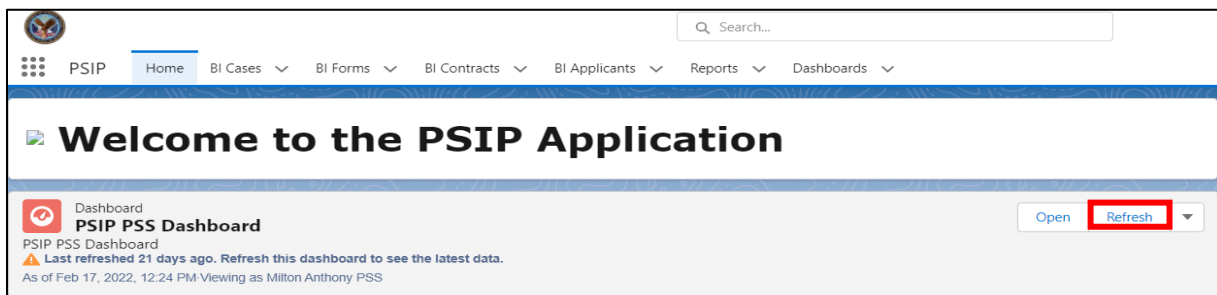# PSIP Job Aid:
How to View Dashboards

OBJECTIVE   Train users to view dashboards

AUDIENCE   All Users

INSTRUCTIONS

**Pre-Step:** Access the Salesforce Homepage via https://va-vet.my.salesforce.com/.

Note: Before selecting a desired Dashboard, users should refresh their entire list of Dashboards amongst accessing PSIP. To do so, users will click *Refresh* on their PSIP homepage located in the PSIP Dashboard section.

1. Select **Dashboards** in the tabs bar.

2. Select the desired dashboard type on the left-hand side of the page.

3. Select the relevant dashboard by typing key words or phrases into the search bar.
   Note: As an option, you can click on the column headers across the top of the dashboards section to organize the populated dashboards by numeric or alphabetical order.

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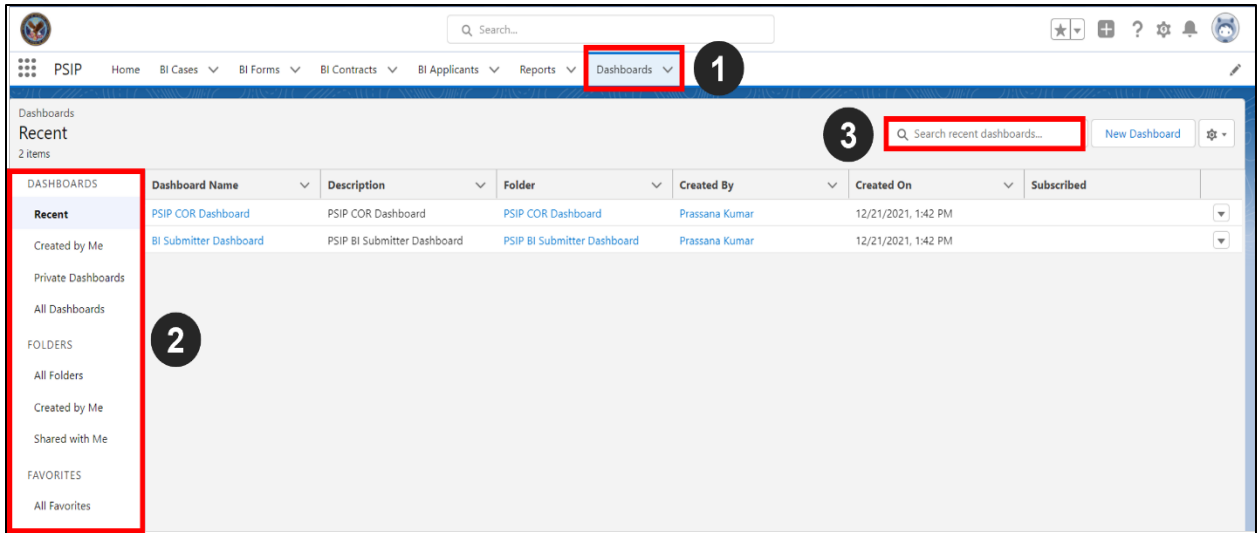
4. Click on relevant Dashboard to open. The dashboard will show components containing information from various reports.
Note: Your dashboard will vary depending on your user role in PSIP.

5. To expand a dashboard component, click on the arrows in the top right-hand corner.

6. To take a deeper look into the data populating the dashboard component, click on **View Report** at the bottom of a component.

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