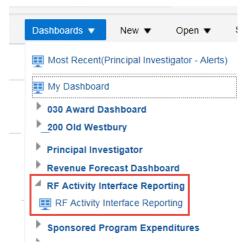# How to Access a Dashboard

Once you are logged in the Report Center, access Dashboards from your Home Page.

Note: Refer to How to Access the RF Report Center for instruction on how to login to the Report Center.

1. Click on Dashboards and then choose a dashboard of your choice. For this example, we will choose the **RF Activity Interface Reporting (RF AIR).**

2. Each dashboard consists of tabs each displaying specific data related to the dashboard. Each tab has sections called portlets in which you can expand to search for specific data.

3. Once a portlet is expanded, enter the search criteria to filter or restrict your results.

4. The results can be further filtered by view; column data sorted in ascending/descending order; and drilled down to a more granular level of detail when a hyperlink exists.

Direct & Indirect ▼

on	Award Name	Award Status	Award Start Date	Award End Date	Days Remaining	% Spent	Payroll Encumbrance Shortage	Current Budget	Expense Amount	Drill umbrance	Available Balance
RF	Office	ACTIVE	23-Jun-2018	30-Jun-2019	201	90.11	0.00	25,636,527.00	11,773,929.27	11,326,596.51	2,536,001.22
							0.00	25,636,527.00	11,773,929.27	11,326,596.51	2,536,001.22

5.   At the footer of each report, you have the options to Refresh, Print, or Export.