

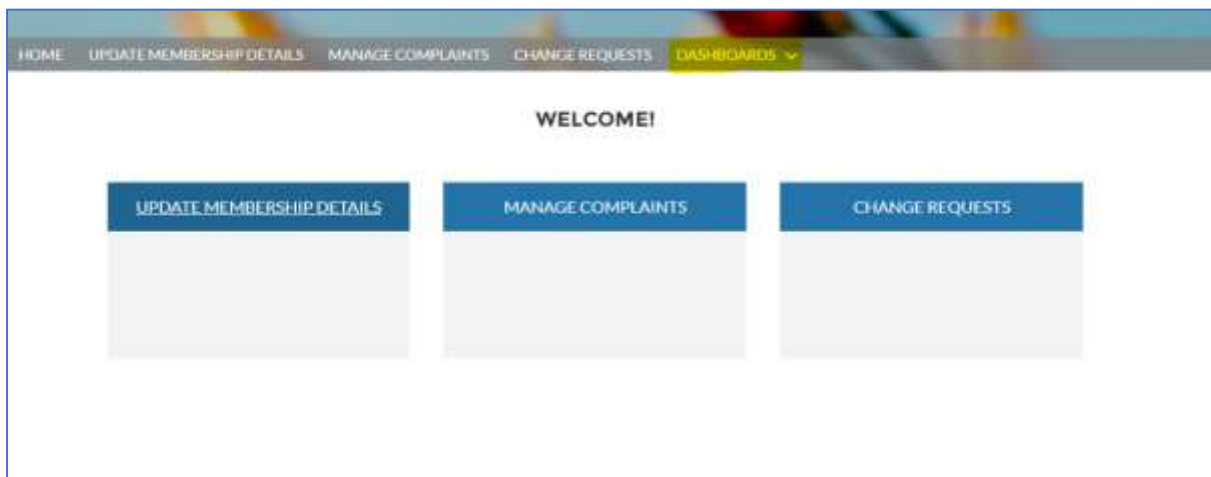
## Participant online access to the Dashboards

This allows staff with access to view both generic Dashboards and, to view the data relevant to their own business.

### How to use the online dashboards

Login to the [IFSO Scheme Portal](#) using your Username and Password. If you don't have your password, please contact [brendan@ifso.nz](mailto:brendan@ifso.nz)

The Dashboards Tab is located on the right of the screen.



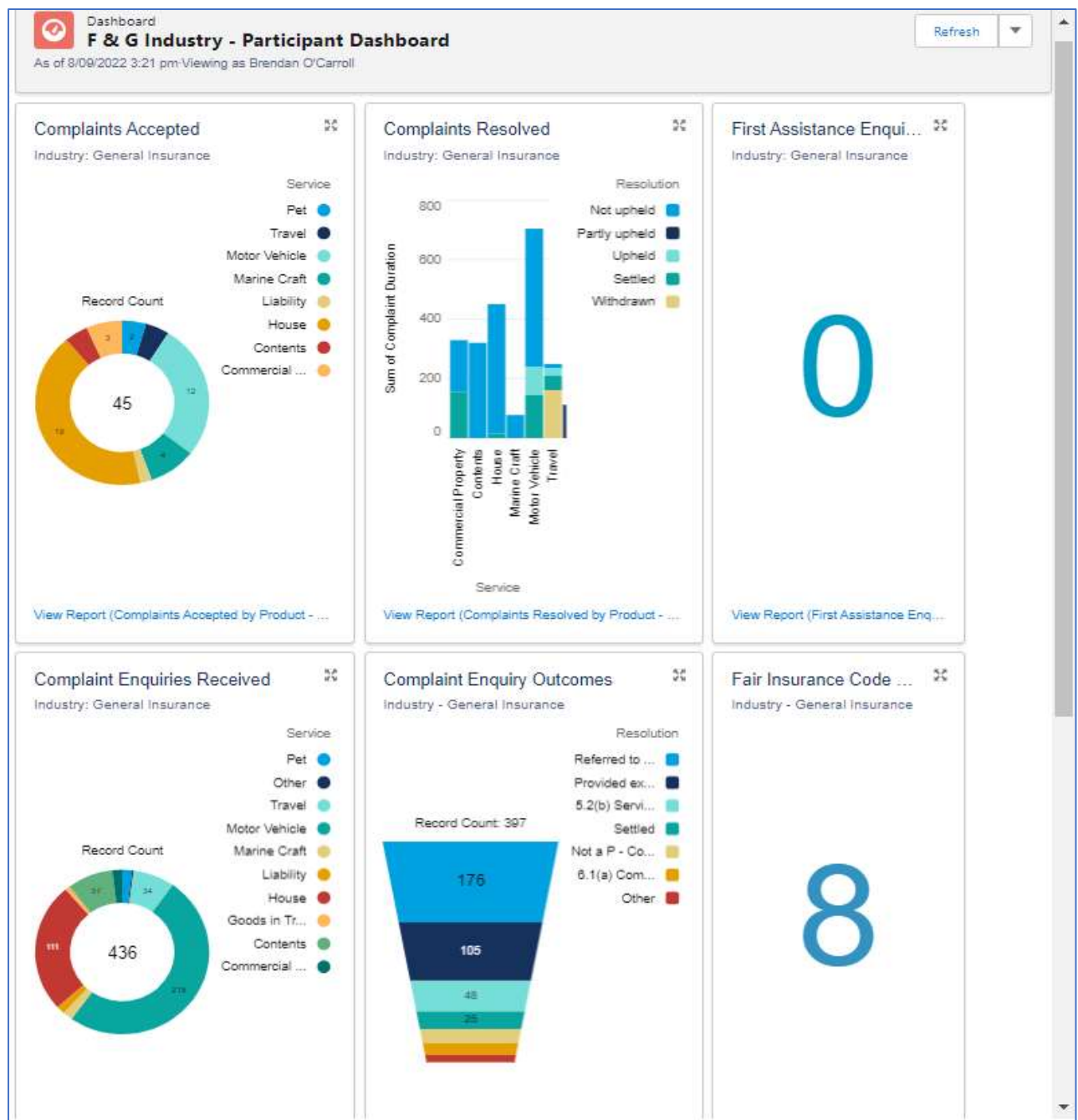
From the dropdown menu, select the dashboard(s) relevant to your business. There are 5 Dashboards to choose from;

