# How-To Use VMLIP Member Dashboards

Dashboards are business intelligence tools that allow users to analyze data through interactive visualizations. The following information and screenshots will provide instruction on how to access and use VMLIP member dashboards.

Accessing Dashboards

Users must have the appropriate website role/permission in order to access the Dashboards areas of the website. Elevated permissions may be requested from a Member Administrator if access is required and not available. If the entity's Member Administrator is not known, a request for that information may be sent to internet@vmlins.org.
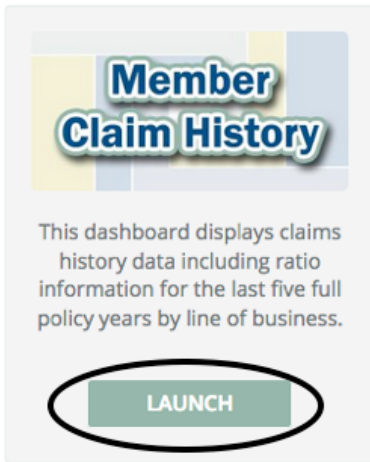
Once logged into the VMLIP website, there are two ways to access Dashboards:

1. From the "Dashboards" area of the "My VMLIP" menu

2. From the "Dashboards tab in the "At a Glance" area of the Member Home page.
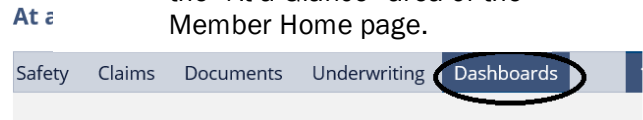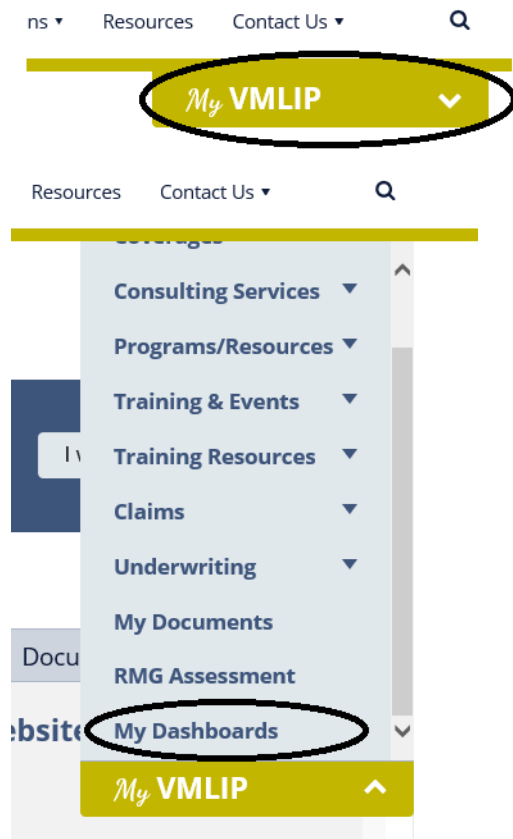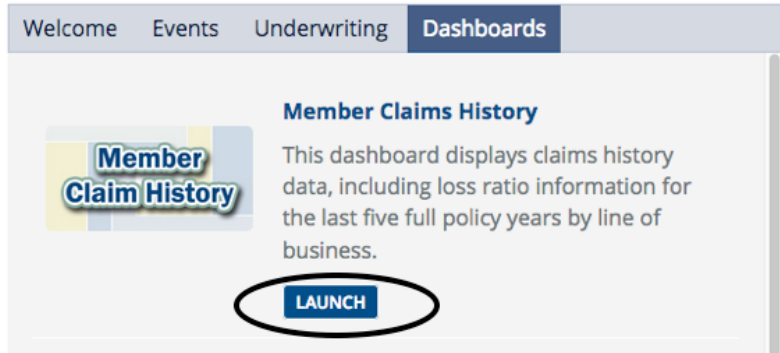
Opening a Dashboard
Select the "Launch" button under the description to open a dashboard report.
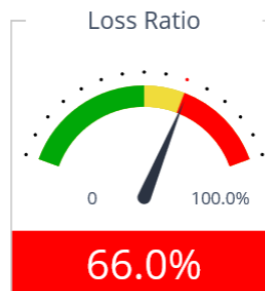
Widgets


Dashboards have multiple 'widgets' or data visualizations (metrics) in one screen.

