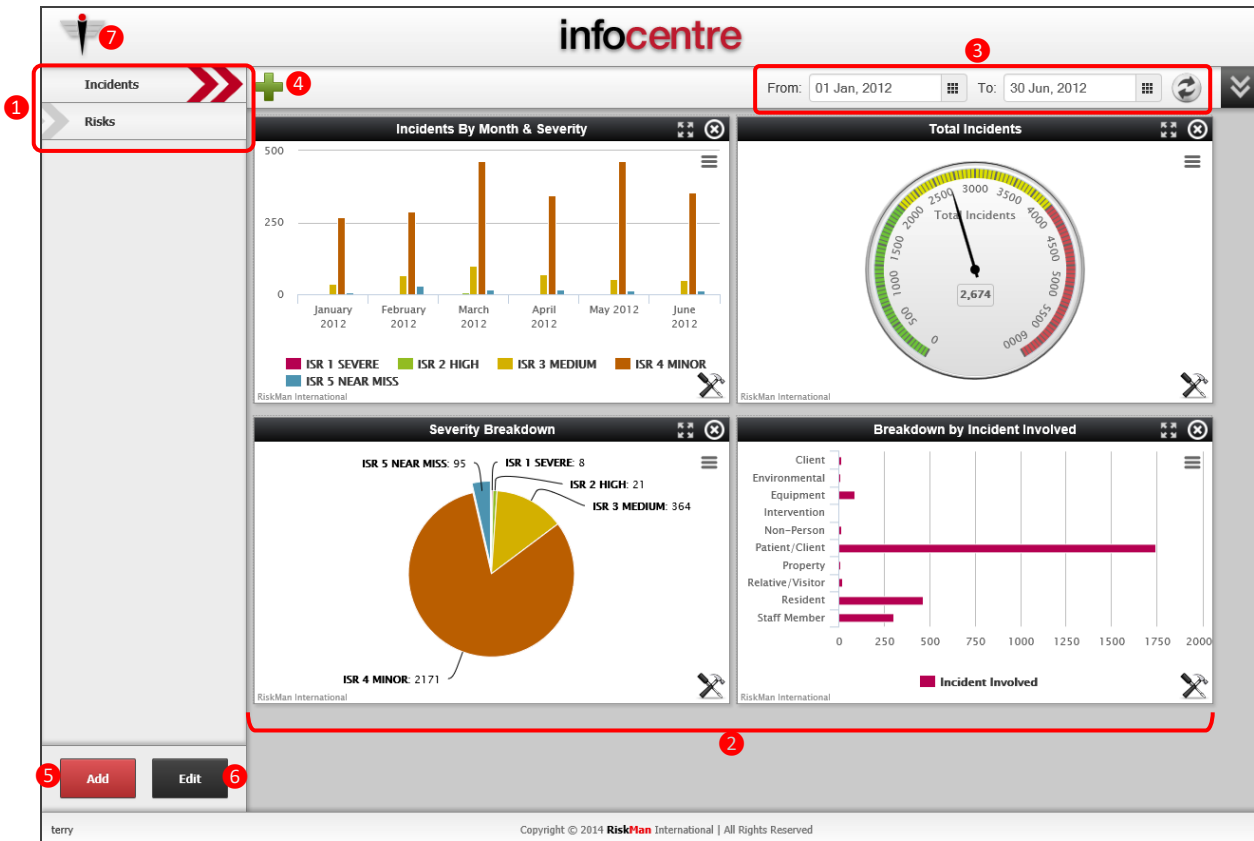
Introduction

The **InfoCentre** is an interactive dashboard that provides all levels of users with simple, real-time information from their domain.

This information is presented in **widgets**, which range from various chart types; to grids of information; and more. These widgets can be easily arranged and modified depending on a user's preference.

Widgets are kept together in **Groups**, much like the concept of Indicators being grouped into Indicator Sets.

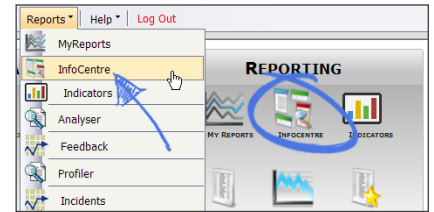
Below is an example of the **InfoCentre** homepage and its functionality:



- 1 Widget **Groups** (click on each group name to view the widgets contained in the group)
- 2 Individual **widgets** contained in the current **Group**
- 3 **InfoCentre Date Range**: The date range to apply to widgets which have been configured to do so (other widgets may have a hard-coded date range, or no date restrictions at all)
- 4 Add a new **Widget** to the current **Group**; create or edit a **Datasource** if the user has permission to do so
- 5 Add a new widget **Group**
- 6 Edit current widget **Group** properties (Group name; position in list)
- 7 Return to RiskMan home page

The first time you use the InfoCentre

The InfoCentre can be accessed by either navigating to *Reports > InfoCentre*, or from the icon on your Homepage.



