

# REPORTS DASHBOARD

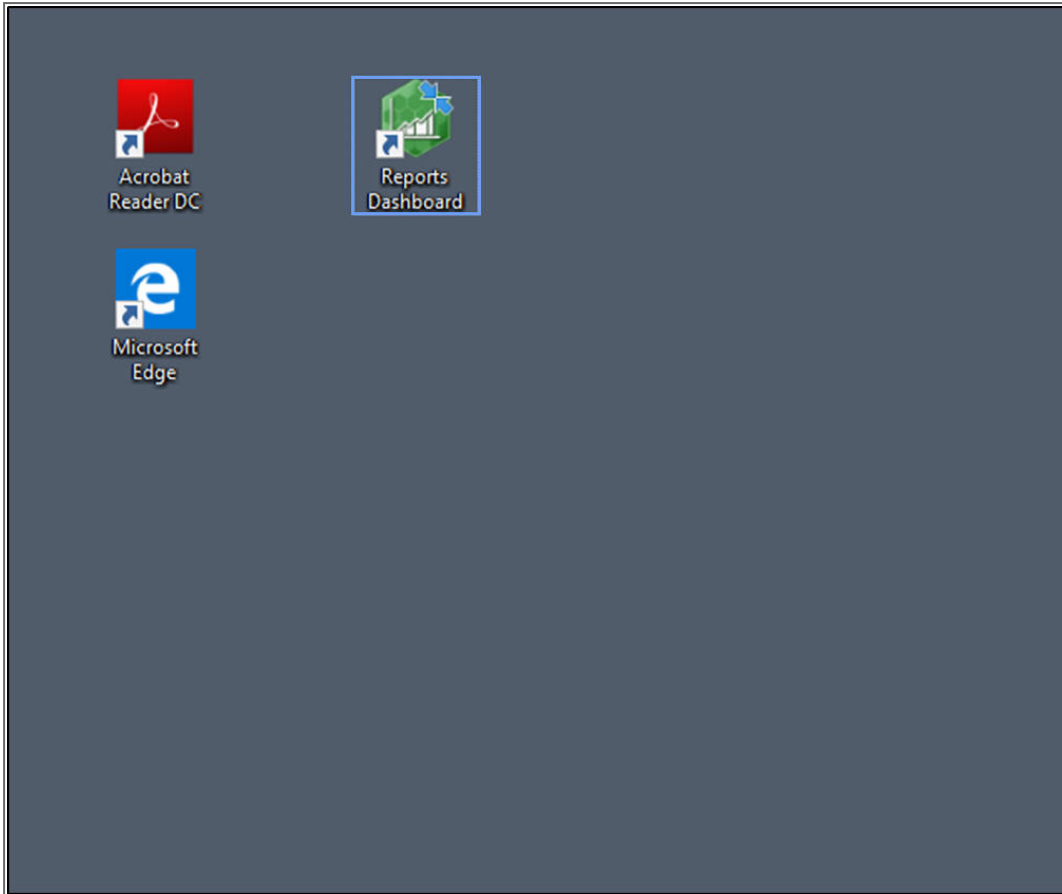
## LOG IN TO REPORTS DASHBOARD

In most cases, the Reports Dashboard login screen will display the same **environments configured as BPO** so you will not need to create a new environment. If you do not see the required environment after installation, you will need to **configure the required environment**. The environment connects **Reports Dashboard** with the database.

