

Summary

The lookup dashboards in HART provide exceedingly flexible reporting options such that saving customizations and creating prompted and bookmark links may help to alleviate some of the repeated prompts necessary. All lookup dashboards can be accessed via the [Research Administration and Compliance Reporting Landing Page](#) in HART, in the “Research administration lookup dashboards” section.

Options

Ways to re-apply chosen prompts, columns, and column order.

Attributes to consider...	Create Bookmark Link	Create Prompted Link	Save Customization
Keeps chosen columns & order	YES	NO	YES
Can be saved*	NO	NO	YES
Can be shared with others	YES	YES	NO
Can add filters after using link	YES	YES	YES
You must refresh page between uses	YES	YES	YES
Must update after each RACR release	YES	YES	YES

*Saved in HART. You can certainly save a bookmark or prompted link as a ‘favorite’, using your browser settings.

How To

After you have chosen prompts, columns, and column order on a dashboard, take action to re-apply the selections later.

Create Bookmark Link	Create Prompted Link	Save Customization
- Click the gear icon (at the upper-right) - Choose Create Bookmark Link, the browser page will refresh. - Either: - Save for yourself: Save the bookmark link as a bookmark or favorite using your browser settings. OR - Share: Copy the whole URL from the browser address bar to paste it into a message or embedded link.*	- Click the gear icon (at the upper-right) - Choose Create Prompted Link, the browser page will refresh. - Either: - Save for yourself: Save the prompted link as a bookmark or favorite using your browser settings. OR - Share: Copy the whole URL from the browser address bar to paste it into a message or embedded link.*	- Click the gear icon (at the upper-right) - Choose Save Current Customization. - In the pop up, name the search/ filter - Click OK When you revisit the dashboard, apply the filters/ columns: - Click the gear icon - Choose Apply Saved Customization - Choose the saved search/ filter

*Reference options above to note considerations regarding link maintenance/ sharing and the updates required to keep them functioning over time.

Additional Information

[RACR Landing Page \(in HART\)](#)

[RACR Support Site](#)

Help Desk: racrsupport@harvard.edu