

QUICK GUIDE: Navigation of the HR & FIN Dashboards

Signing Into UWBI

- Go to UWBI Production: <https://uwbi.wisconsin.edu>
 - Below is a sample institution dashboard.
1. You can return to the previous page by selecting the **Return to UWBI Landing Page** button in the upper left of your screen.

2. Each dashboard will have a link called **View Dashboard(s)** for you to select and navigate into a specific dashboard.

3. Some dashboards will have a longer list of reports, so you may need to use the **scroll bar** to view all listed reports.

4. The **Additional Resource** links and **Where are my Shared Query Reports** link are located at the bottom of the page for additional assistance/tools

The screenshot shows the UWBI dashboard interface. At the top, there is a navigation bar with a search field and user information. Below this is the 'UWSYS Home Page' header. The main content area is titled 'Human Resource and Finance Dashboards' and is divided into several sections: 'Absence Dashboards', 'Compensation Dashboards', 'Payroll Dashboards', 'Workforce Dashboards', 'Benefits Dashboards', 'Demographic Dashboards', and 'Time and Labor Dashboards'. Each section contains a 'View Dashboard' link and a list of reports. A red box highlights the 'Return to UWBI Landing Page' button in the top left. Another red box highlights the 'View Dashboard(s)' link in the 'Absence Dashboards' section. A third red box highlights the scroll bar in the 'Workforce Dashboards' section. A fourth red box highlights the 'Additional Resources' and 'Where are my Shared Query Reports?' links at the bottom.

and to navigate to a page that provides information on which dashboard and report, within the dashboard, to use to access the information previously provided by an Interactive Reporting shared query.