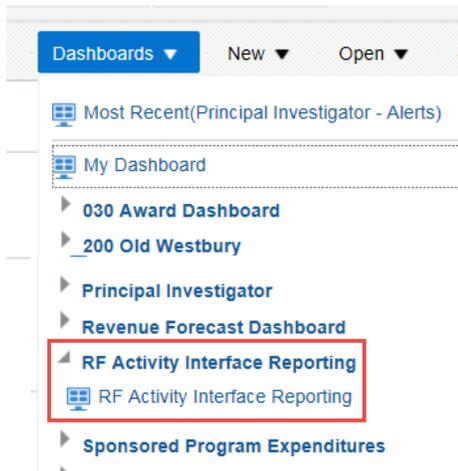


How to Access a Dashboard

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.

The screenshot shows a portlet titled 'Expenditure Detail By Monthly Date Range'. It contains four dropdown menus for 'Award Number', 'Project Number', 'Task Number', and 'Expenditure Category', each with '--Select Value-' as the placeholder. Below these is a checkbox for 'Select Full Month Dates Only (note when looking for all do not use)' and a date range selector with 'Between' and two date input fields.

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	Encumbrance	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.