- Credit Dashboard
- F&G Industry Dashboard
- Health Industry Dashboard
- Risk Industry Dashboard
- Travel Industry Dashboard

**Please Note** – you can view Dashboards unrelated to your business, but you cannot see any underlying data.

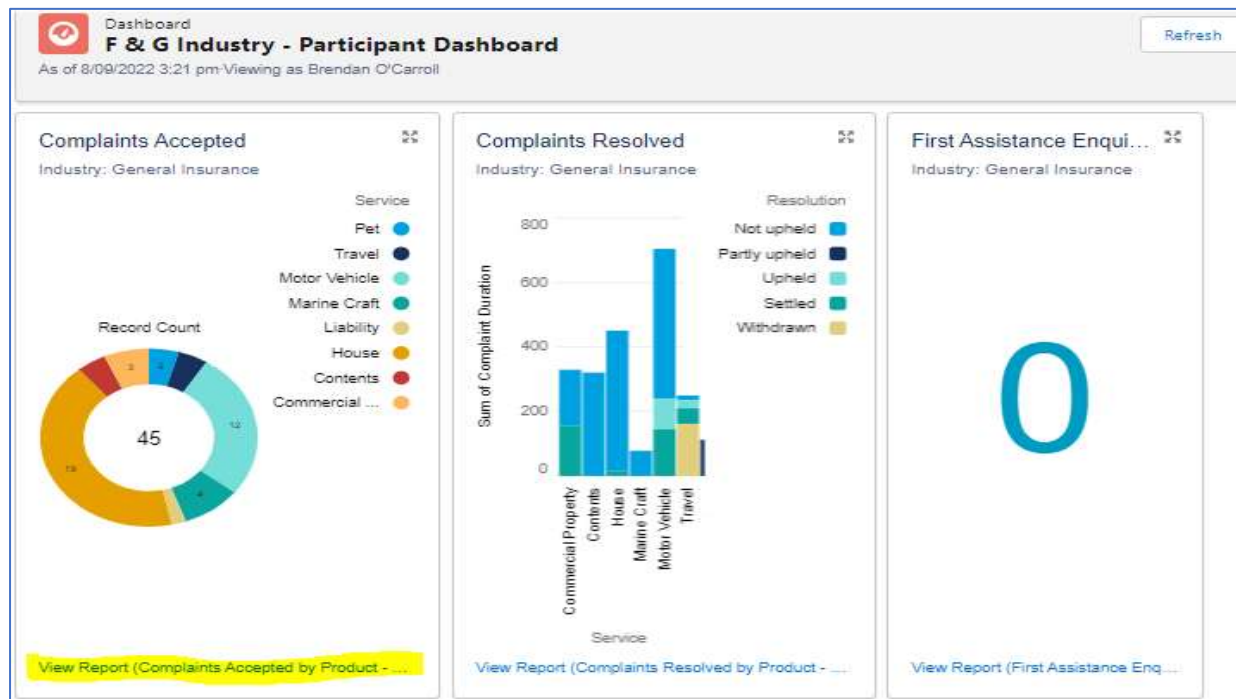
## Information displayed on the Dashboard:

