

JSG Dashboard User Guide

- Once the dashboard is opened, multiple displays are still empty (or not, depending on the user's past activity). Below is a simple explanation of each box:

Choose Excel File

Download PDF Guide

Download Standard Excel Template

No data loaded yet. Please upload an Excel sheet.

Three buttons, each serving a different purpose, to start using the dashboard properly.

Loaded Analytics Years (Saved Locally)

Waiting for files...

This box will show all the uploaded Excel files by year, which are saved locally.

Detailed Owner Performance Breakdown

Select Year: ▼

No detailed records available. Upload an Excel file to view indicator details.

Performance Indicator Key:

80% - 100%+ On Track / Target Met

50% - 79% Moderate Progress

0% - 49% Needs Attention / Critical Gap

Show data by each year and owner.

Multi-Year Performance Trajectory by Owner

Adjust Max Y-Axis Scale: 200%

Show a summary of all years uploaded. Owner performance over the years.

Target vs. Actual Performance Gap (All Years)

Show a summary of all years uploaded. Actual year performance by each owner.

- To upload PI data into the dashboard, click the **Choose Excel File** button. Ensure all Excel files use the same format by downloading the template from the **Download Standard Excel Template** button. Below are examples of the downloaded Excel template:

	A	B	C	D	E	F	G	H	I
1	Sasaran & Petunjuk Prestasi (PI) Jabatan Sains Gunaan (JSG) Tahun 20XX								
2	Pemilik (Owner)	PI No	Petunjuk Prestasi (Performance Indicator)	Pencapaian 20XX	Sasaran 20XX	Peratusan Pencapaian	Peratusan Pencapaian Seterusnya	Pembeza	Catatan / Staf Terlibat
3	PENDAFTR	XX	-	0	0	0.0%	0.0%	4	-
4	TR PJBM&A (PENERBITAN)	XX	Number of high impact publications. (Q1/Q2 WoS)	0	0	0.0%	0.0%	4	-
5	TR PJBM&A (IMU)	XX	Number of principal investigators (PI) for research grants: National	0	0	0.0%	0.0%	3	-
6	TR PJBM&A (ICAN)	XX	Number of new MoU and MoA with International Industries	0	0	0.0%	0.0%	3	-
7	TR HEA	XX	Number of student enrolment (national master students)	0	0	0.0%	0.0%	3	-
8									

Before uploading the final PI Excel, put the year in the Excel file name. For example, the downloaded template is already named “JSG_Performance_Indicators_Template”; then just put the year of the PI like this: “JSG_2026_Performance_Indicators_Template”

3. All uploaded Excel files are then saved locally, which means it is stored directly in the user's web browser (localStorage). Refreshing or reopening the page keeps loaded years intact.

Loaded Analytics Years (Saved Locally)

