Dashboard Navigation Overview

> **Alchemer Dashboard is currently waitlist only.** Visit this page to learn more about Dashboard or join the waitlist!

Alchemer Dashboard features a main navigation bar along the top that provides access to the most important functions. The available options depend on your products and license, so may vary by user.

> For more information on Alchemer Dashboard permissions and license types, refer to this document.

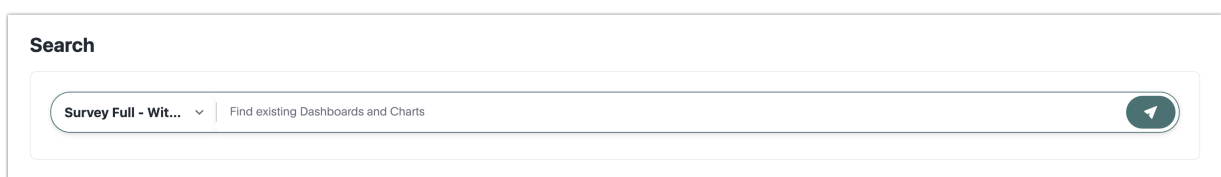All users have access to:

- Overview
- Dashboard
- Charts
- Alerts

Overview

Let's first discuss the Overview page.

Search Bar

With the search bar on the overview page, you can use Spark to ask questions about your data using natural language.

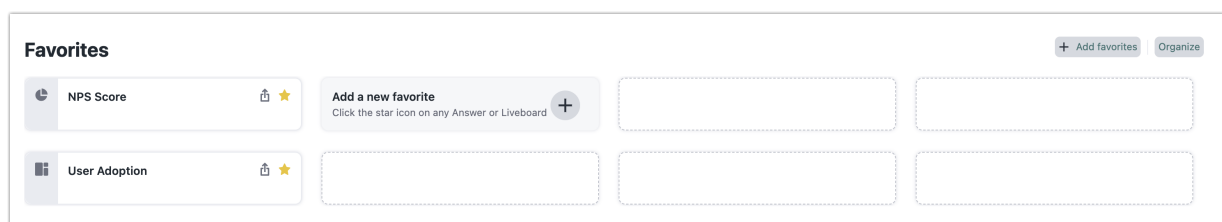> You must have purchase advanced AI features to use the Spark search functionality.

KPI Watchlist

Below the search bar, you see a KPI watchlist, where you can show important key performance indicators that you want to keep an eye on.
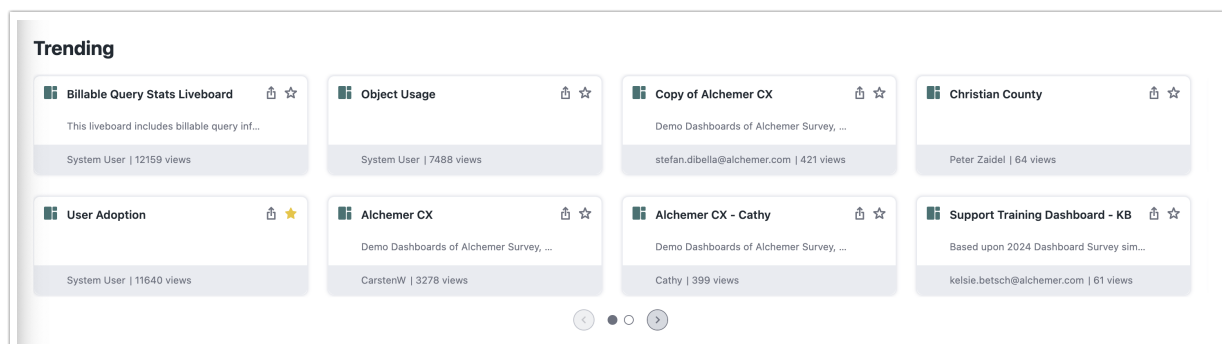

