



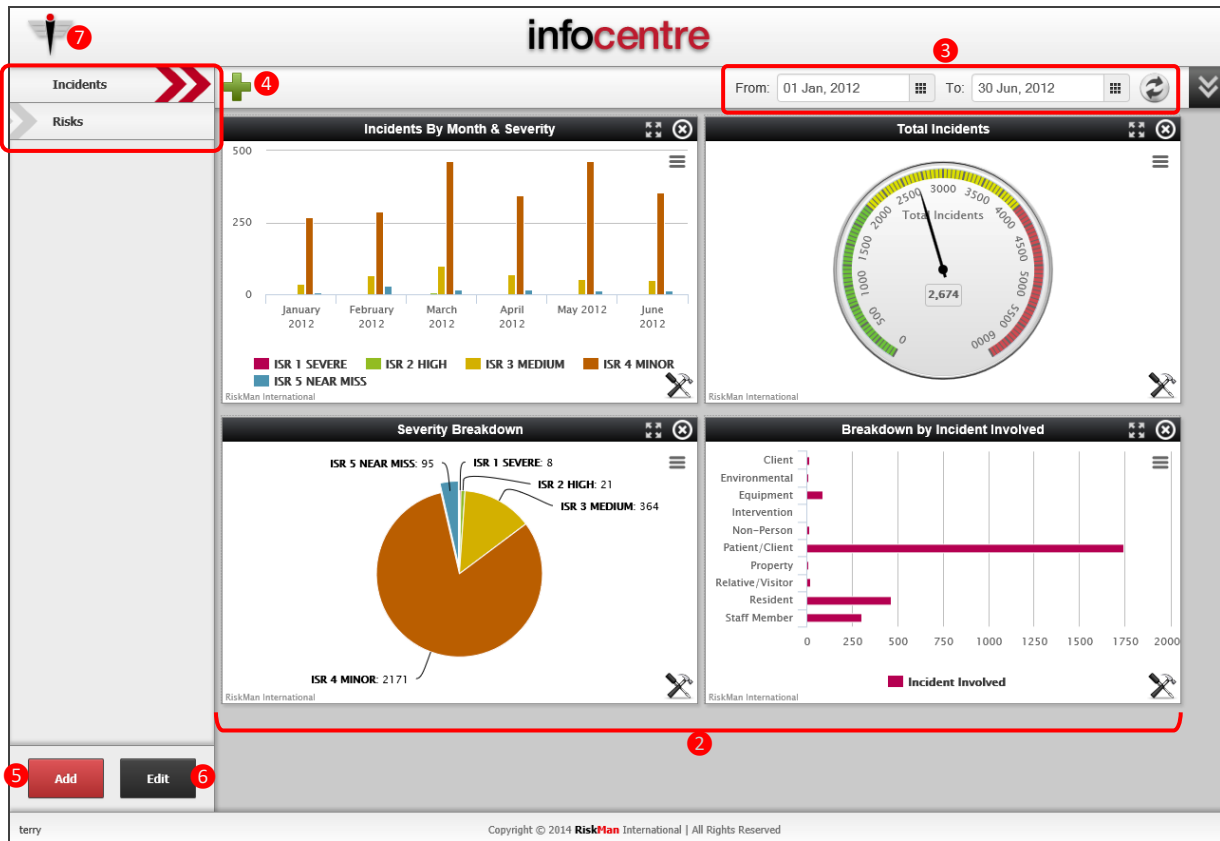
### Introduction

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:

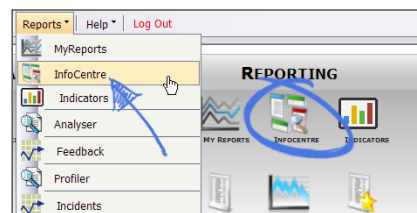


- 1 Widget **Groups** (click on each group name to view the widgets contained in the group)
- 2 Individual **widgets** contained in the current **Group**
- 3 **InfoCentre Date Range**: The date range to apply to widgets which have been configured to do so (other widgets may have a hard-coded date range, 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
<b>MOVE</b>	<p>Move a Widget to another place within the group. Click and drag the <b>black bar</b> 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>	
<b>EXPAND</b>	<p>Expands the size of a Widget so that you can see the information more clearly.</p> <p>Click the <b>Expand</b> button  in the black bar of a Widget.</p>	
<b>PRINT / EXPORT</b>	<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>	
<b>DELETE</b>	<p>Click the  to delete a Widget. This cannot be undone, but you can re-add the Widget at any time.</p>	

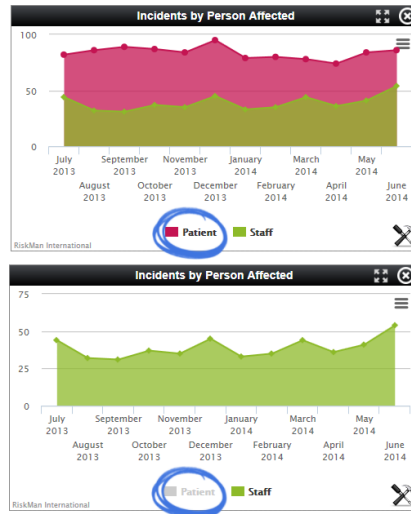



**INTERACT**

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.



