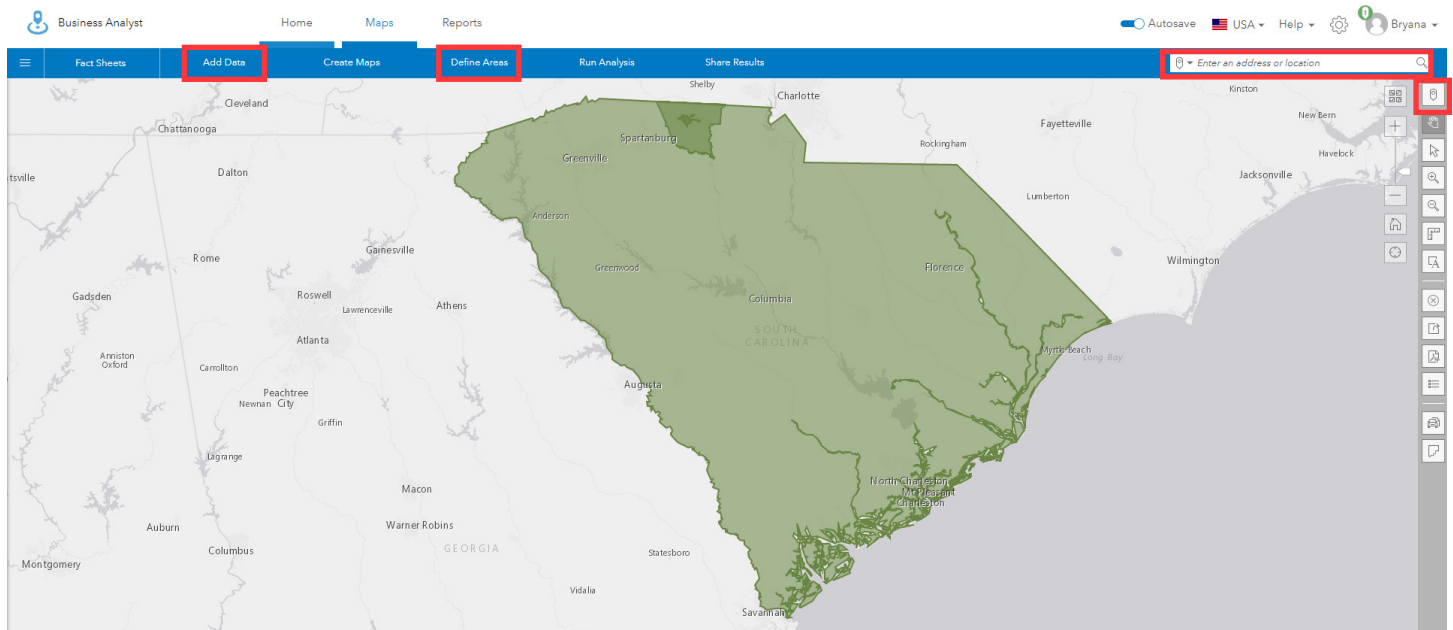
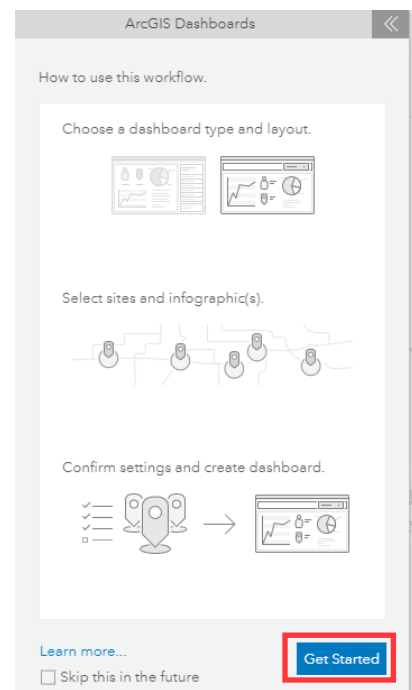
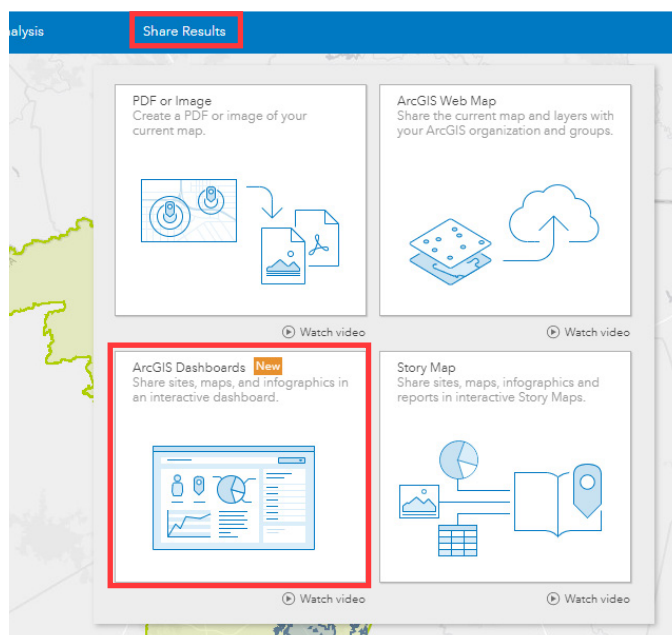