Favorites

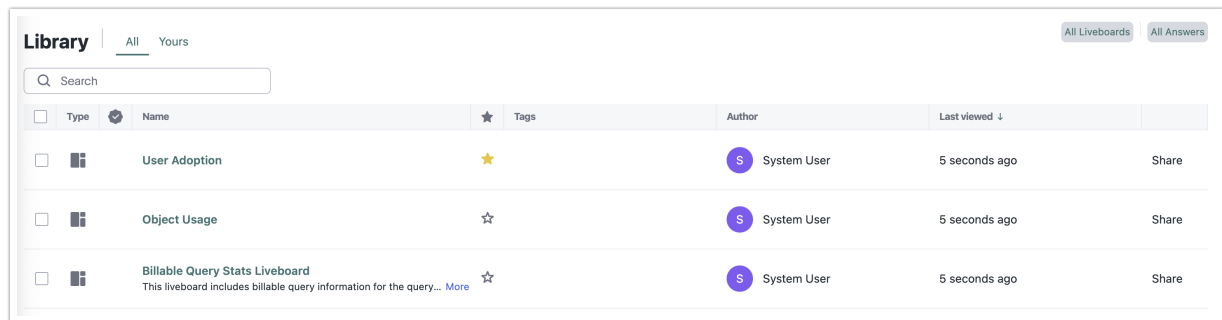Add any chart or dashboard to the Favorites section for quick access.

Trending

The Trending section shows which charts and dashboards are currently popular in your organization.

Library

The Library shows all dashboards and charts that you've created or are shared with you.

Create Button

You must have a Creator license type to be able to create to Charts and Dashboards.

Use the Create button to get started with creating a new chart, dashboard, or data source.

Adding a Chart

The chart builder lets you search through your feedback data using attributes, measures, filters, and keywords. As you type, Alchemer automatically offers suggested search terms. If the suggested term matches what you intended to type, you can simply select it from the list.

Once you've entered all your search terms, click Go to run the search. The results are visualized as a chart, map, or table.

The search can then be saved and shared with others. This saved search is referred to as a Chart.

Learn more about Charts.

Adding a Dashboard

A dashboard is a live, interactive view that groups a set of related visualizations together.

Learn more about building a Dashboard.

Adding a Data Source

Before you can start visualizing feedback from a survey, it needs to be added as a data source in Dashboard.

The Data Source selector shows you a list of your surveys and other data sources. When you add a data source, Alchemer will automatically review the data source structure and set up the response data in the best way for visualization.

For this reason, we recommend waiting to add a source until your survey design is complete and you've started collecting real responses.

Dashboard Tab

Once you've created a chart, you can add, or "pin", it to a new or existing dashboard.

Learn more about building a Dashboard.
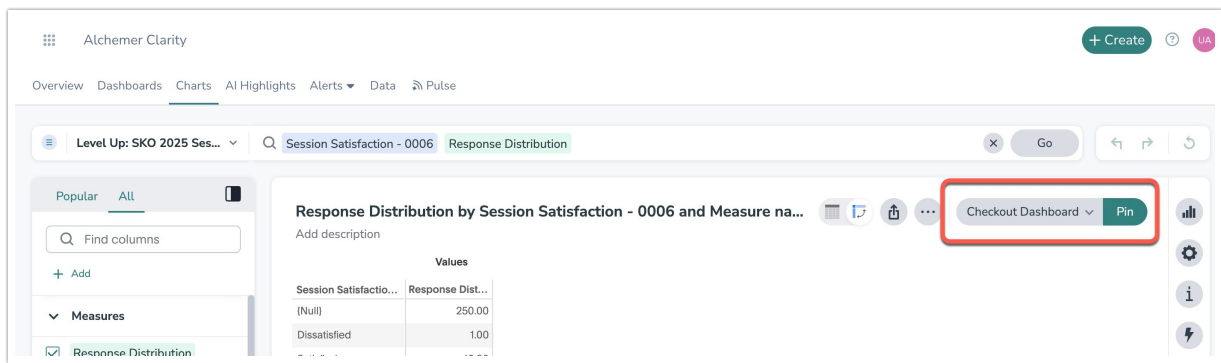
Dashboards you've created or have been shared with you can be accessed from the Overview and Dashboard pages.

You can export a static PDF of your dashboard, or share a live dashboard with others in your organization.

While the ability to create new dashboards and charts is restricted by license, all users are able to view, filter, drill-down, and present dashboards and charts that have been shared with them.

Charts Tab

Any charts you create or that have been shared with you will be listed on the Overview page and the Chart page. Clicking into any chart will run the search query using the most up to date data available. Learn more about Charts.