After selecting the Dashboard, you wish to view, you will be presented with graphs ("Components") displaying the statistics for the last Financial Quarter ("Last FQ") across that industry, for example in the **F&G Industry Dashboard** below;

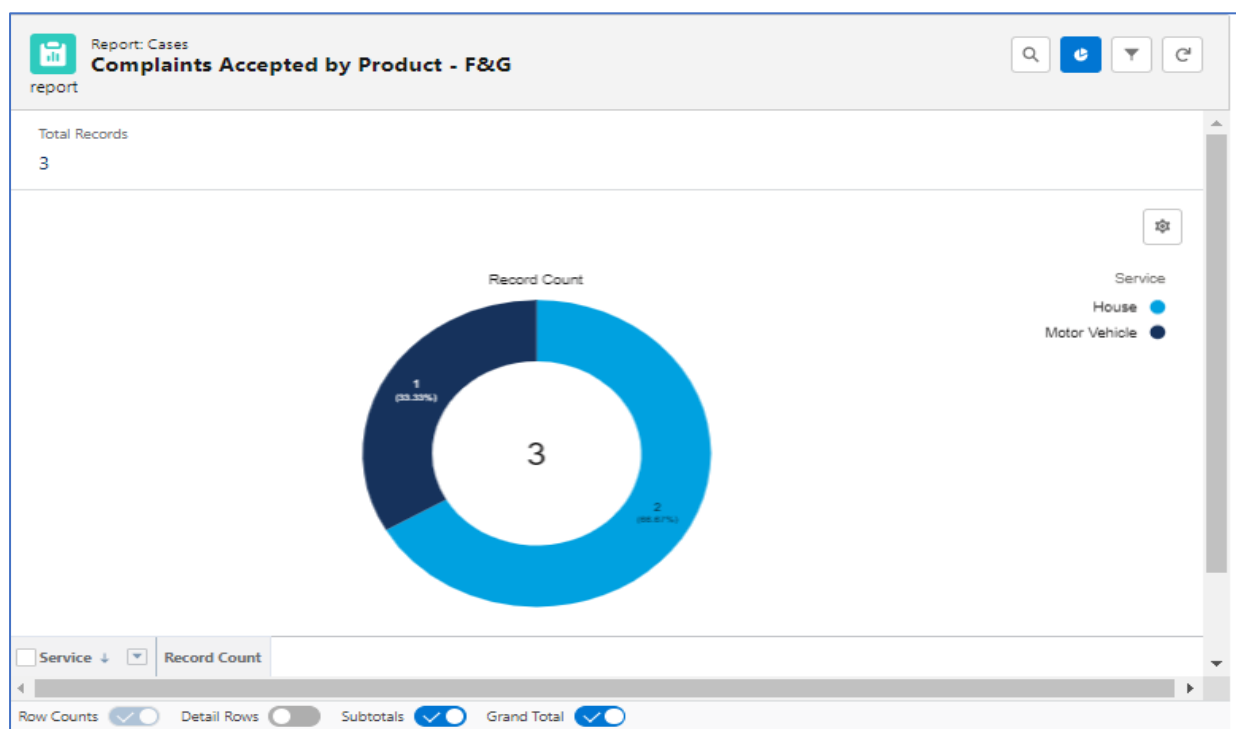


## Accessing your own company data:

You can access your own company data by selecting “View Report” at the bottom of each dashboard component. For Example – “**Complaints Accepted**”;



