


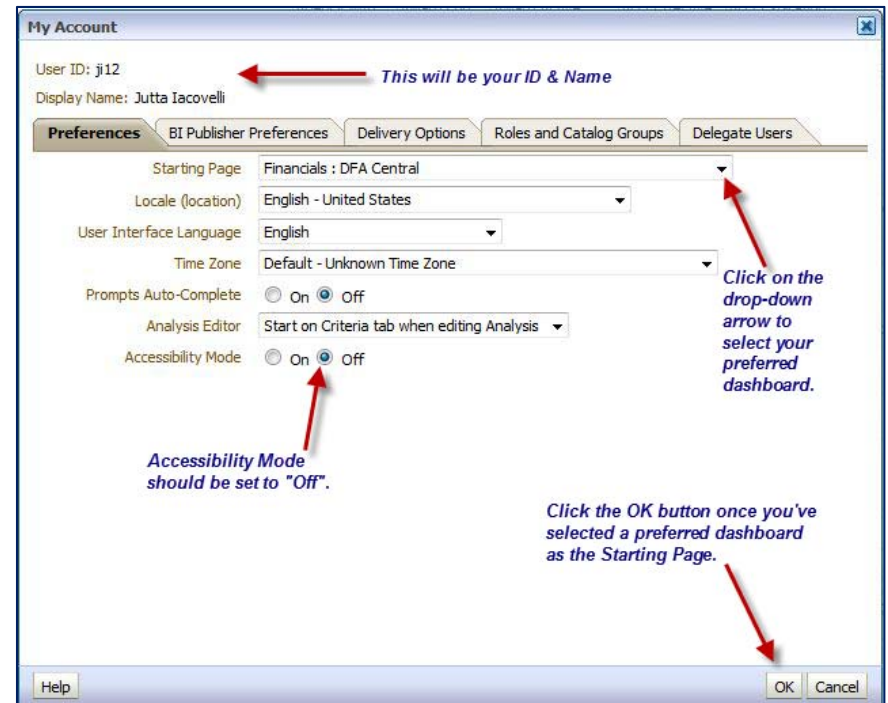
Setting Preferences for Default Dashboard Landing Page

Log into the Financials dashboards at :(<https://obieeprod.cit.cornell.edu/analytics/saw.dll?Dashboard>).

There are a number of dashboards in production. The dashboards available to you will be based on your KFS access and roles. If you use one dashboard on a regular basis, you can set preferences to always land on that dashboard when you log into the KFS ID&R Dashboards.

Follow these steps for setting a default dashboard landing page:

1. In the header, click on the drop-down arrow next to “**Signed In As <username>**”. 
2. Select My Account. The “**My Account**” dialog box is displayed.
 - a. You will see your User ID and Display Name at top.
3. The **Preferences** tab should be highlighted.
4. On the **Starting Page** line, click the drop-down arrow to display the list of available dashboards.
5. Select your preferred dashboard from the pick list.
 - a. You will see the selected dashboard name displayed on the **Starting Page** line.
6. Click the OK button.
 - a. You will be back at the dashboard page.
7. The next time you log in to the Financials dashboards at the link provided above, you will automatically land on the dashboard you selected as your default.
Click OK once you've select



Make sure that the *Accessibility Mode* is set to **Off**. Otherwise, you will not have the functionality to save customized queries/reports.