## HOW TO: CREATE AN ARCGIS DASHBOARD FROM BUSINESS ANALYST

From the maps tab of Business Analyst, add the sites or geographies you are interested in viewing. You can do this by typing an address in the search bar in the top right corner of the map, dropping a pin, or by using the define areas tab to draw a polygon or select a geography. If you have a shapefile for a specific location, or have a web map or web layer from ArcGIS Online, you can add them to the map from the "Add Data" tab.



Once the geographies you are interested in are placed on the map, click the "Share Results" tab at the top of the screen. Then click "ArcGIS Dashboards". This will open a sidepanel on the left side of the screen. Click "Get Started"



In the same panel, follow the prompts to answer the six questions based on your preferences and click next to move on to the next. On Step 3, you will be asked to select the site(s) for your dashboard. Click "Add Sites" to open a dialog box at the center of the screen. You can check a box for each of the geographies you would like to include. If you click the "Currently on Map" tab you will see the geographies you added in step one. With all the necessary geographies selected, click "Create". It will take a few moments for the dashboard to be built. The progress will be shown at the bottom of the map pane.

**1** Select the type of dashboard.

Many sites → Same infographic  
This dashboard will show data for many sites through a single infographic.  
(Most popular)

One site → Different infographics  
This dashboard will show data for one site across many different infographics.

**2** Choose a dashboard layout.

**Side Layout**  
This layout includes a map and uses a panel list to switch between infographics for each site.

**Main Layout**  
This layout has a dropdown selector at top to switch between infographics for each site.

**3** Select sites for your dashboard.

**Add Sites**

Add Sites

Recent Currently on map From projects

<input checked="" type="checkbox"/> Name	Description
<input checked="" type="checkbox"/> Fountain Inn City, SC	Place: Fountain Inn City, SC
<input checked="" type="checkbox"/> Greenville City, SC	Place: Greenville City, SC
<input checked="" type="checkbox"/> Greenville County, SC	County: Greenville County, SC
<input checked="" type="checkbox"/> Greer City, SC	Place: Greer City, SC
<input checked="" type="checkbox"/> Mauldin City, SC	Place: Mauldin City, SC

**Apply** **Cancel**

**4** Select Infographic for Dashboard.  
Key Facts

**5** Enter Dashboard title.  
Key Facts\_GreenvilleSC

**6** Share your dashboard. (optional)

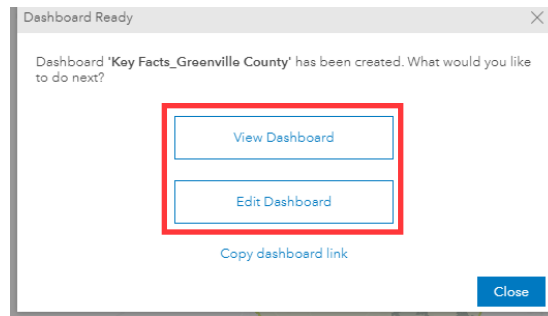
Entire organization (Infomomentum Online)

