



Unified Design Documentation

Dashboard Specifications
Version: 1.0

Revision Date: 02/24/2016

Revision History

No.	Date	Version	Description	User
1.				
2.				
3.				

Document Cross Reference

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1.				
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Dashboard Specifications

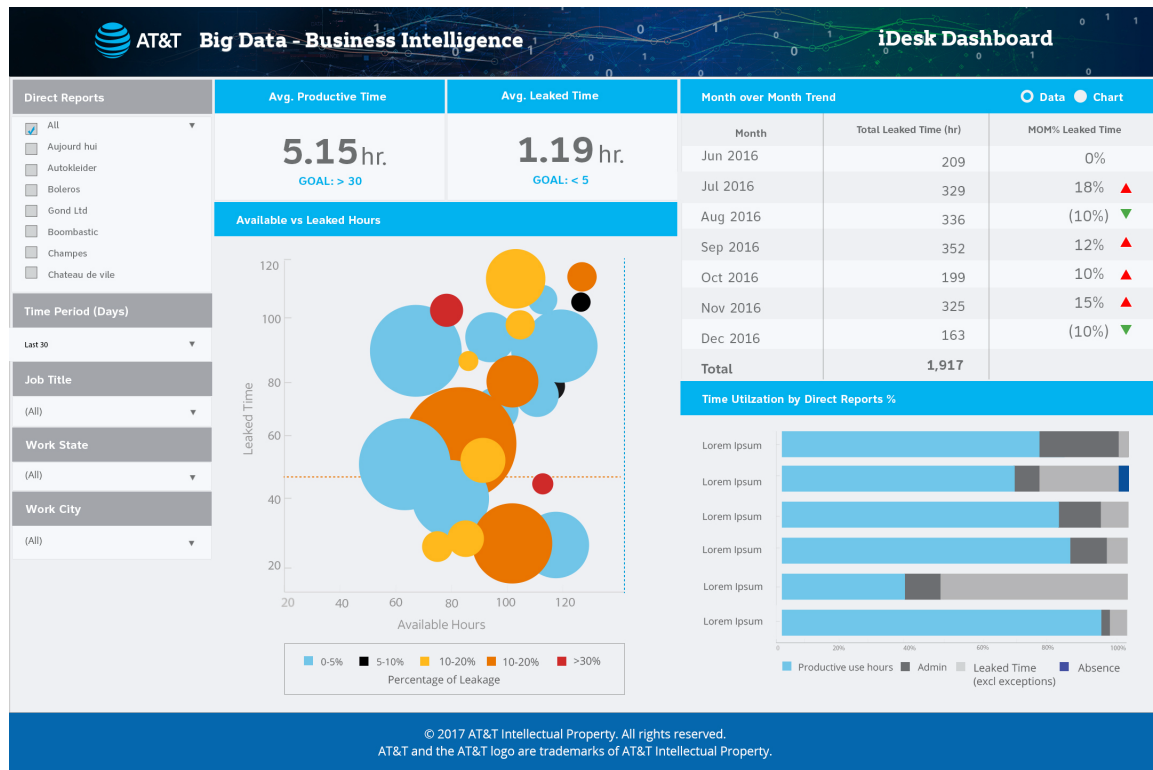
Purpose:

This document will lay out the basic set of rules, specifications and standards that need to be followed and applied when designing and creating MicroStrategy Report Services BI dashboards.

Dependencies

Business Intelligence MicroStrategy

* The following dashboard document presents several common dashboarding qualities:



1. Designing Dynamic Enterprise Dashboards

- A dashboard is a display of related sets of data on one screen.
- Consistent Themes and Navigation
- MicroStrategy *Designing Dynamic Enterprise Dashboards* which are a type of document that summarizes key business indicators by presenting them in visually intuitive, easy-to-read, interactive documents.
- Only one page, so that it is easy to view the entire dashboard and see all the information.
- Provides interactive functionality so users can change how they see the data. For example, a user can select exactly which data to see by selecting metrics or attribute elements to be displayed in a Grid/Graph.
- **Color Scheme:** Refer to the color scheme AT&T Signature color ATT Blue 84/4/0/0 sample report to pick up charts and tables with pre-defined colors