The first time you open the InfoCentre, RiskMan will offer to either take you on a **tour** of its features, or to skip the tour and go straight to the InfoCentre. We recommend taking the tour to help familiarise yourself with the functionality.

After completing the tour, RiskMan will detect all the Registers to which you have access, and offer to install some default **widgets** for each of these Registers. Once this is complete, you are ready to start using the InfoCentre.

What can you do with your Widgets?

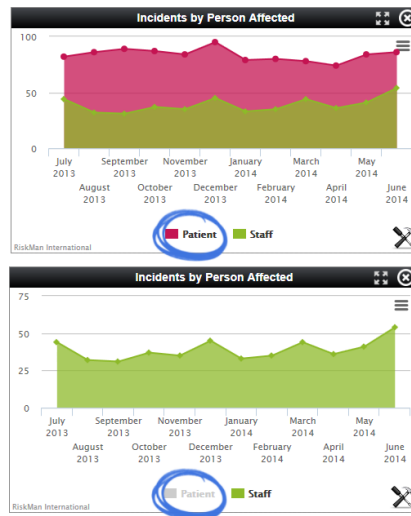
Action	Description	Screenshot
MOVE	<p>Move a Widget to another place within the group. Click and drag the black bar of a Widget to move it to a new position. The two Widgets will then swap places.</p> <p>At present, you cannot drag a Widget into a different group.</p>	
EXPAND	<p>Expands the size of a Widget so that you can see the information more clearly.</p> <p>Click the Expand button in the black bar of a Widget.</p>	
PRINT / EXPORT	<p>Prints the selected Widget, or exports it to a variety of file formats.</p> <p>Note that the look of the printed or exported Widget will depend on whether you are in the normal or expanded view.</p>	
DELETE	<p>Click the to delete a Widget. This cannot be undone, but you can re-add the Widget at any time.</p>	


INTERACT

Click on a series in the legend of a Widget to remove that series.

The chart will re-draw, making it easier to see the data.

This also applies when you are in expanded mode.



Click the **Properties** icon  to change the properties for a Widget.

All Widgets: Change the Widget Title. On the **Watch** tab, you can set the Widget to auto-refresh (5 minute intervals).

PROPERTIES

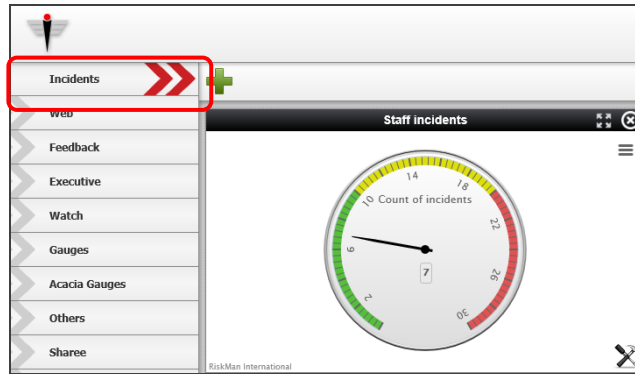
Pie Chart: No further properties.

Gauge: Adjust the colours and their positions on the gauge (much like indicators).

Single Series or Multi Series Chart: Change the chart type.

Working with Groups

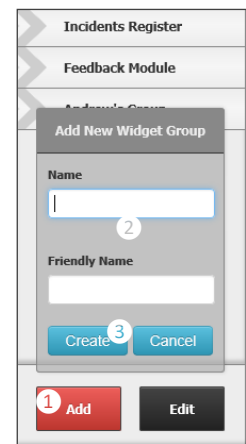
Widgets are contained within logical groupings of your choice. For example, you may wish to group your widgets by register or by type of chart used. To view widgets within each group simply click on the group name.





To create a new Widget Group:

- 1 Click on the **Add** button below the group names
- 2 Create a **Name** and a **Friendly Name** for your group. The **Name** is what is stored in the database whilst the **Friendly Name** is what will appear on the **InfoCentre** page. This allows you to have two groups with the same name, without error
- 3 Click **Create**

You can then start adding Widgets to your new Group.



To edit existing Widget Groups:

- 1 Click the Edit button. From there you can:
 - Click the  icon to delete the Group
 - Click and drag a Group to re-order (Note: the first group in your list will be the one that loads whenever you go to the InfoCentre)
 - Click the  icon to edit the Group name
- 2 Click **Done** when you have finished modifying your Groups.

