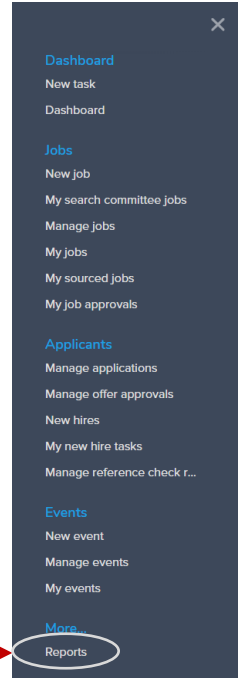
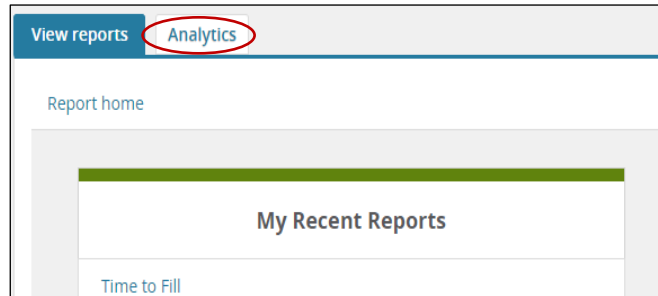


HOW TO: ACCESS DIVERSITY DASHBOARD IN ANALYTICS

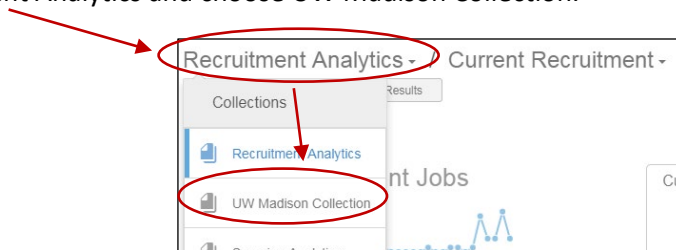


A Diversity Dashboard is available in the Reports/Analytics section of TREMS for Division HR TREMS users. Analytics are not available to Hiring Administrator permission level users. This dashboard will return data specific to applications associated with your division's recruitments. The data is refreshed every 24 hours. Consult the [Analytics Glossary](#) for a description of available analytics.

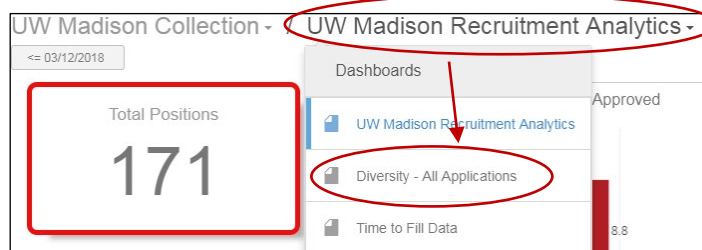
1. From the menu bar or the PageUp menu click on the Reports link.
2. Click on the Analytics tab from the Reports dashboard.



3. The Recruitment Analytics / Current Recruitment dashboard will display by default. Click on Recruitment Analytics and choose UW Madison Collection.



4. The UW Madison Collection of dashboards will open. Click on UW Madison Recruitment Analytics and change the dashboard to Diversity – All Applications.