My groups

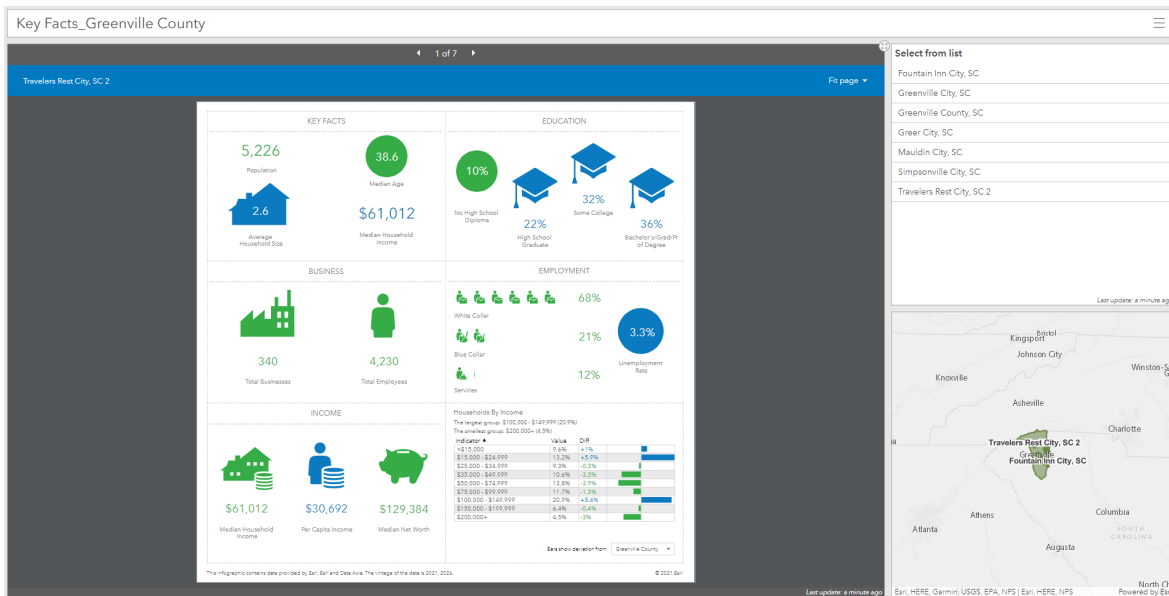
- 2017 Site Drive-Time Reports (bethle...)
- 65+
- Anderson Water District
- COLI Data Collection
- Data Request

**Back** **Create**

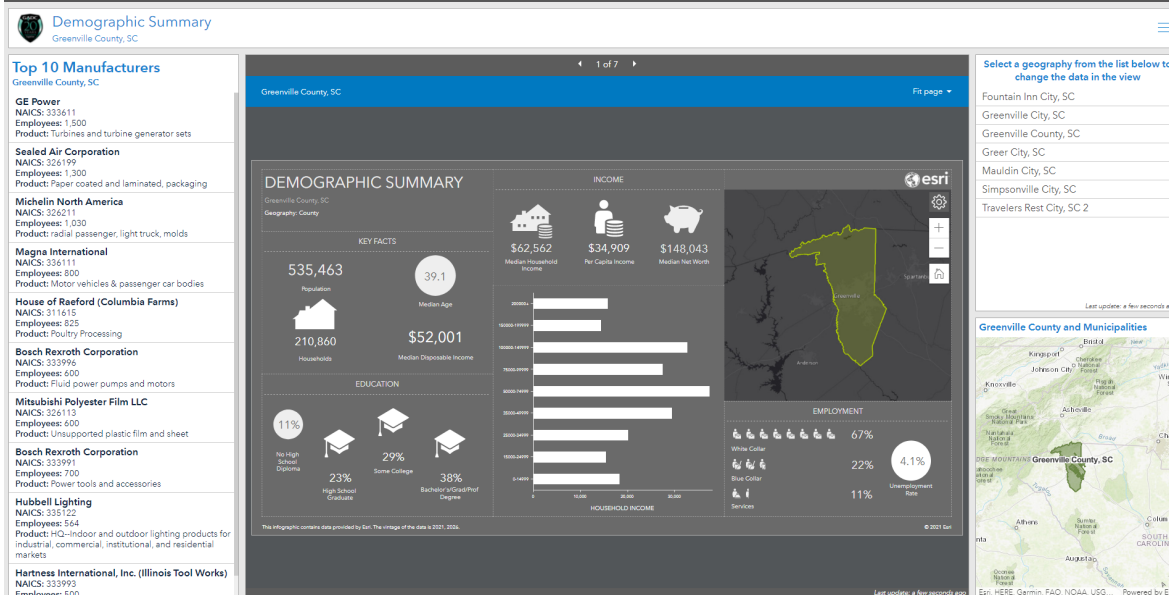
A dialog box will appear at the center of the screen giving you the option to view your dashboard or to edit it. "View Dashboard" will give you the finished product. "Edit Dashboard" will allow you to customize the dashboard by adding elements such as maps, charts, or other media, or change the title, subtitles, and color scheme. Below you can see the difference between the auto-generated dashboard and the one I customized.



DEFAULT DASHBOARD



CUSTOMIZED DASHBOARD



## REACH OUT

If you have questions about how to edit ArcGIS Dashboards or how to use them in your upcoming project, feel free to reach out to the InfoMentum team.

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