





Accessing the Dashboard

SUMMARY

This job aid shows how to access the Dashboard.

Step	Action	Visual
1	<p>There are two ways you can access the dashboard from the Image home page: by selecting the Dashboard link in the upper-left of the page or by selecting the Go to Dashboard button.</p>	
2	<p>Across the top of the MY DASHBOARD page are several buttons: The New Incident Report button and the My Dashboard button.</p> <p>Selecting the New Incident Report button takes you to a blank Stage 1 page.</p> <p>Selecting the My Dashboard button will take you to a page where you can see the submitted Incident Reports in your queue that require you to take some sort of action.</p> <p> NOTE: The Team Dashboard button displays if you are a supervisor. Selecting the Team Dashboard button takes you to a page that displays all active, submitted Incident Reports for your organization.</p>	

Step	Action	Visual
<p>3</p> <p>In middle of the page, you will see a table that lists all the draft Incident Reports that you have created but not yet submitted.</p> <p>There are a few things you can do in this section. You can select the column titles if you want to sort the order in which the incident reports display.</p> <p> NOTE: By default, the Incident Reports drafts are sorted by incident number.</p> <p>If you wanted to sort the Incident Reports in chronological order, you would select the Incident Date column title.</p> <p>If you want to create and download a spreadsheet that contains the information in the table, select the Export to Excel. Use the Save As to navigate to where you would like to save the spreadsheet, then select the Save button.</p> <p>Selecting the Incident # link will open the INCIDENT OVERVIEW page.</p>		