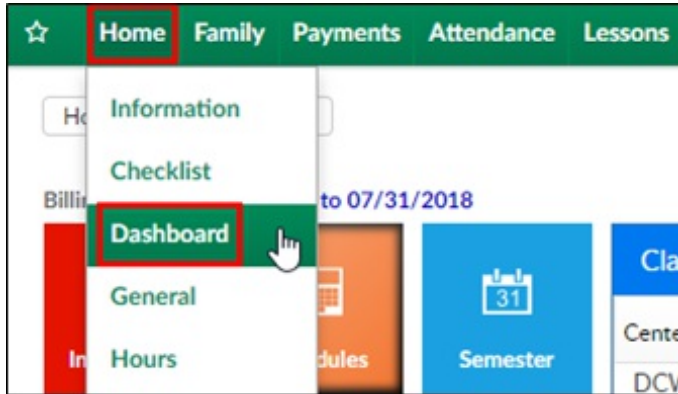# Home > Dashboard

Last Modified on 12/04/2018 9:40 am EST

The Dashboard allows users to quickly view metrics through analytics. This is most commonly used by business level administration.

1. Click Home from the navigator bar and select Dashboard

2. Choose a Metric Type from the drop-down menu

3. After choosing the metric type, more search options will appear

   - Choose the center
   - Select the Current month and year
   - Select previous month or year if necessary, but not required

4. Click Graph to view a comparison graph of the chosen metric

5. Click Report to receive an Excel file of the data

Daily Average Attendance Comparison

	Center	Current (Sep 2017)	Previous (Sep 2016)	Variation	Percent +/-	Current (Sep 2017) AM Check In	Previous (Sep 2016) AM Check In	Variation	Percent +/-	Current (Sep 2017) PM Check In	Previous (Sep 2016) PM Check In	Variation	Percent +/-
2													
3	Central Falls	11	12	-1	-8.33%	7	7	0	0.00%	4	5	-1	-20.00%
4													
5													