Alerts Tab

Keep your team members and stakeholders in touch with the latest data trends using alerts and schedules.
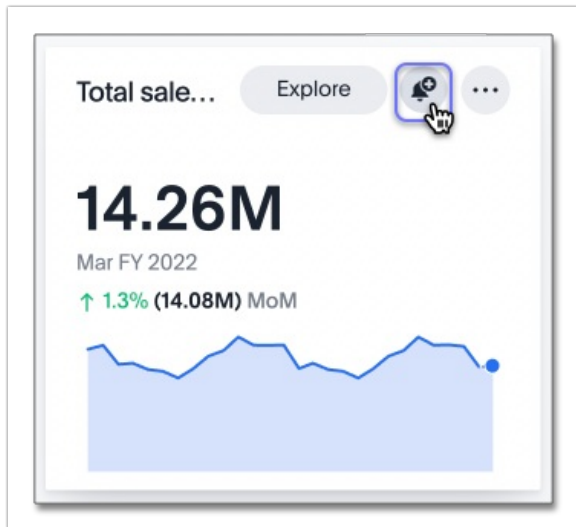
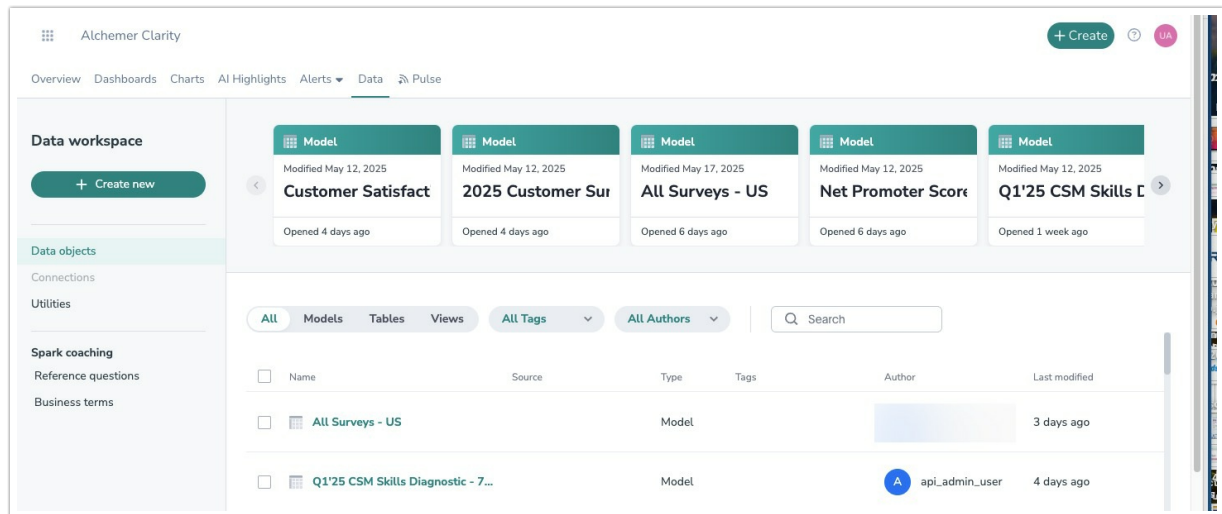Alerts can be set to automatically detect anomalies, trigger based on a threshold, or sent on a schedule.

Use dashboard schedules to send an exported, point-in-time view of an entire dashboard to your stakeholders on a regular basis.

[Learn more about scheduling.](#)

Data Tab

Only users with the Creator or Admin license types will be able to view and manage data. On the Data page, you can view the data sources, or "models", that you can access.

There are three types of models:

- The Account Summary model, which gives an overview of activity across your organization
- The All Surveys model, which summarizes responses and meta data for all surveys you can access
- And individual survey models, which contain responses and meta data for single surveys and are optimized for visualization

Spark Tab

Spark is an AI-powered search assistant that translates natural language questions into powerful, precise queries. You can access Spark from a couple of places. [Learn more about Spark](#).

1. From the Overview page, use the search bar to ask questions about your data using natural language and get an AI-generated visualization. You may also see suggestions for existing visualizations that answer your question.
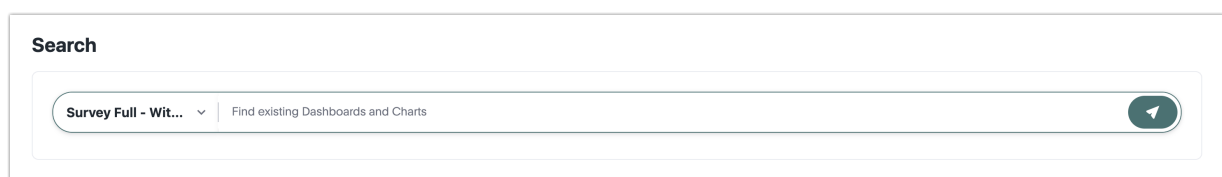
2. From a dashboard, access Spark from any chart to refine the visualization using natural language.