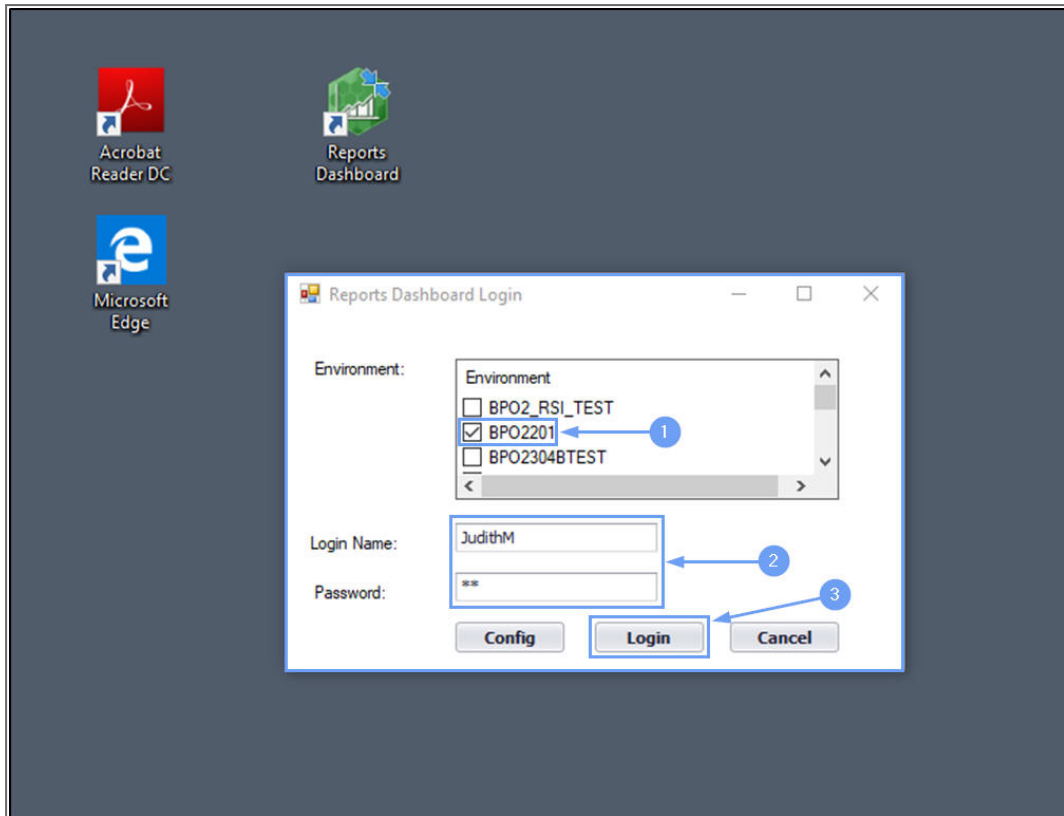
### LOG IN STEPS

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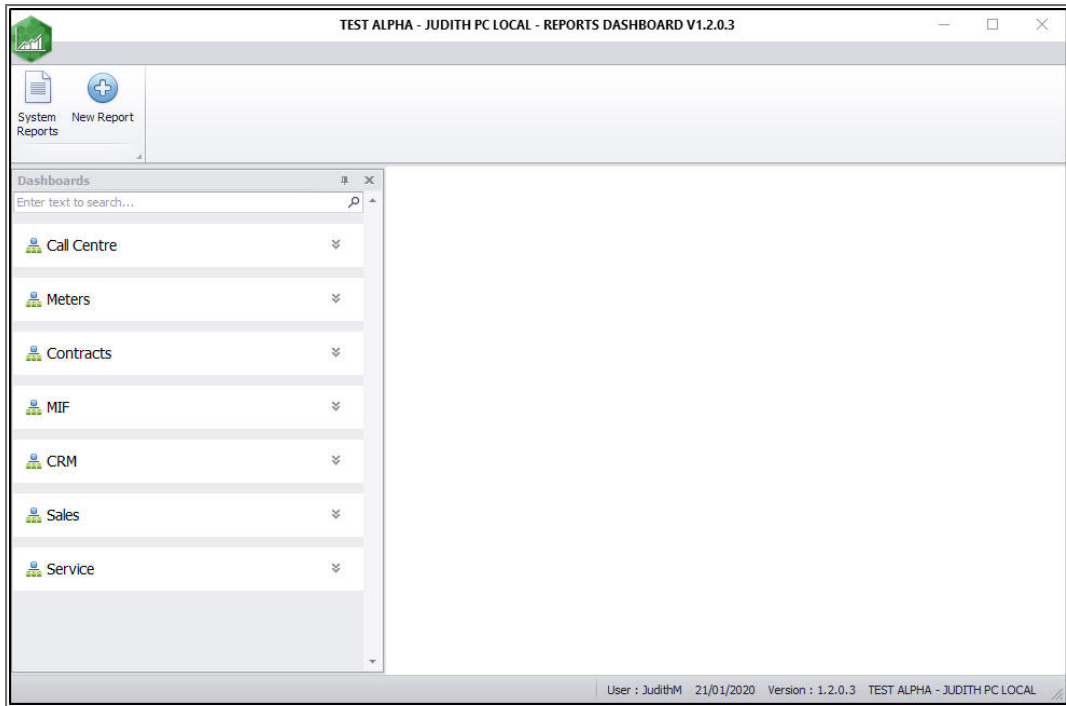
- Click on the **Reports Dashboard** shortcut on your desktop or start menu.



- Select an environment to log on to.
- Type in your **Login Name** (User Name) and **Password** (this will be the same as your usual **Login Name** and **Password** fro BPO).
- Click on **Login**.



- You will have successfully logged on, if the environment was configured correctly and you typed in your **UserName** and **Password** correctly.
- If you are having issues logging in, check the following:
  - Make sure your **CAPS** lock is off. Your password is case sensitive.
  - Check that you are connected to your network.
  - Check (or ask your System Administrator) to check that your environment details are correct.
  - Ask your System Administrator if the **SQL Server Instance** is running correctly.



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