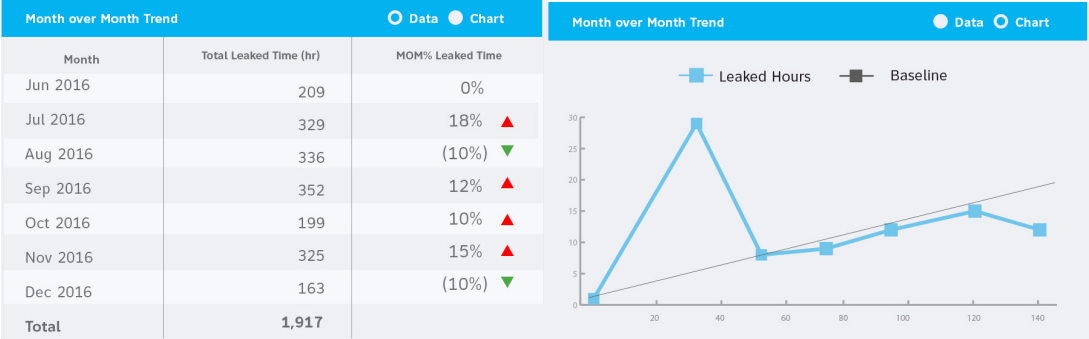
and styles. This pre-defined report has all the objects formatted and lay out and the same should be used in developing new dashboards.

2. Analysis at a glance KPI



- Dashboards also provide KPIs - key performance indicators. In this KPIs allow users to quickly identify Avg. Productive Time and Avg. Leaked Time.

3. Analyzing specific attributes, elements, or metrics: Button bar



- Provides interactive functionality so users can change how they see the data.
- In the dashboard-style document sample above, the buttons in the Subcategory Analysis grid can be used to change the data/chart displayed.
- The dashboard displays data for the data category. Click the chart button to show data for that visualization of trend chart.

4. Filter panels:

The image shows a vertical filter panel with the following sections and options:

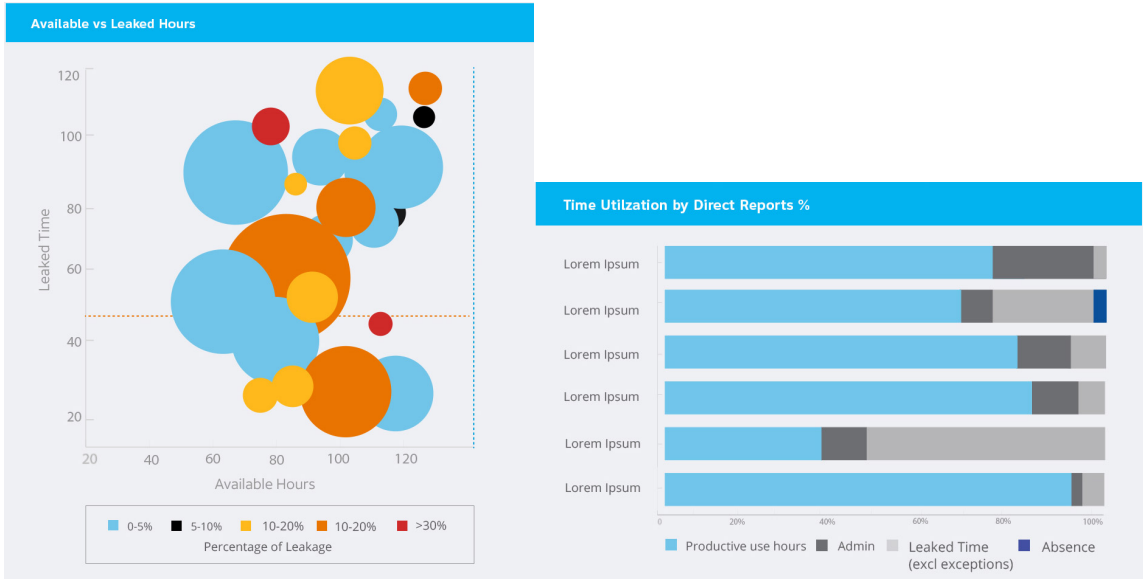
- Direct Reports:** A list of checkboxes with labels: All (checked), Aujourd'hui, Autokleider, Boleros, Gond Ltd, Boombastic, Champes, and Chateau de vile.
- Time Period (Days):** A dropdown menu currently set to "Last 30".
- Job Title:** A dropdown menu currently set to "(All)".
- Work State:** A dropdown menu currently set to "(All)".
- Work City:** A dropdown menu currently set to "(All)".

