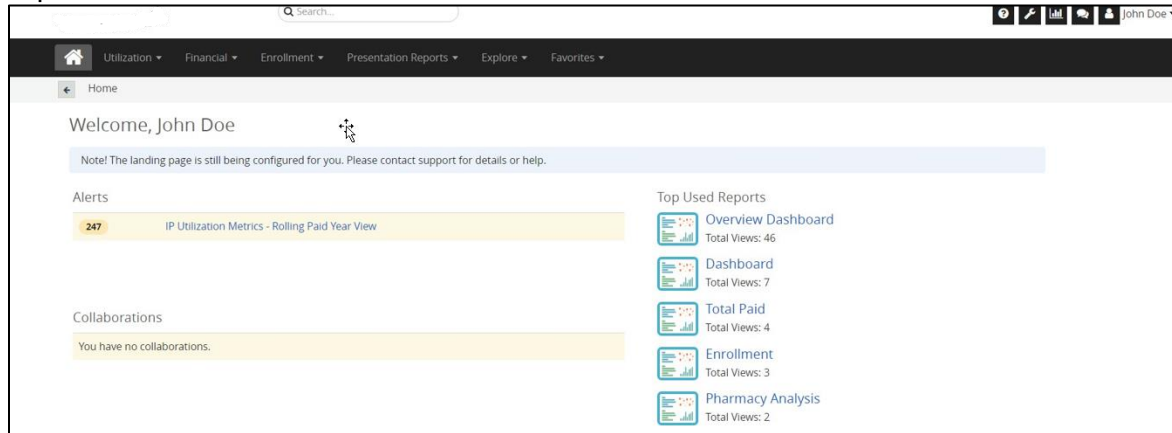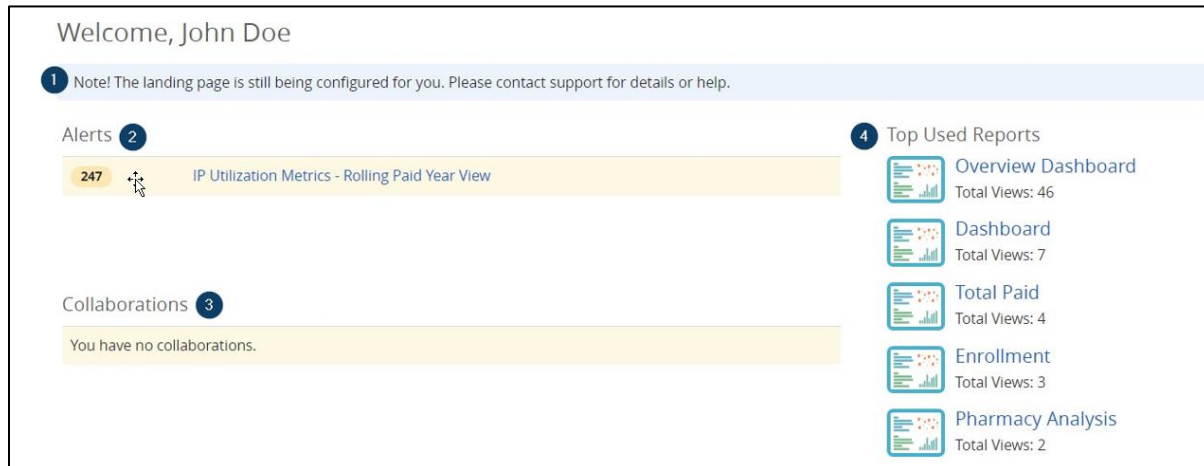# Landing Page Overview

When you login, you will be taken to your Landing Page, where you will see your landing page, alerts, collaborations, top used reports, and your landing page buttons. These items are explained in the sections below.


1. **Note!** – Do not worry if you see this message. This serves as a reminder that you have not yet customized your landing page. Please refer to the *Setting Up Your Landing Page User Guide* on the **sentarahealthplans.com/needtoknow** website for more details.
   If you choose to not customize your landing page, you can still generate reports.
2. **Alerts** – If you have a metric or percentage change you are monitoring, those alerts will display in the **Alerts** section. Additional information regarding Alerts can be found in the *Alerts Did You Know Campaign* on the **sentarahealthplans.com/needtoknow** website.
3. **Collaborations** – If you have collaborations with other members of your team, they will appear here.
4. **Top Used Reports** – Your most used reports will be displayed in the **Top Used Reports** section for quick and easy access.

