

REPORTS DASHBOARD

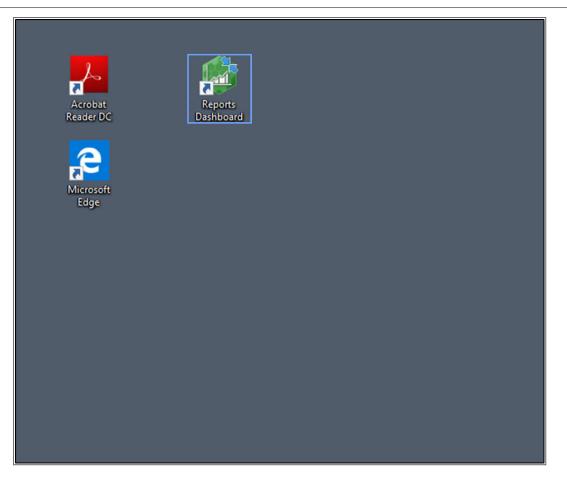
LOG IN TO REPORTS DASHBOARD

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

• 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.



Acrobat Reader DC	Reports Dashboard
Microsoft Edge	💀 Reports Dashboard Login — 🗆 🗙
	Environment:
	Login Name: JudithM 2 Password: ** 3 Config Login Cancel

- 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.



	TEST ALPHA - JUDITH PC LOCAL - REPORTS	DASHBOARD V1.2.0.3			×
System New Report					
Dashboards	1 X				
Enter text to search	+ Q				
🏯 Call Centre	*				
🏯 Meters	¥				
🏯 Contracts	¥				
🚆 MIF	*				
🚆 CRM	*				
🚆 Sales	*				
🚆 Service	*				
	*				
		User : JudithM 21/01/2020 Version : 1.2.0.3 TES	ST ALPHA - JUDJ	TH PC LO	

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Help v2.5.0.14 - Pg 4 - Printed: 25/06/2024