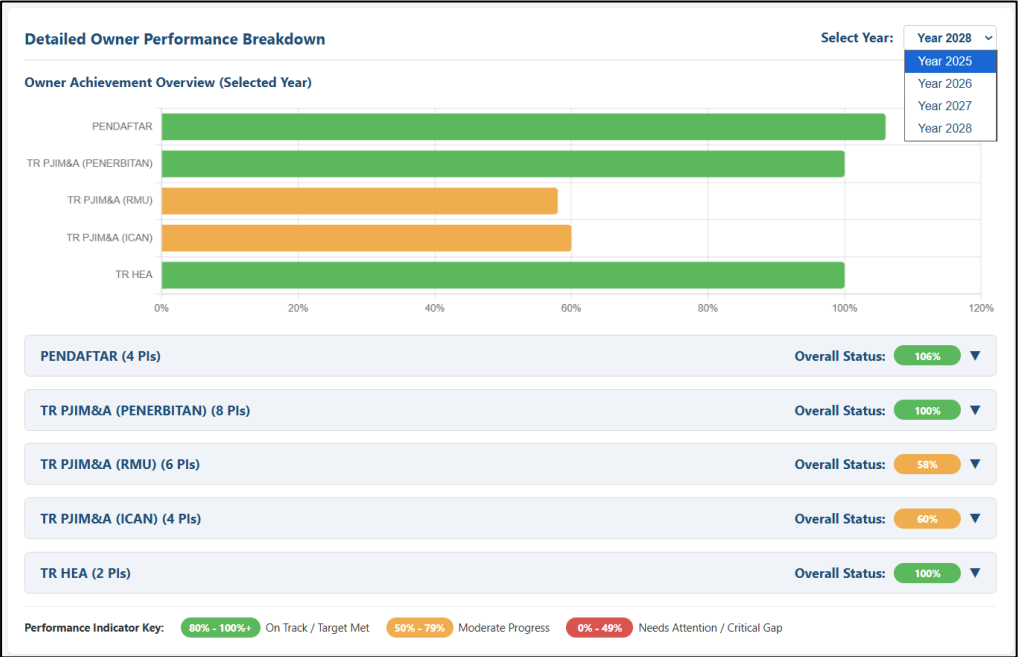
✓ Year 2025

✓ Year 2026

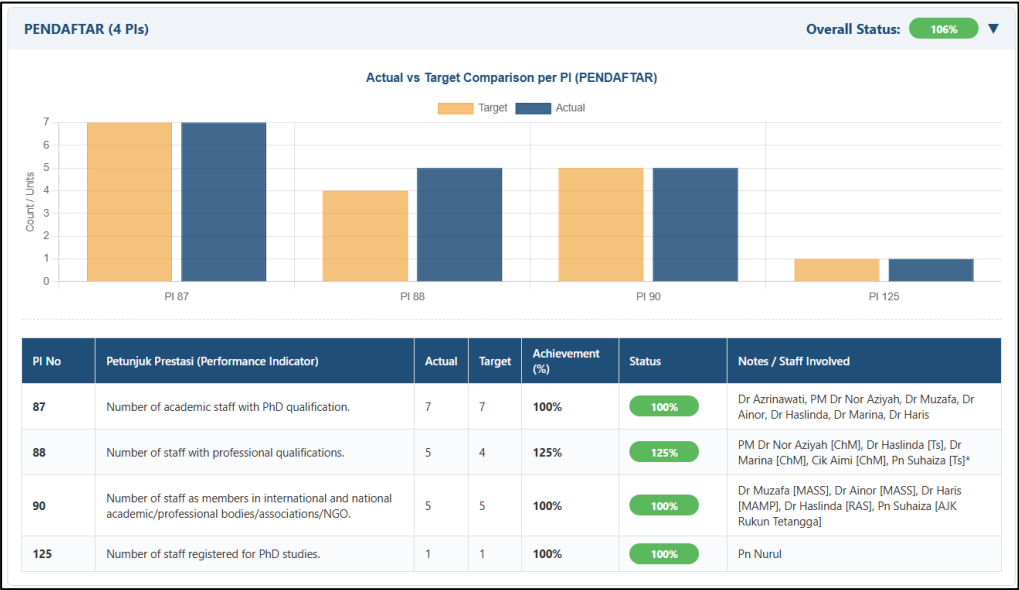
✓ Year 2027

✓ Year 2028

4. **Detailed Owner Performance Breakdown** will then show the data provided in detail. The user can choose which year to view, and for that chosen year, the user can view the bar chart for every owner under **Owner Achievement Overview (Selected Year)**. Below that shows a closer look at each available owner and its overall status.



Below shows what happens after the user clicks an owner:



5. After the **Detailed Owner Performance Breakdown**, two charts show an overall summary of the years uploaded. **Multi-Year Performance Trajectory by Owner**, which visualises year-over-year momentum per owner along continuous line trends with a customizable max percentage scale.

Target vs. Actual Performance Gap visualises owner performance overview and expands to show a side-by-side Target (100%) vs. Actual bar chart comparison for each PI year.