## Landing Page Buttons Overview

On the top left of the landing page, you will see the Sentara Health Plans logo. Clicking on the logo or the home icon will take you back to your landing page.
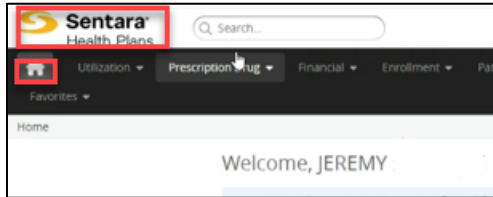

Tip: Do not use your browser back button! The back arrow, under the **home** icon should be used instead. This tool holds the history of your session and allows you to go back a step to changes you have made while in the tool. If you use the browser back button, it will likely reset the login and you will have to start over.

The main navigation menu is located inside the dark gray bar that runs horizontally across the landing page. Clicking on each category will expand the options. In order from left to right, the main navigation categories are:
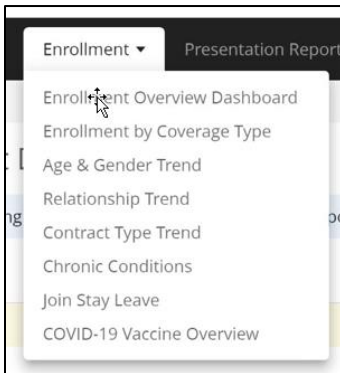
1. **Utilization** – Click on the report or dashboard name to access a specific Utilization Report/Dashboard.
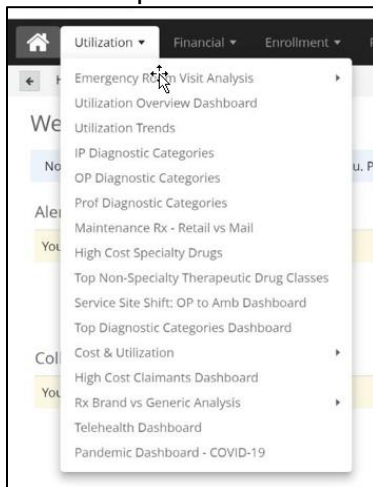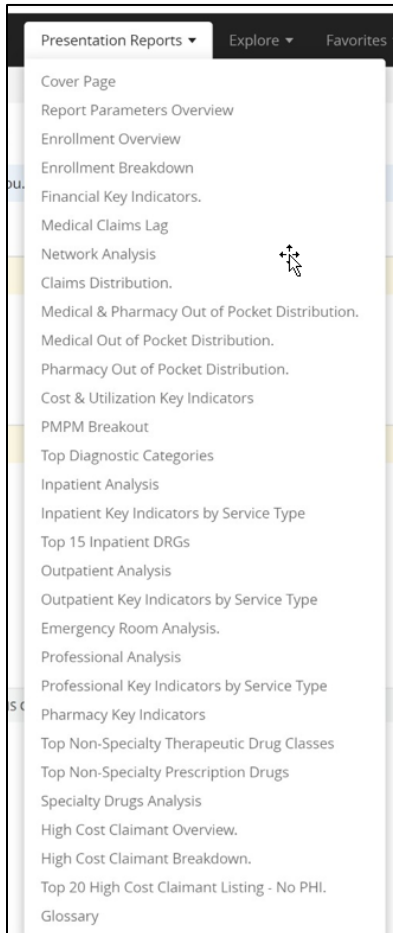
2. **Financial** - Click on the report or dashboard name to access a specific Financial Report/Dashboard.
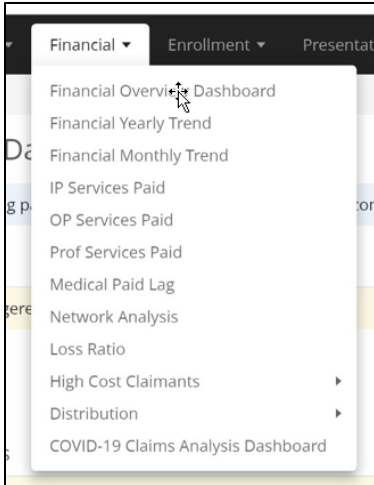
3. **Enrollment** - Click on the report or dashboard name to access a specific Enrollment Report/Dashboard.

4. **Presentation Reports** - Click on the report or dashboard name to access a specific Presentation Report.