Filtering

There are multiple ways to filter the data in the dashboard:

- Clicking on one of the bars within a graph filters the information in the dashboards. There is a 'clear selection' option within the widget to remove the filter.
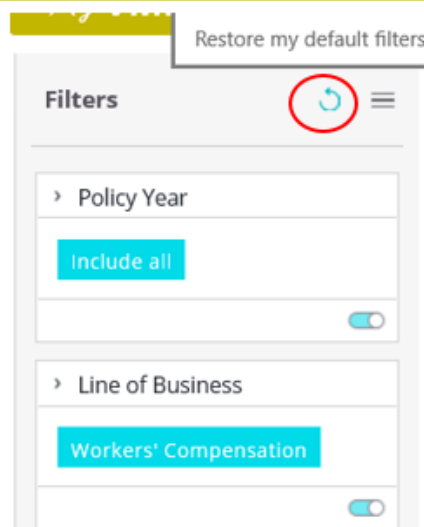- Clicking on a filter on the right allows options to be checked and unchecked.
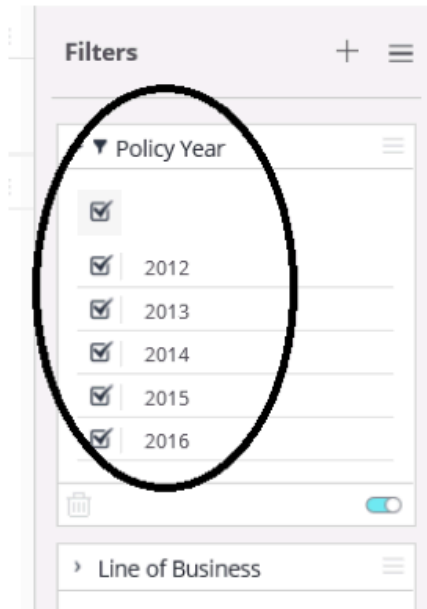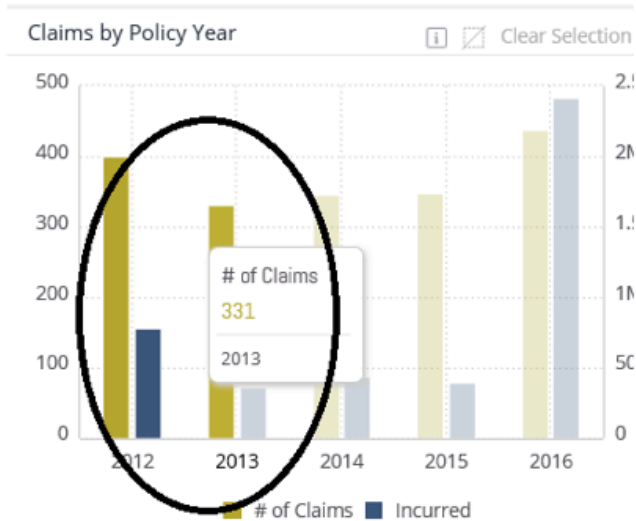