> Not seeing the results you're expecting from Spark? Use the intuitive coaching mechanism to provide feedback to the AI about what results and chart type you're expecting to see for the question you asked. Your coaching will help Spark better interpret similar questions next time. You can find and edit any questions or business terms you've used to coach Spark on the Data page. Learn more.

AI Highlights Tab

AI Highlights brings your data to life, automatically identifying patterns, trends, and anomalies you might have missed. Learn more about AI Highlights.

You can start an AI Highlights analysis from a chart, dashboard, or model. Analysis options differ by the type of data you're reviewing.
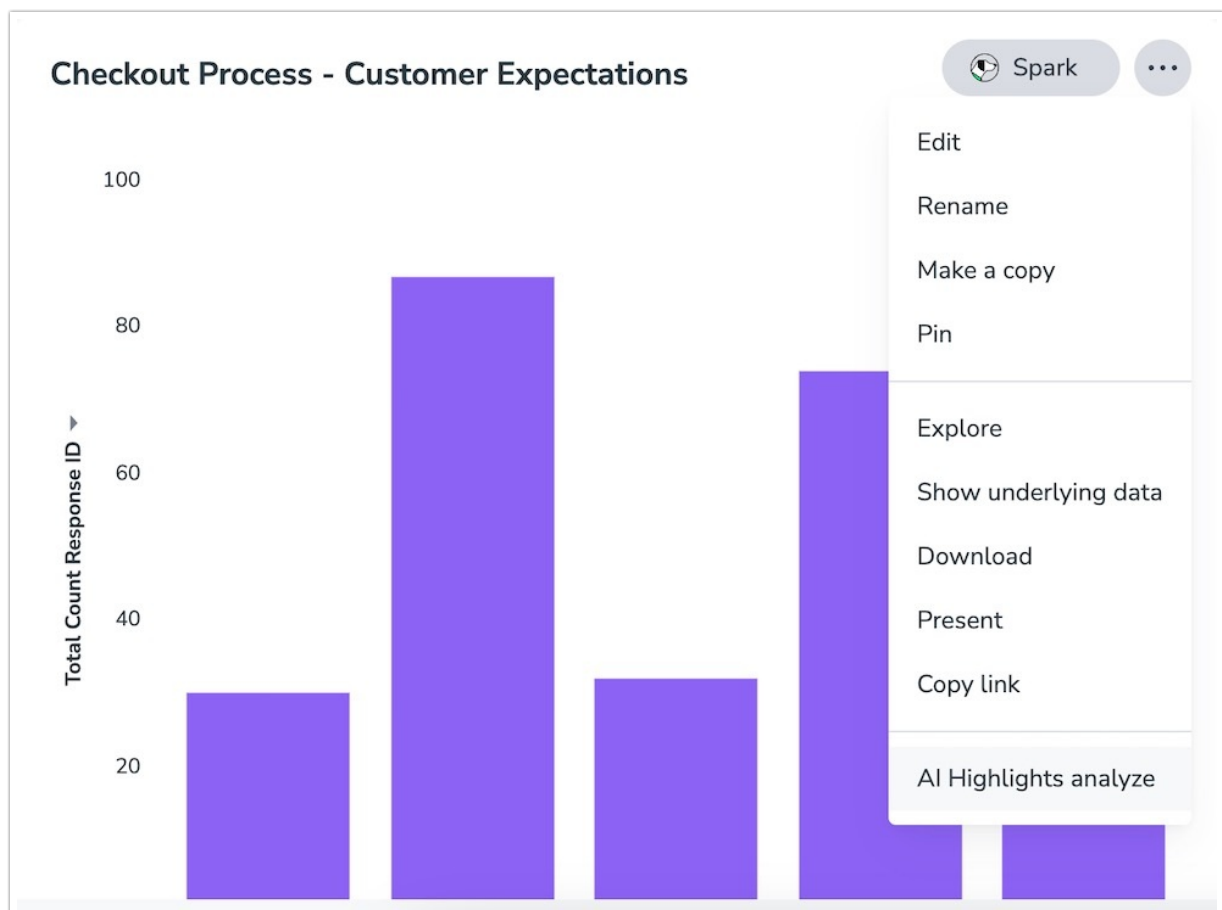
On the AI Highlights page, you can find all the analysis reports that you generated or that have been shared with you.

Alchemer Pulse

Alchemer Pulse helps you identify and explore themes in your open-text responses and text-based data. Customers with Pulse can access the tool from the Pulse tab. Learn more about Alchemer Pulse.

Related Articles