### Broadcast Monitor

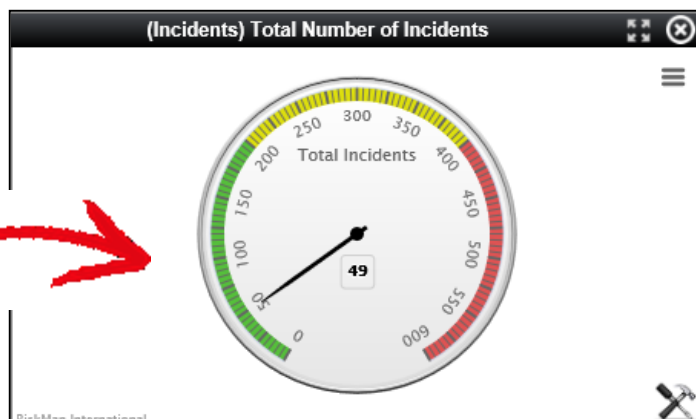
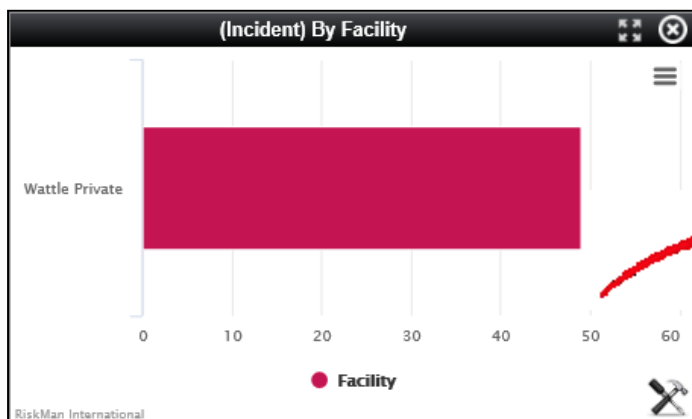
The Broadcast Monitor allows widgets to “communicate” with each other. It allows you to use one Widget and drill down and exchange data with another Widget.

For example, you have displayed the Widget “Incidents by Facility”. If you click on one of the Facility values on the chart, it will display the values related to that Facility you have selected on other widgets like “Total number of Incidents”. The total number of incidents will now only count the amount for the Facility selected.



Widgets displayed without the Broadcast Monitor active

This image displays the Facility “Wattle Private” as the selected Facility, Broadcasted to the Total Number of Incidents Widget.



Notice that the total number of incidents is now displayed as 49 opposed to all Facility incidents being 331

To be able to view the selected values that are currently Broadcasted, you will need to display the (System) Broadcast Monitor Widget. This is where you will be able to clear any Broadcasted data. To add the Broadcast Monitor

Broadcast Key	Value
@@Site	Wattle Private

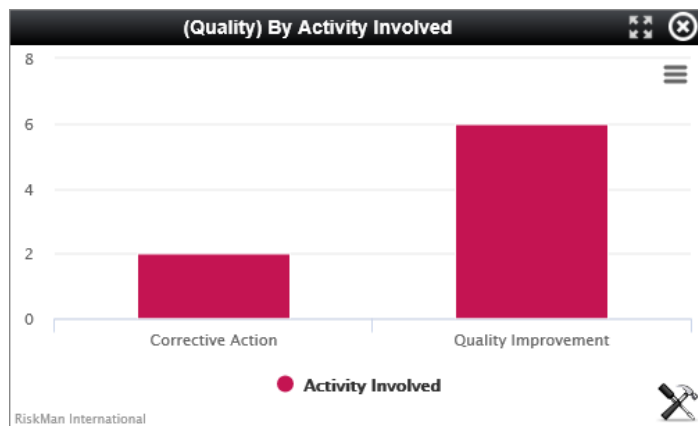
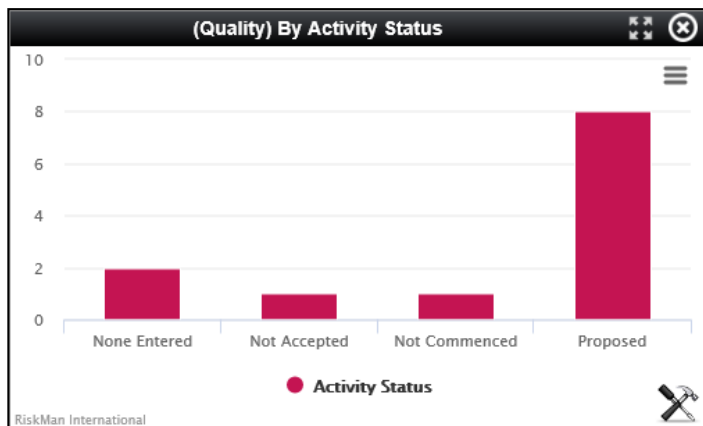
Buttons: Clear all