HOW TO: FILTER AND VIEW DIVERSITY DASHBOARD RESULTS

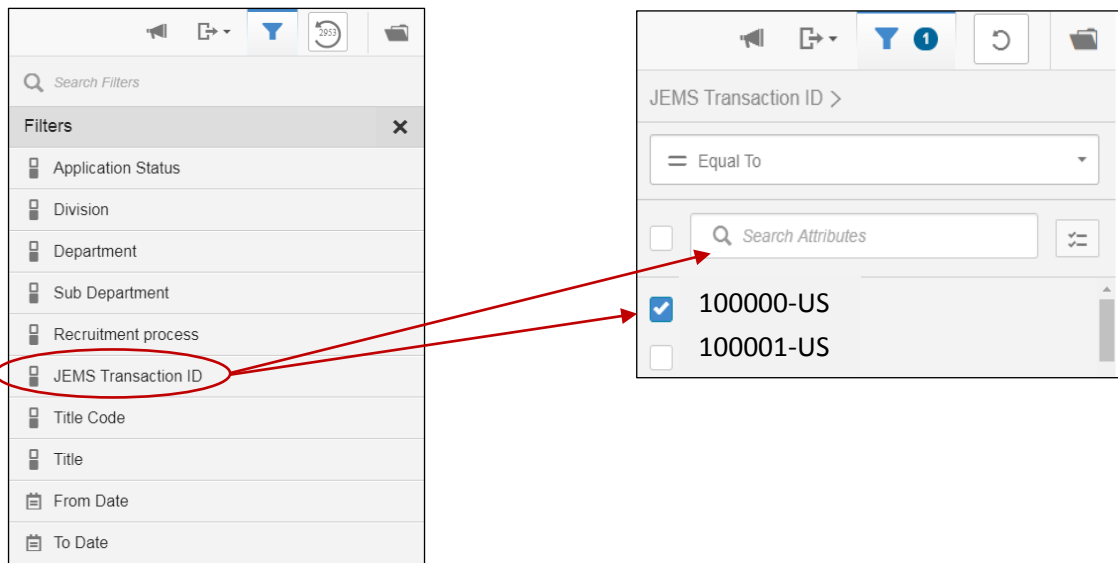


Initial dashboard results display diversity data for all recruitments in your division. There are many options to narrow your results by filters. Additional views and export options are also available.

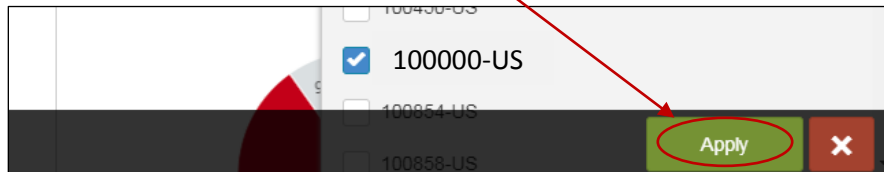
1. To filter the diversity data, click on the funnel icon from the menu bar.



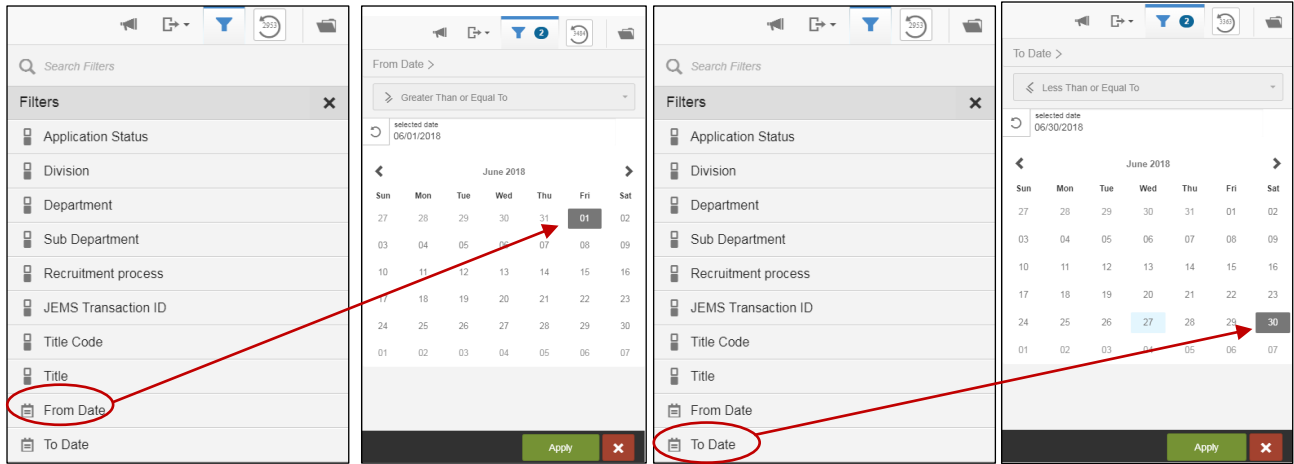
2. A dropdown menu of filters will open. You can filter the data many ways, including by JEMS Transaction ID. To apply a filter, click on the filter type. For the JEMS Transaction ID filter, a list of transactions in your division will populate. Select the JEMS Transaction ID you wish to view by clicking on the box next to the number. You can also search by typing the JEMS Transaction ID into Search Attributes and click the box to set the filter.



