



University
of Glasgow

UKVI Engagement Form Helpdesk Dashboard



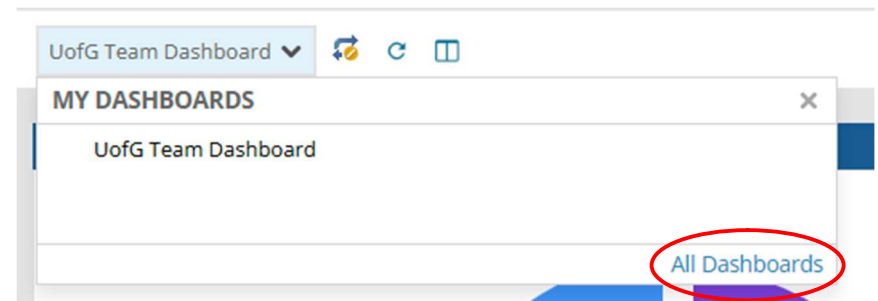
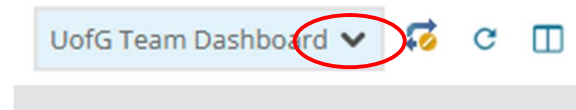
Accessing the Dashboard View

In order to track the submission and completion of engagement forms, a dashboard view can be applied in the UofG Helpdesk.

To do this, firstly log into the Helpdesk in the 'Student Support Analyst' role.

Next, from the home screen, click the drop-down arrow next to the current view name.

Then select 'All Dashboards'.

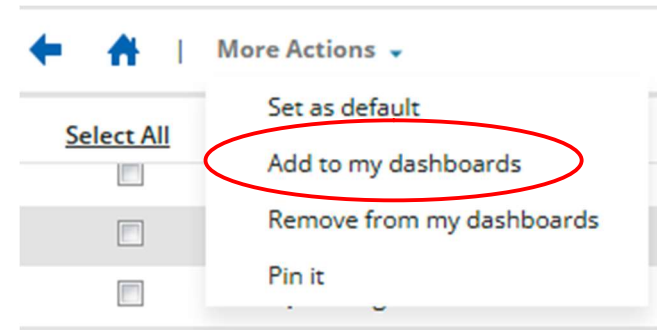
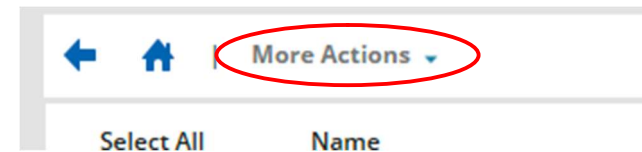


You will now be presented with a list of all dashboards available to you, and you should scroll down the list to find 'UKVI Engagements'.

Tick the checkbox to the left of the name, then from the top of the page click on 'More Actions'.

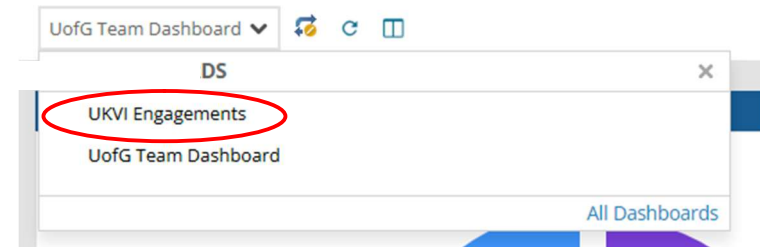
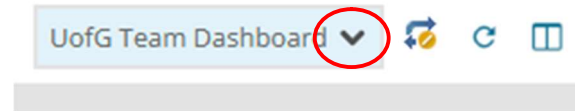
From the drop down you should now select 'Add to my dashboards'.

Next, click on the 'Home' icon to return to your dashboard view.



Once you have returned to the homepage you will be able to select the UKVI engagement dashboard from the drop-down menu at the top left.

The initial view presented will give an overview of all forms submitted for your area, including approved and pending approval.



Viewing a Breakdown of the Data

By clicking on one of the charts, for example 'UKVI Engagements by Status' you will be given a breakdown of the data.

You will be able to see the student names, submission date of the form and the status.

Should you wish to export this data, you can do so by clicking on 'Quick Actions' at the top right of the page.

From this drop-down, select 'Export (UKVI Engagement)' to export this data in an excel format.