User can set default filters to be applied each time a dashboard is accessed. Default filters can also be removed.
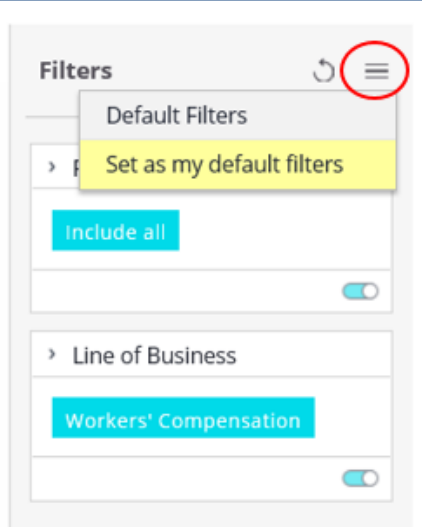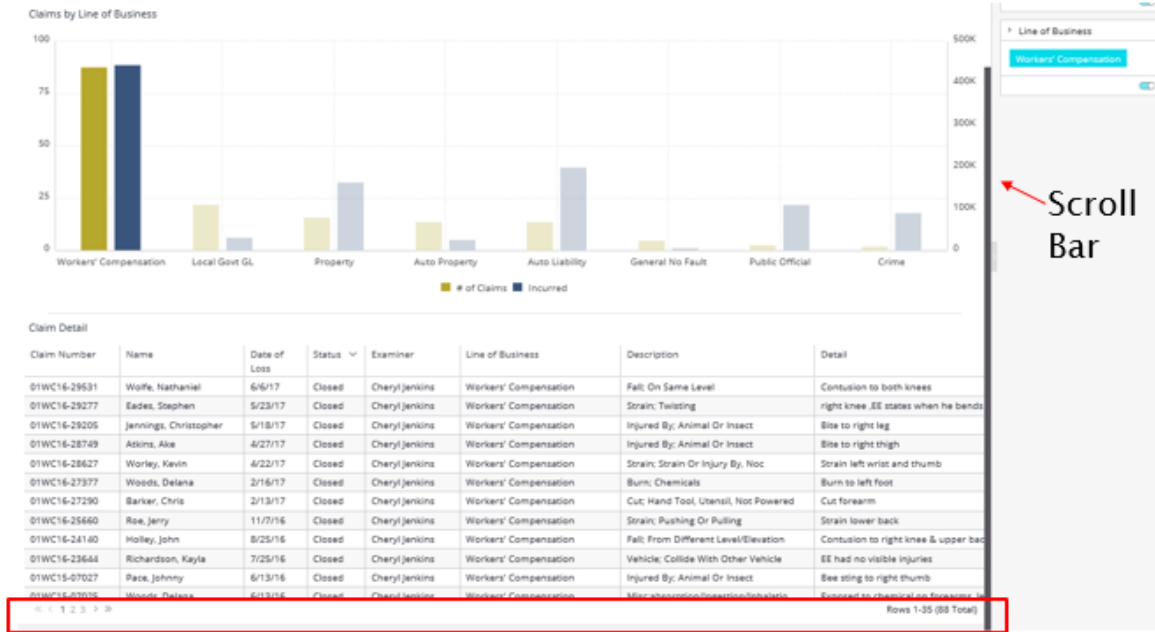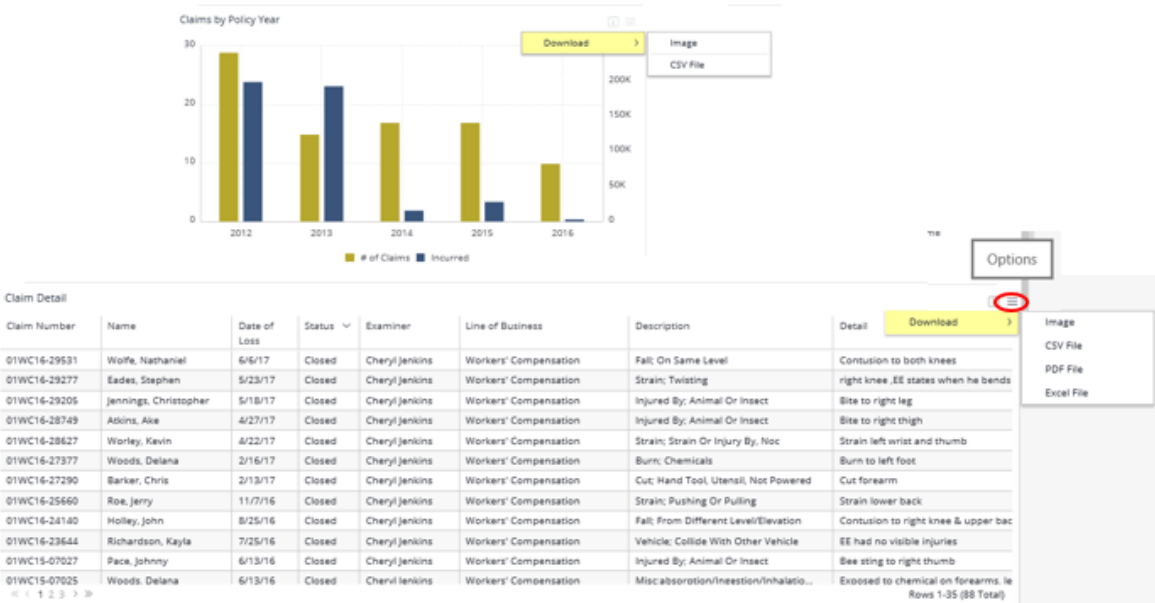
Scrolling

At the bottom of each dashboard there is list of claims that match the data filters selected in the widgets above.

Exporting

Each widget, including the list of claims, can be exported as an image or data.

For assistance with Dashboards, contact us at: (800) 963-6800 or internet@vmlins.org.