TIPS FOR DATA LEADS
Pro-DATA Data Dashboard

Pro-DATA users with Data Lead privileges can enter data, view standard definitions and make department-specific or court-specific notes about sources and definitions. Also, Data Leads can add new measures.

TO GET STARTED

Click **Data Entry** on the top menu, then **Manage Sites**.

TO VIEW STANDARD DEFINITIONS

Click the dial icon under **Measure** to see standard definitions. You may make department-specific or court-specific notes in the Site Definitions and Source fields. If you do so, please keep a separate copy of those notes.
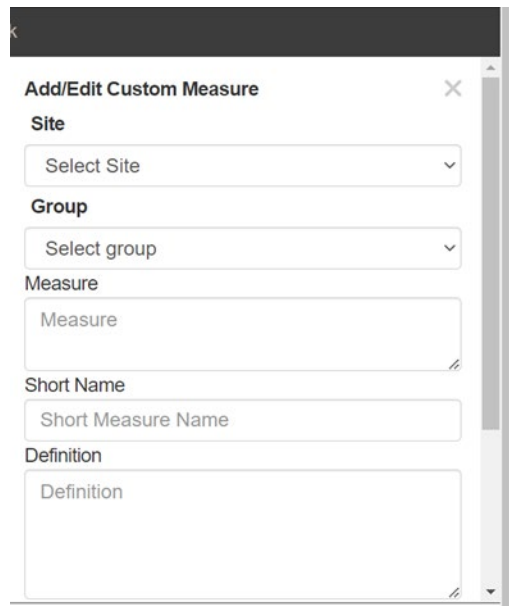
TO ENTER DATA

1. Click the barrel icon under Data to enter disaggregated data. Hover over the measure title in the blue row to see the definition.

2. Red lines will appear as you are entering data. Those lines will disappear when the subtotals match for Gender and Race.

TO ADD A NEW MEASURE

1. Click **Data Entry** on the top menu, then **Manage Custom Measures**.

2. Click the green button labelled **Add Custom Measure** (see screen shot on next page of this tip sheet).

3. Click **Select Site** and choose your jurisdiction.

4. Click **Select Group** and choose **Custom Measures**

5.   Provide the **Measure** title, a **Short Name** that you will recognize in the dashboard and a **Definition**.

6.   Scroll down to add **Comments** (optional).

7.   Scroll down to click the green **Add Measure** button.

A Pro-DATA administrator will review all proposed measures promptly and may contact you directly with questions. In most cases, the administrator will organize the new measure into one of the 14 groups and send a confirmation email.

TO REPORT A PROBLEM

Send an email with an explanation and a screenshot to Helpdesk@aecf.org

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