# Access & View the Compliance Dashboard

For information on the data displayed on the dashboard, see the Compliance Dashboard Charts & Data article.

| | The **Compliance Dashboard** data is updated via the **Report Summary Builder** (which must be run first) and **Trending Data Collection for CM dashboard** scheduled jobs. See Manage Jobs for more information. |
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| | This article provides information for individual users and users within a role to access the dashboard. Should your organization wish to select the **Compliance Dashboard** as the default dashboard/home page for every user accessing the application, contact Resolver Support. |
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## Accessing the Dashboard

The dashboard can be added to your **Welcome** page by selecting it as your default dashboard in the **User Settings** or if an administrator selected it as the default for your role. See the Select a Default Dashboard article (for end-users) or step 6 of the Create a New Role article (for administrators) for more information. For both of these options, ensure the **Compliance Dashboard** option in the **Analytics > Public > Dashboard** repository is selected.
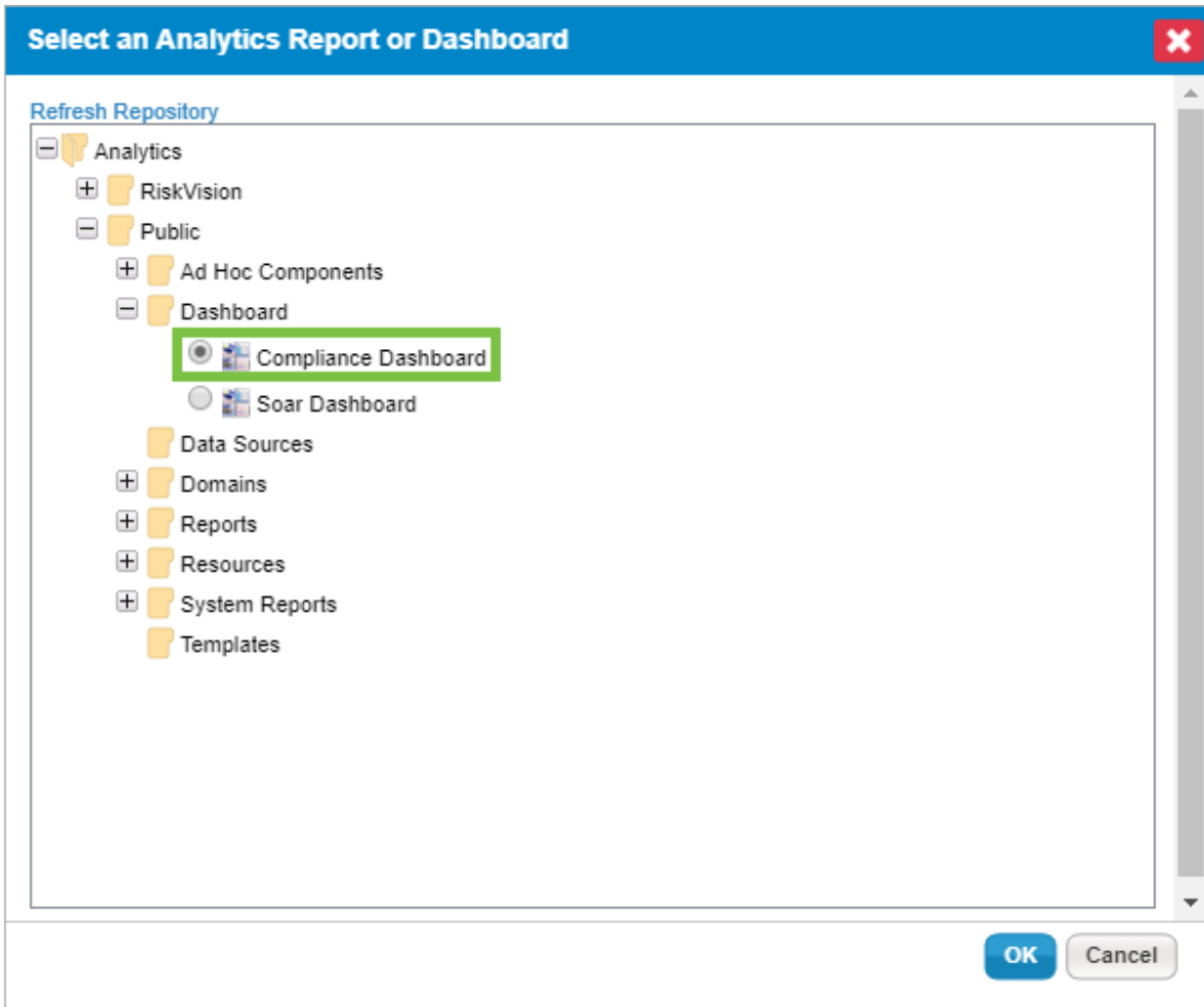
*The Compliance Dashboard in the repository when selecting a default dashboard or home page.*

