1. The Operations Managers dashboard provides an overview of data relevant to assist the OM with managing RF business. Once you are logged in the Report Center, to access the Operations Managers (OM) Dashboard, click on Dashboards from your Home Page. Then click on Operation Managers as shown below.

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

2. The first tab, Overview, contains a Report Name and Link to the Definitions. Click on the link and an overview of the report will display.
3. The dashboard consists of 11 tabs each displaying financial data. Each tab has sections called portlets in which you can expand to search for specific data.

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

5. 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.

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