- 1 Click the icon
- 2 Search for the **(System) Broadcast Monitor** Datasource and select it
- 3 Click **Create Widget**

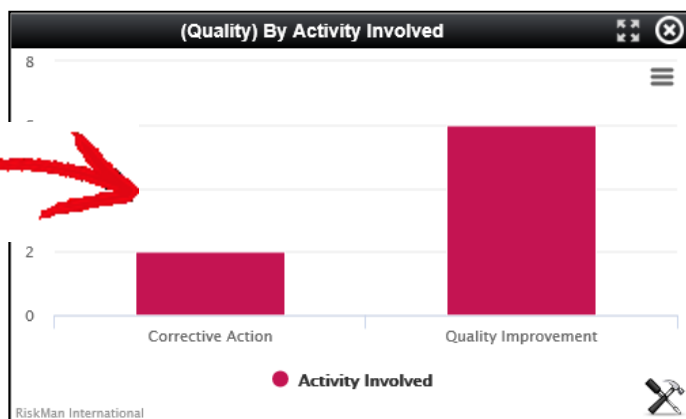
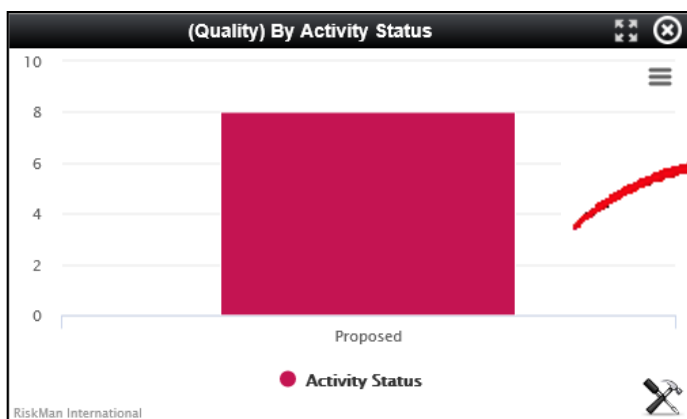


The Broadcast Monitor can be used across all registers, the same as using the InfoCentre in general. Another example of the Broadcast Monitor being used is Quality. You may wish to display a Widget that displays the Activity Status and Broadcast their Activity Involved.

Widgets displayed without the Broadcast Monitor active



This image displays the Activity Status “Proposed” as the selected Status, broadcasted to the “Activity Involved” Widget. Notice that the total number of activities Involved is now reflected based on the “Proposed” value opposed to all Activities.



Broadcast Key	Value
@@Patient_Status	Proposed

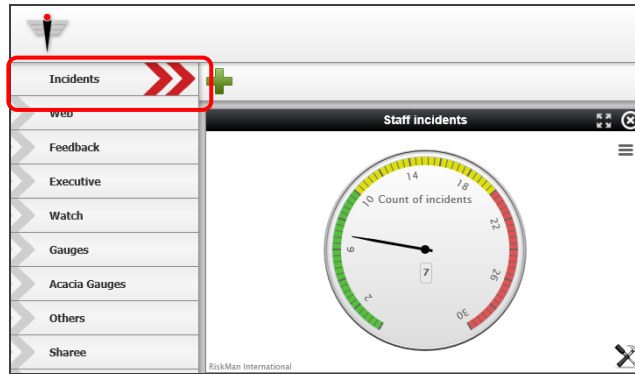
**Note:**

The Broadcast key will be labelled depending on the database name for the field that is being broadcast



### Working with Groups

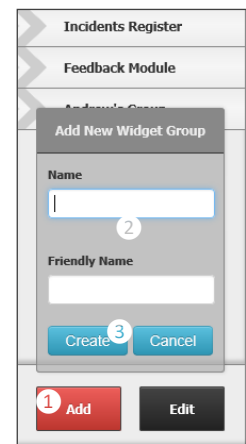
Widgets are contained within logical groupings of your choice. For example, you may wish to group your widgets by register or by type of chart used. To view widgets within each group simply click on the group name.



#### 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.

