

**DataPoint User Guide**

**Setting Up A Personal Dashboard for Your  
Employer Reporting Landing Page – Beginner  
Functionality**

## **Contents**

Purpose .....	3
Review of Landing Page Message .....	3
How to Set Up a Personal Dashboard as Your Landing Page.....	3

## Purpose

The purpose of this user guide is to:

- review the default landing page message
- learn how to set up a personal dashboard as your landing page

## Review of Landing Page Message

When you sign in to DataPoint, you will be directed to your landing page. If you have not configured your landing page yet, you will see “Note! The landing page is still being configured for you. Please contact support for details or help.”

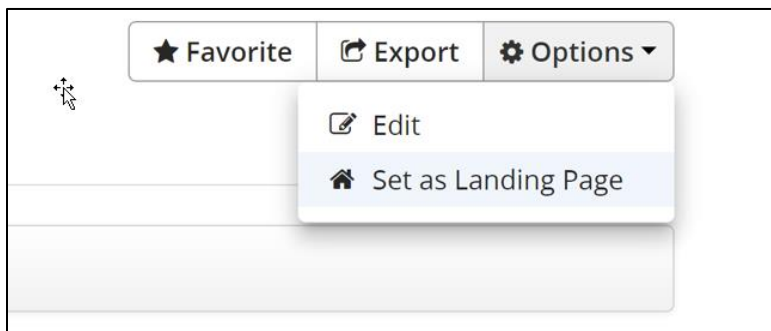
Note! The landing page is still being configured for you. Please contact support for details or help.

The steps below will outline how to configure your landing page by setting up your personal dashboard. Once configured, the above alert will no longer display on your landing page. If you do not wish to configure your personal landing page, you can still generate reports.

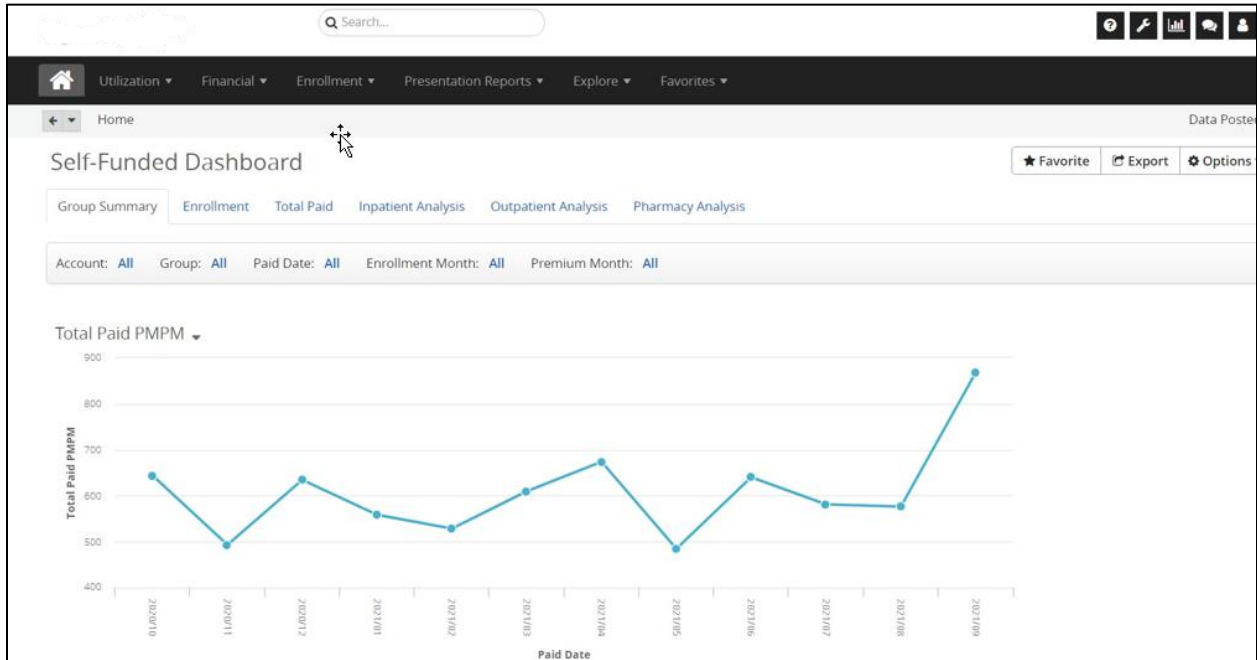
## How to Set Up a Personal Dashboard as Your Landing Page

If you have a favorite dashboard or report, you can configure it to be your landing page by following these steps:

1. Choose a dashboard or report that you would like to display as your landing page.  
Note: With your initial sign in, we recommend choosing either the **Self-Funded Dashboard** or the **Fully-Funded Dashboard** under **Organization Favorites** as your landing page. However, the Self-Funded Dashboard and Fully-Funded Dashboards are just examples; any report or dashboard that has the ‘Set as Landing Page’ option can be set as your Landing Page. Presentation Reports are not available for landing page options.
2. Select the **Options** button in the top right and choose **Set as Landing Page**.



The dashboard or report will now be set as your landing page. You can view it any time you sign in or hit the Home button.



If you would like to restore your landing page to the default landing page, click the **Options** button in the top right and choose **Restore Default Landing Page**.