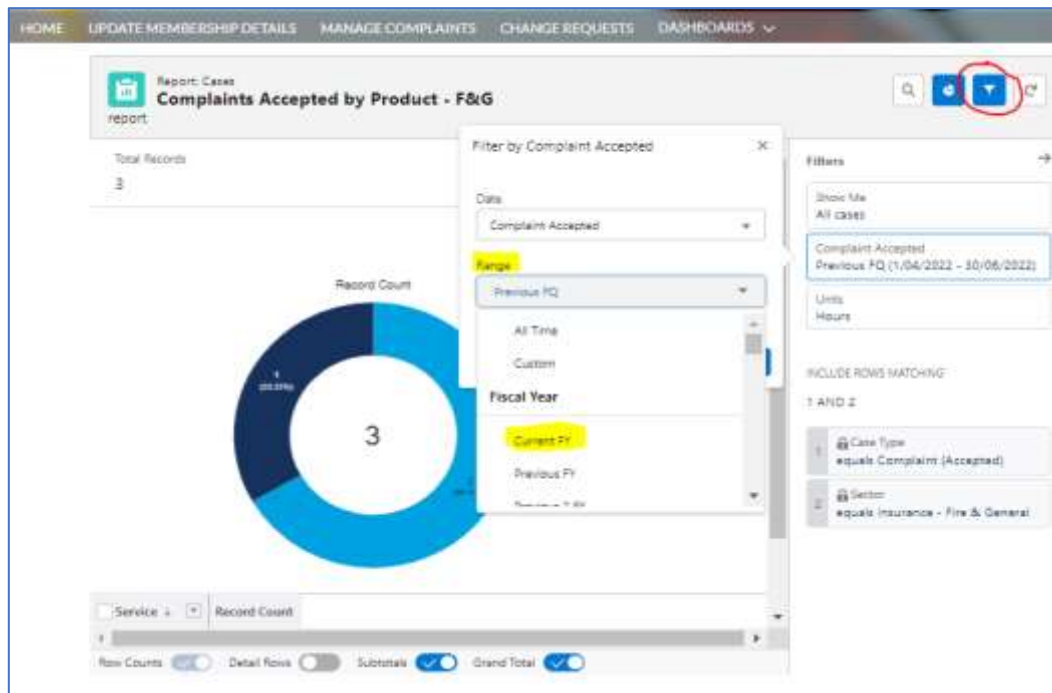
This displays the number of Accepted complaints for your business over the same period.



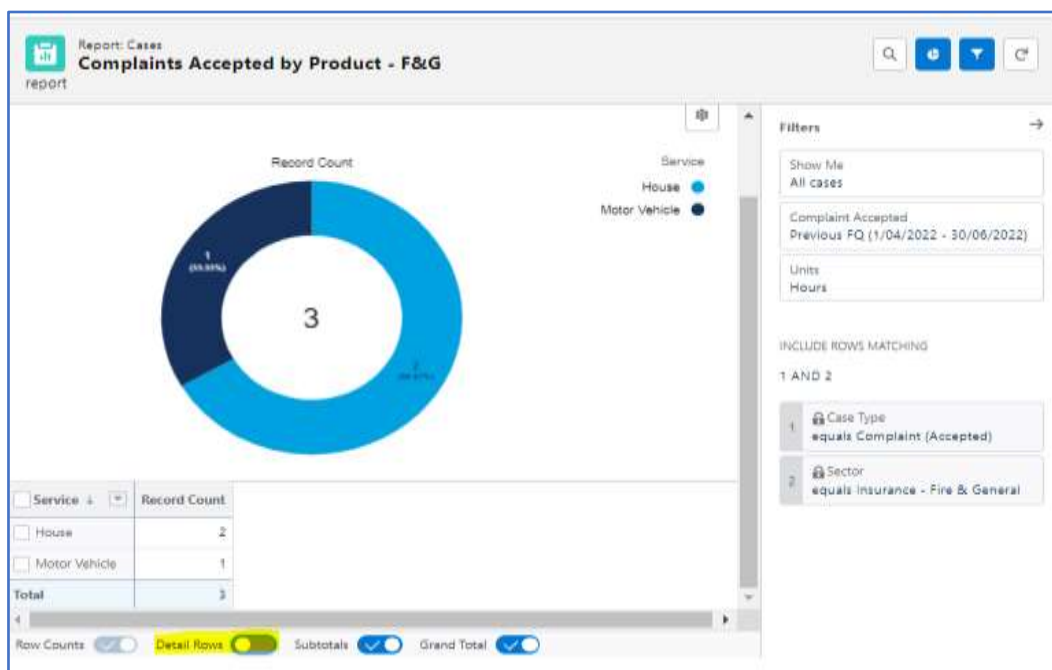
## Altering the Time Period

The time period (“range”) defaults to the Last FQ, but you can choose your own range if you wish, for example “Current Financial Year”. You do this by selecting the filter button at the top right of the screen and amending the range from the dropdown menu. Use “Custom” to choose a date range not listed.

**Note – Do NOT alter the “Date” field.**



You can then view the cases corresponding to the time period selected by selecting “Detail Rows” at the base of the report:



## **Error messages**

If you try to access data you do not have authority to see, you will see an error message like this:

