Click on the **Menu** button to go to the Main Menu and the REPORT SHORTCUTS screen.

Click on the **Edit** button to change the Dashboard layout and the type of information in each pane.

Click on:
- **DASHBOARD** to go to the main screen
- **SHORTCUTS** to run the most common reports
- **REPORTS** for all other reports
- **SETTINGS** to expand the Settings menu for changing DASH™ settings
- **STATUS** to view DASH™ equipment status
- **LOGIN** to go to a screen for logging in with your user password to access controlled information
- **HELP** to open the full Table Of Contents for the DASH™ Operating Instructions

For all Other Reports

Click on **REPORTS** on the Main Menu

Click on the tab for the type of report you want

If you click on the **COMPARISON** tab, click on **SINGLE DAY** or **MULTI-DAY**

Click on calendar icons to select dates

Click on drop-down arrows to select times

To run a **SETTINGS** report, click on one of the **REPORT** buttons

To run any other report, click on one of the **Get Report:** buttons

Click on items in Settings menu to select which settings you want to change.

Click on the **HELP** button on any screen for explanations and step-by-step instructions