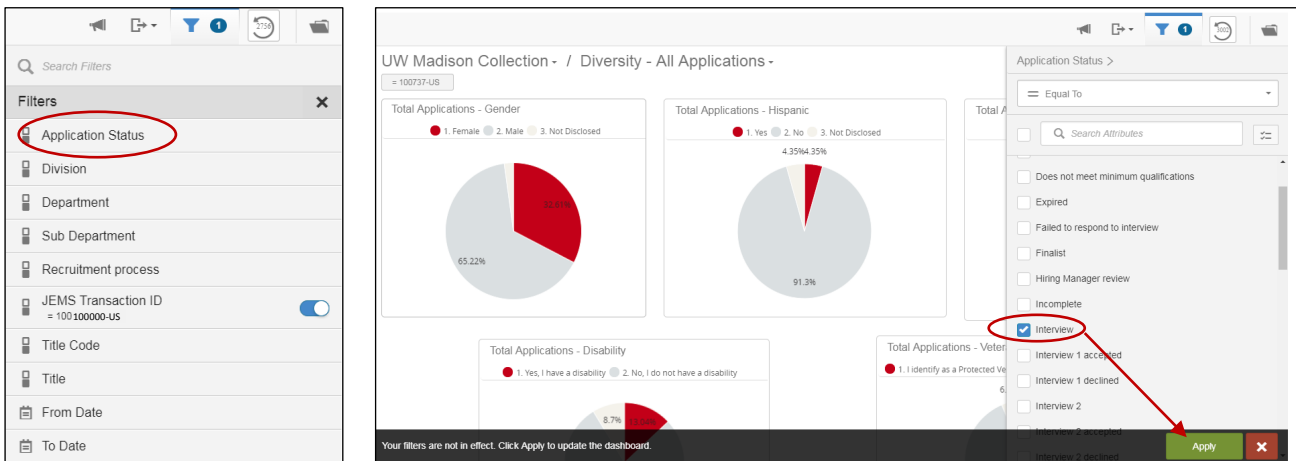
3. Click the Apply button at the bottom of the screen to apply the filter and update results.



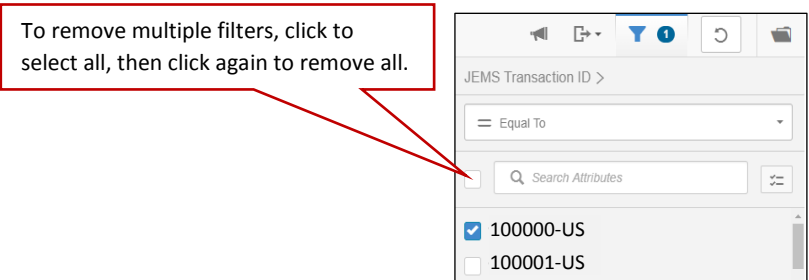
- Using the date filters will assist you in viewing the diversity among all applications received during a particular time period. For example, to see all applications received in June 2018, set the From Date to 6/1/2018 and the to date to 6/30/2018. Click Apply after selecting each filter.



