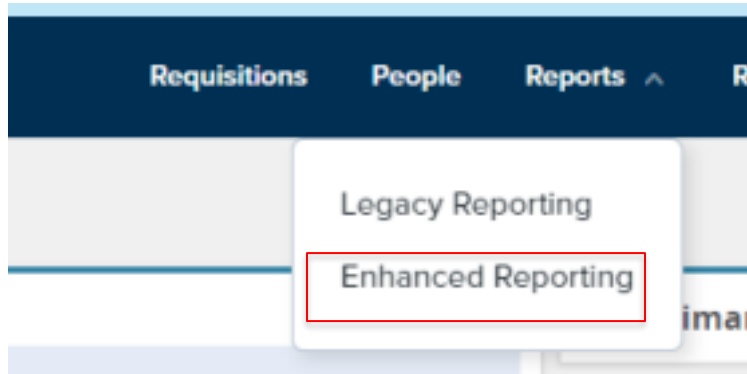
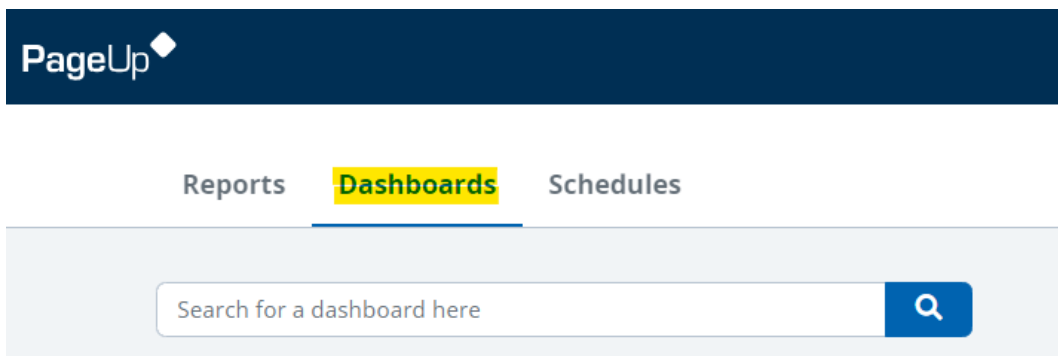


## Advanced Analytics Dashboards - Job Aid

1. Log on to [TalentLink](#) using your single sign-on credentials.
2. Click on **Reports** on the menu on the right side of your screen and then click on **Enhanced Reporting**:

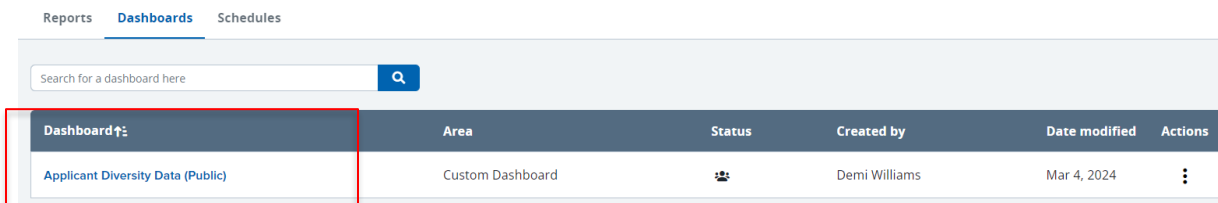


3. A new window will open, showing the list of reports available to you.
4. Click on **the Dashboards** tab in the top left corner of your view and select the dashboard you want to view.

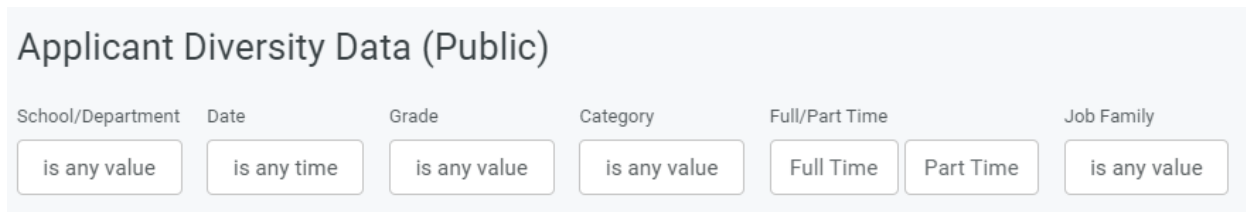


### View a Dashboard

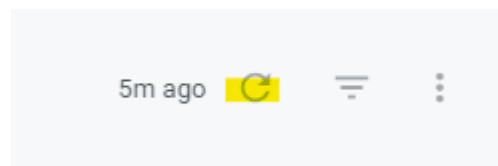
1. Click on the dashboard you would like to view.



2. A new window will pop up. On the top left corner of your screen, you will be able to view and edit the filters available for the dashboard you have opened.

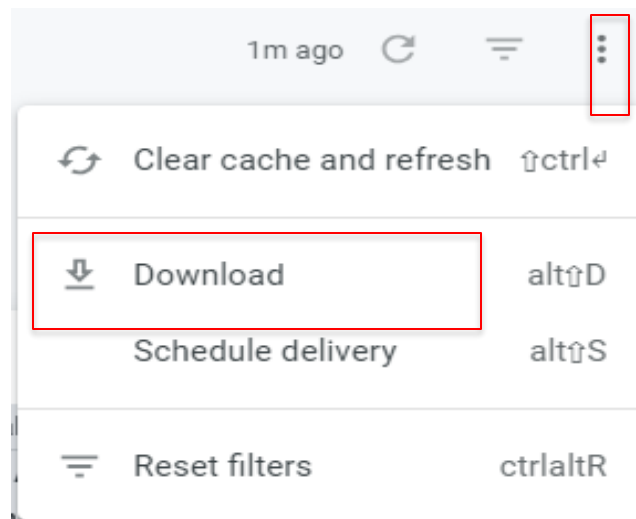


3. Once you update all the filters, click the **Reload** button (see screenshot below), at the top right corner of your screen to update the results.



## Download a Dashboard

1. To download a dashboard, click on the **ellipsis** button on the top right corner.
2. Click **Download**, to download the dashboard.



3. You can select the format and display settings in the dropdown.

**Download Applicant Diversity Data (Public)**

Format

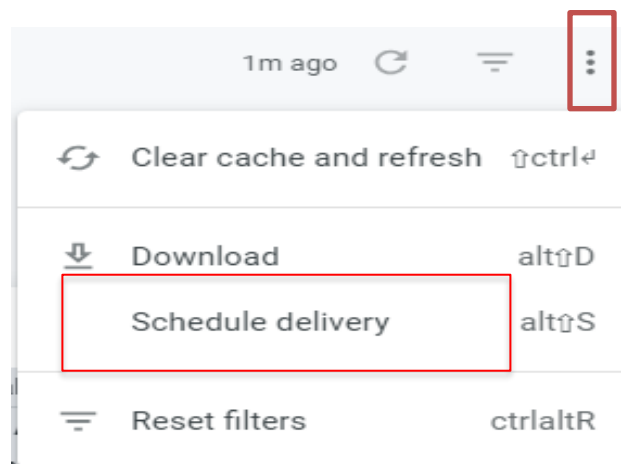
Paper Size

Expand tables to show all rows ⓘ

Arrange dashboard tiles in a single column

## Schedule a Delivery of a Dashboard

1. To schedule a delivery of a dashboard, click on the **ellipsis** button on the top right corner.
2. Click on **Schedule Delivery**. The email menu will pop up.



3. **SETTINGS:** Enter the **Schedule Name**, **Recurrence**, **Destination Email**, **Email Content**, and **Format** (we recommend a PDF format).
4. **FILTERS:** Select specific filters.
5. **ADVANCED OPTIONS:** Set the print settings.

### Schedule Delivery

Settings
Filters
Advanced options

Schedule Name

Recurrence Time

Destination

To \*

A list of recipient email addresses, you can provide a comma, semi-colon, colon or pipe-separated list.

Email Content \*

Test now
Cancel
Save

### Schedule Delivery

Settings
Filters
Advanced options

Date

School/Department

Department

Requisition No.

Grade

### Schedule Delivery

Settings
Filters
Advanced options

Expand tables to show all rows ⓘ

Arrange dashboard tiles in a single column

Paper size

Delivery timezone