- A filter panel is a type of panel stack that contains only selectors, which users interact with to filter the data displayed in a dashboard document.
- A dashboard document displays sales data by Direct report category for the All.
- The filter panel in the following dashboard document, shown in Express Mode, contains selectors that target the grid report. The three selectors filter the grid report for Time Period(days), Job Title, and work State and Work City.
- The analyst has selected default selection of All.

5. **Color Palette:** Copy and Paste the color palette from the properties menu for all the charts. The color palette should be the same for any type of charts.
- Using AT&T Secondary colors of ATT Black 63/62/59/94, ATT White 0/0/0/0, and ATT Orange 0/61/99/0
 - Accent colors: ATT Dark Blue 95/50/0/0, ATT Light Blue 52/0/1/0, ATT Light Gray 0/0/0/20, ATT Gray 0/0/0/50, ATT Dark Gray 0/0/0/70, ATT Yellow 0/31/98/0

For examples the visualization data should be using corporate branding color palette:

- The bubble, which shows corporate available vs leaked hours.
- The full bar graphs, which display Time Utilization by Direct Reports % in an easy-to-understand format.



6. Objects/Images: All object shapes such as arrows should be of the same size and shape. All images must be re-used from the existing images that reside in the MicroStrategy image directory on the server. Any new images that need to be added will require prior approval from the Steering Committee.

Month over Month Trend		
Month	Total Leaked Time (hr)	MOM% Leaked Time
Jun 2016	209	0%
Jul 2016	329	18% ▲
Aug 2016	336	(10%) ▼
Sep 2016	352	12% ▲
Oct 2016	199	10% ▲
Nov 2016	325	15% ▲
Dec 2016	163	(10%) ▼
Total	1,917	

7. Positioning and formatting the dashboard objects

- Display your finished dashboard in the same format your users will be viewing it in—for example, HTML, PDF, Excel, or printed—and ensure that the display is effective for your planned output.
- If a grid report takes up too much room, make it smaller and add a scrollbar. The data will remain accessible but the report itself will use less space on the total dashboard area.

Report Template Classes

- 1) **Prompt Page Titles:** "font-size:10pt;font-weight:bold;color:navy"
- 2) **Report Header Titles:** "font-weight:bold;vertical-align:middle;font-size:8pt"
- 3) **Page Border:** "padding-top:10px;border-top:1.5pt solid blue;border-bottom:1.5pt solid blue"
- 4) **Crosstab Corner:** "font-weight:bold;text-decoration:none;vertical-align:middle;background-color:#0066CC;padding-right:15px;color:white;text-align:center;border:0.5pt solid black"
- 5) **Column Titles Blue-White:** "background-color:#0066CC;text-align:center;font-weight:bold;vertical-align:middle;color:white;border:0.5pt solid black"
- 6) **Column Titles Blue-White Excel:** "background-color:#0066CC;text-align:center;font-weight:bold;vertical-align:middle;color:white;width:60px;border:0.5pt solid black" **(Do Not Use)**
- 7) **Column Break:** background-color:transparent;border-top-style:none;border-right-style:none;border-bottom-style:none;border-left-style:none;width:4px"
- 8) **Rows:** "background-color:transparent;color:black;border-top:0.5pt solid silver;border-bottom:0.5pt solid silver;border-left:0.5pt solid black;border-right:0.5pt solid black"
- 9) **Line Height 3-0:** "padding-top:3px;padding-bottom:0px"
- 10) **Column Width 60px:** "background-color:transparent;width:60px"
- 11) **Body Fact Cells:** "border-top-style:none;border-right-style:none;border-bottom-style:none;border-left-style:none;background-color:transparent;font-size:8pt;color:black" **(Do Not Use)**
- 12) **Body:** "color:black;background-color:transparent;border-top:0.5pt solid silver;border-bottom:0.5pt solid silver;border-left:0.5pt solid black;border-right:0.5pt solid black"
- 13) **Sub-Total:** "font-weight:bold;background-color:#99CCFF;color:black;border-top:1.5pt solid black;border-bottom:0.5pt solid silver;border-left:0.5pt solid black;border-right:0.5pt solid black"
- 14) **Total:** "font-weight:bold;background-color:#99CCFF;color:black;border-top:1.5pt solid black;border-bottom:2.25pt double black;border-left:0.5pt solid black;border-right:0.5pt solid black"
- 15) **Total Color:** "font-weight:bold;background-color:#99CCFF;color:black"