5. **Explore** – The **Explore** dropdown menu is used by more advanced users and should not be confused with our search tools or other existing reports in the various dropdown menus. Reports found here do not contain any customizations and allow you to build a custom report from scratch. Event Summary Report templates are the basis for our utilization reports. Claim Line Summary Report templates are the basis for our financial reports. Enrollment Summary Report templates are the basis for our Enrollment reports.
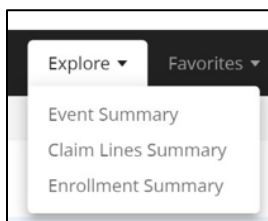
6. **Favorites** – any personal or organizational reports and/or dashboards you have marked as a **Favorite** can be viewed here. Please refer to the *Overall Functionality User Guide* on the **sentarahealthplans.com/needtoknow** website for additional functionality information.
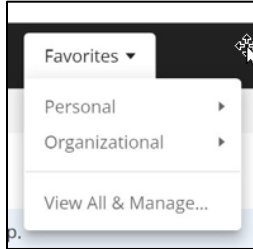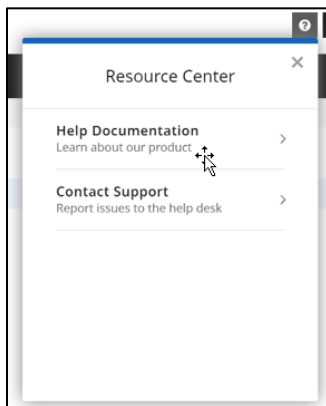

Top Right Menu Overview

The top right menu consists of buttons for **Help**, **Tools**, **Dashboards**, **Notifications**, **User Settings**, and **Search**.


Outlined below are descriptions of each button and its functionality:

From the **Help** menu, you can visit the official **Help Documentation**. If you need additional help, please contact the DataPoint mailbox at **Datapoint@sentara.com**.

From the **Tools** menu, you can access your **Exports** and **User Groups**. We will go into more detail on the **Export** functionality in the *Distribution of Reports User Guide* on the **sentarahealthplans.com/needtoknow** website.
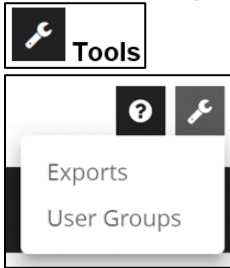

From the **Dashboards** menu, you can quickly view your **Top 5 Visited Dashboards and Reports** and your **5 Most Recently Viewed Dashboards and Reports**.
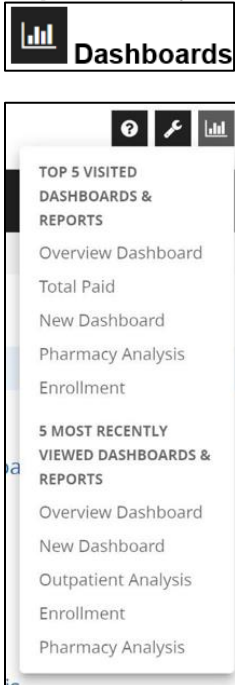

From the **Notifications** menu, you can access your custom **Alerts**.
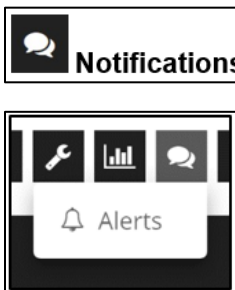
From the **User Settings** menu, you can view and update your **Preferences** and **Profile**. You can also **Logout** of the tool. While there is a **Change Password** option, it should not be utilized. As mentioned above in the password reset section, users should reach out to **datapoint@sentara.com** for any password related issues.
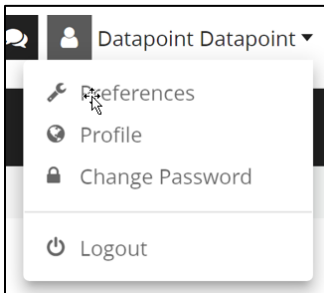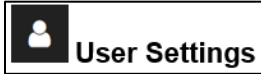
You can use this **Search** bar for quick access to various reports and/or dashboards.
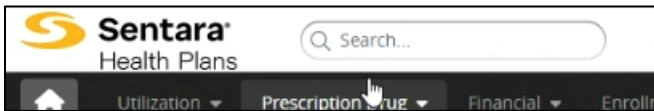
Example 1: If you search for 'loss', the below options appear. Click on the desired report or dashboard and you can begin your filtering. Please reference the *Overall Functionality User Guide* on the **sentarahealthplans.com/needtoknow** website for additional information on reports available and their features.
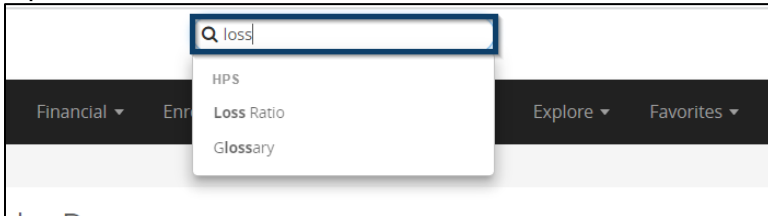
Example 2: If you search for 'high', the below options appear. Click on the desired report or dashboard and you can begin your filtering. Please reference the *Overall Functionality User Guide* on the **sentarahealthplans.com/didyouknow** website for additional information on reports available and their features.