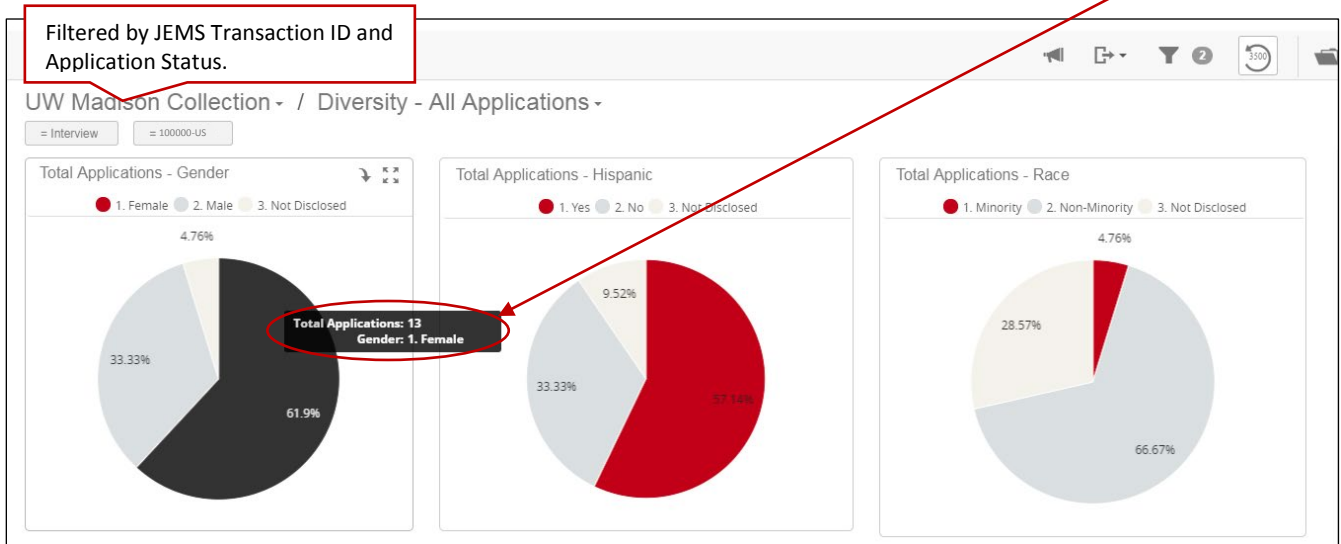
- You can apply more than one filter at a time. For example, you can filter by JEMS Transaction ID and Application Status to get diversity information for a specific recruitment step. To create additional filters, click on the funnel, then click on the filter name and set the additional filter(s). Click Apply to update results.




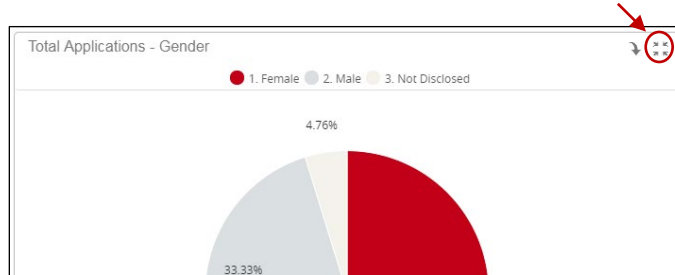
- To remove a filter(s), click on the funnel, click the filter name, click to remove the check mark, and Apply. **To quickly remove multiple options for the same filter (e.g. multiple JEMS Transaction IDs selected), click the check box next to the search box to select all, then click again to remove all and click Apply.* Filters must be set each time you open analytics. Your choices are not saved.




- The dashboard will populate the data into dashlets that display a pie chart for the categories of gender, race, ethnicity, disability and veteran status. To view details for a specific segment of the pie chart, hover your mouse over the segment.



- To enlarge a dashlet, click on the maximize icon  in the upper right corner of the dashlet. This will open an expanded view of the dashlet. To return to normal size, click on the maximize icon again.



- The dashlet actions icon  opens a menu that allows you to change the chart type with the View Selector action, export the dashlet to a PDF or an Excel file using the Export As action, or create a notification. The View Selector action has to be re-selected each time you open analytics. Your choices are not saved.

