



## How to use the Convention 2020 TrendWiki dashboard

### What is the dashboard?

The dashboard presents an aggregated view of some of the most recent issues & trends our project participants have identified. You can use the dashboard to view each 'signal' and see a summary of what it is & what it might mean.

The dashboard provided on the homepage of the Convention 2020 website is designed to give you an overview. We'd encourage you to view the full dashboard by following the links on the homepage.

Whichever version of the dashboard you choose to use, to see the full information for each signal why not join the wiki? That way you can also add your own thoughts & ideas.

To request an invitation please visit <http://convention2020.meetingsreview.com/Wiki>

### Support

If you experience any problems while using the dashboard, please contact us via <http://convention2020.meetingsreview.com/Contact>

### How do I use it?

Please read our quick 7-stage guide below:

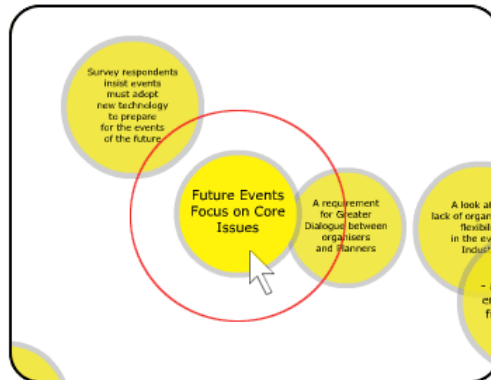
#### #1 - What will I see first?

- When you see the dashboard on the Convention 2020 website homepage (or if you're using the full version), you should see the screen below showing the signal 'circles' and the 'zoom' function.
- The number of circles may change as new information is added.



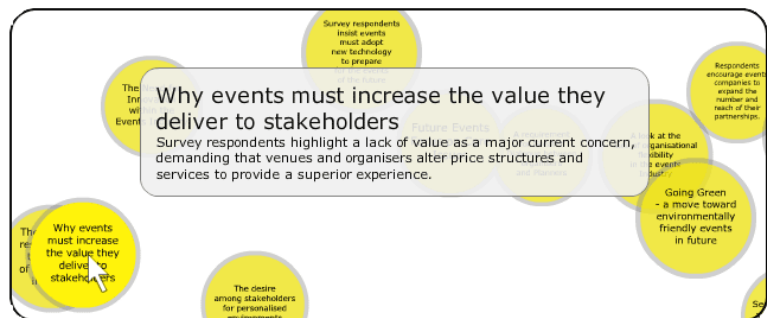
## #2 - What should I do next?

- Move your cursor over a signal that might be of interest.
- The circle will 'highlight', now see #3.



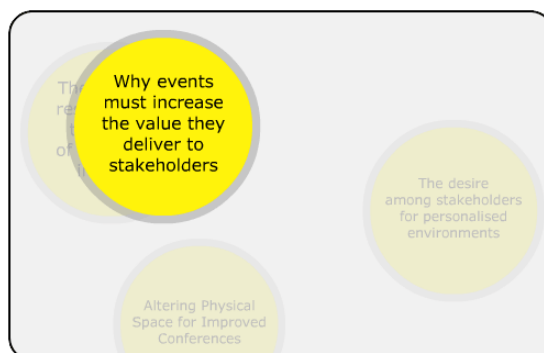
## #3 - How do I know what each signal is?

- Hold your cursor over a highlighted signal and - after a few moments - a 'speech bubble' will appear containing a brief description.
- If this signal interests you - and you'd like further information - then proceed to #4, alternatively, move your cursor away from this signal and try another.



## #4 - Selecting the signal

- To view each summary you must first click on the signal's circle.
- This will activate the signal and it will zoom towards you while the rest of the signal circles will fade.

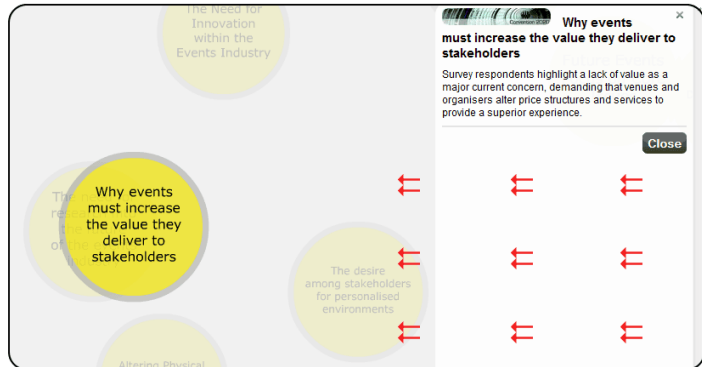


## #5 - Viewing the signal summary

- Once you've selected the signal, the summary 'sidebar'

will display automatically.

- It will emerge from the right-hand side of the screen.



### #6 - Close the summary

- Once finished, to close the summary click on the 'Close' button underneath.
- The summary will fade from view.



### #7 - Return to the main dashboard

- Once you've closed the summary view, please select the 'Back' button located in the upper, left-hand side of the display.
- This will return you to the main dashboard where you can continue to select other signals to view in the same way.