The dashboard can also be accessed through Jaspersoft by hovering your cursor over **Analytics** at the top of the page, then clicking **Analytics and Reporting > View list** in the **Dashboards** section **> Compliance Dashboard**.

*The Compliance Dashboard in the Jaspersoft repository.*

## Compliance Dashboard Filters

When viewing the dashboard, you can apply filters to refine the data. Filters include **Compliance Program**, **Criticality**, and **Hierarchy Levels 1** through **3**, which provide a business perspective to the dashboard by allowing users to see compliance for the entire organization, a division, or a department.

Clicking **Apply** will apply the filters and save the selections for the currently logged in user, preventing the need to reapply the filters each time the dashboard is viewed.
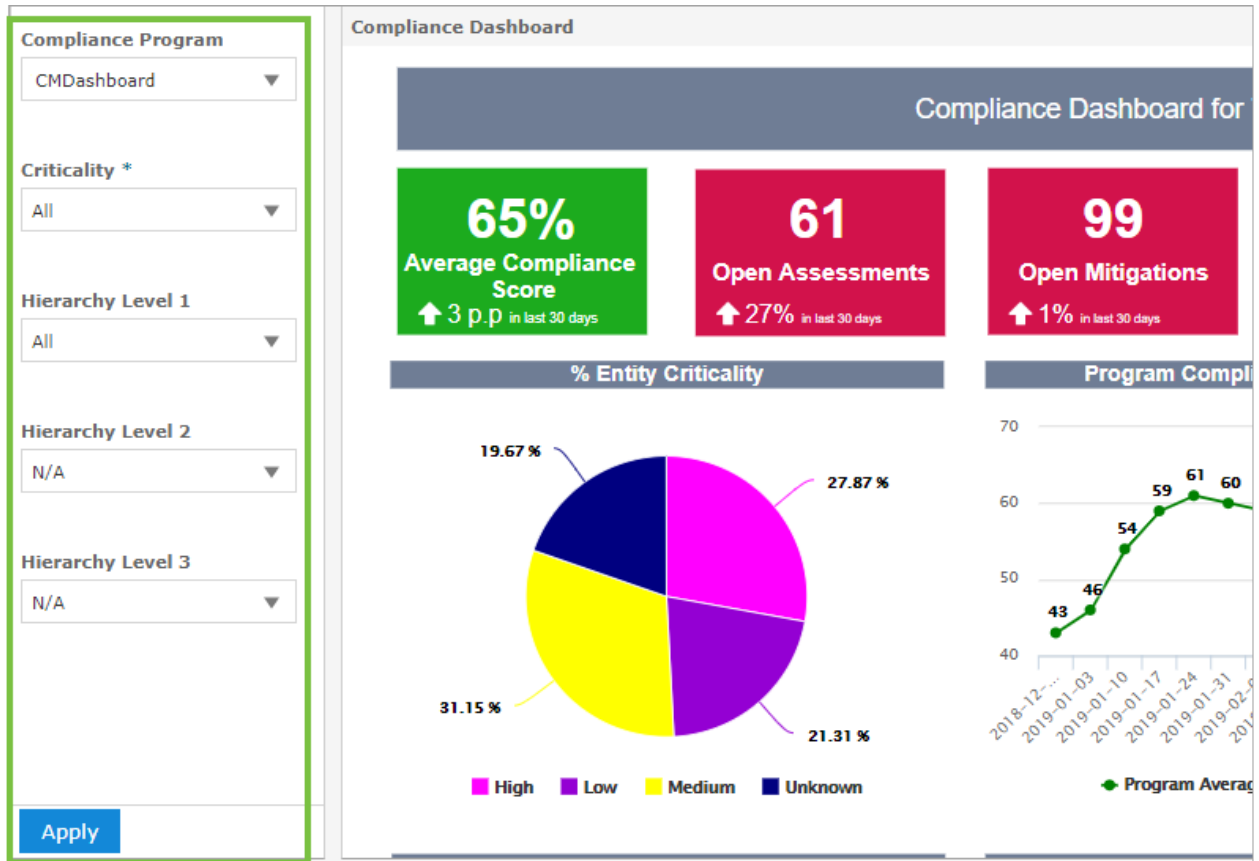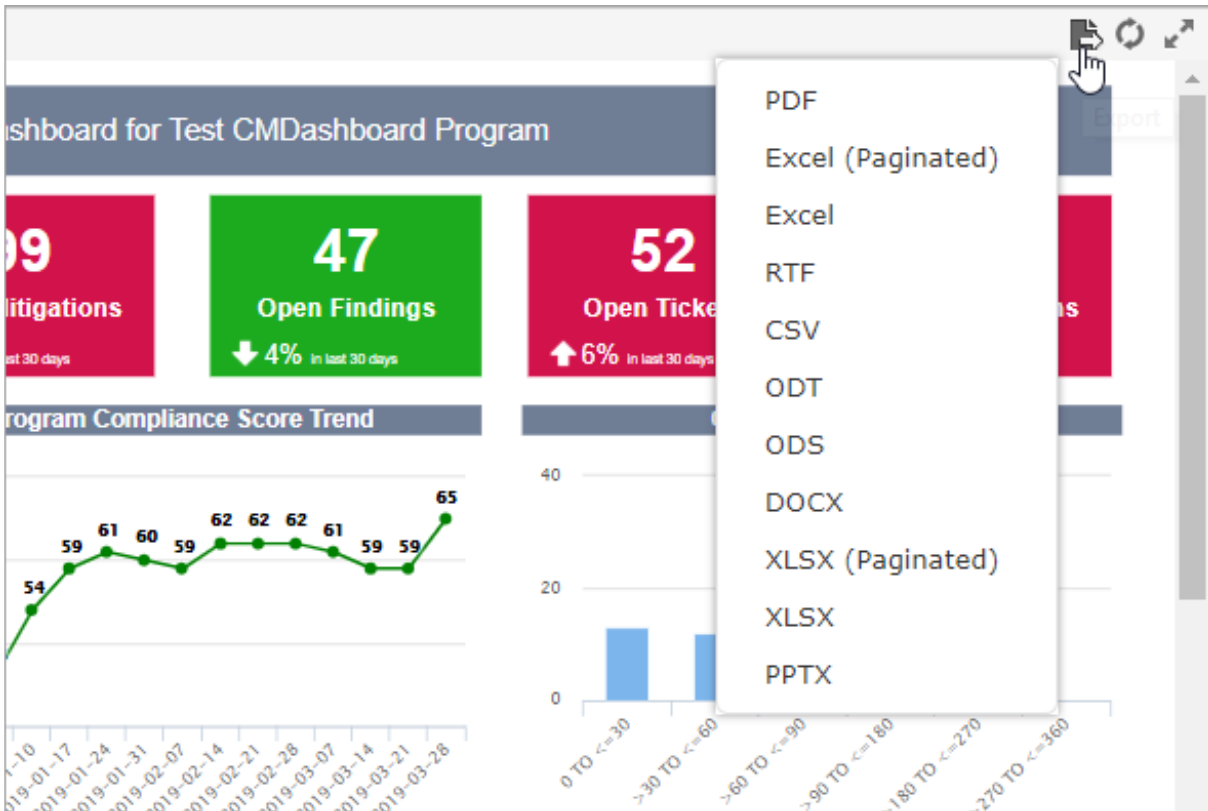
*The Compliance Dashboard filters.*

# Export, Refresh & Maximize

The **Export**, **Refresh**, and **Maximize** options are accessible at the top-right of the dashboard.

Export file type options include:

- PDF

- Excel (Paginated)

- Excel

- RTF

- CSV

- ODT

- ODS

- DOCX

- XLSX (Paginated)

- XLSX

To export the dashboard, hover your cursor over the **Export**  icon, then click a file option to initiate the download.

*The Export file type options.*

To display the latest data, click the **Refresh** ⟳ icon. To hide the filters on the left of the page, click the ↗ icon.