

How to Use SIRI Page Options

On any SIRI dashboard, click Page Options to view the available options.

1. Select a SIRI Dashboard

- Log into SIRI.
- At the top, click *Dashboards*, then click on the dashboard you want to view (Figure 1).

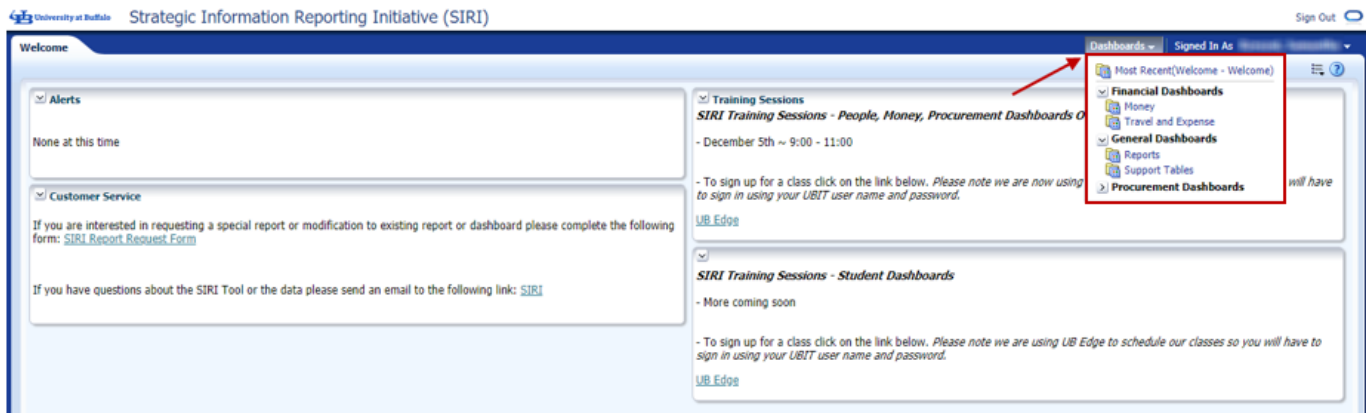


Figure 1

2. Click Page Options

- At the top right of the dashboard, click *Page Options* to see the menu options (Figure 2).

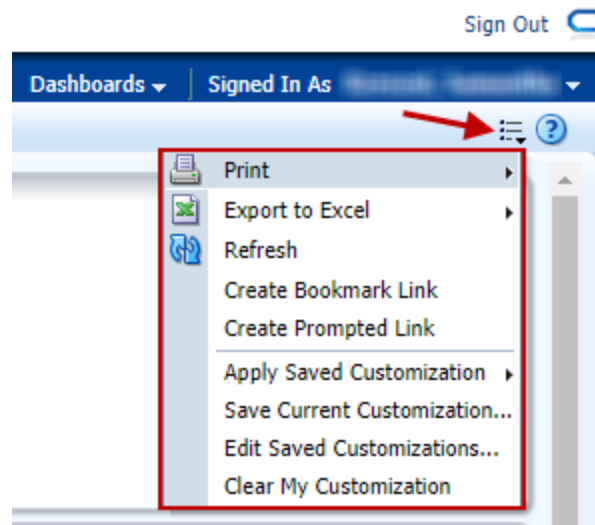


Figure 2

- Click *Print* for the following menu options:
 - Click *Printable PDF* to create a printable PDF file of the current dashboard.

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- Click *Printable HTML* to create a printable HTML file of the current dashboard.
- Click *Export to Excel* for the following menu options:
 - Click *Export Current Page* to export the current dashboard to an Excel file.
 - Click *Export Entire Dashboard* to export the entire dashboard to an Excel file. The export process may take a while.
- Click *Refresh* to refresh the dashboard.
- Click *Create Bookmark Link* to create a URL page link of the dashboard that you can copy from the address bar and send to someone. Note that the recipient must have access to the data to view the report.
- Click *Create Prompted Link* to create a URL page link of the dashboard that you can copy from the address bar and send to someone. The link will include any prompts or selections you added to the dashboard. The recipient will need to click *Apply* to activate the link.
- Click *Save Current Customization* to save the current customizations you made to the dashboard.
 - On the *Save Current Customization* window, complete the following information (Figure 3):
 - Enter a *Name* for the customized dashboard.
 - Select *Save for Me*. *Save for Others* is not an option.
 - If desired, check the box *Make this my default for this page* if you want the customization to load every time you open the dashboard.
 - When finished, click *OK*.

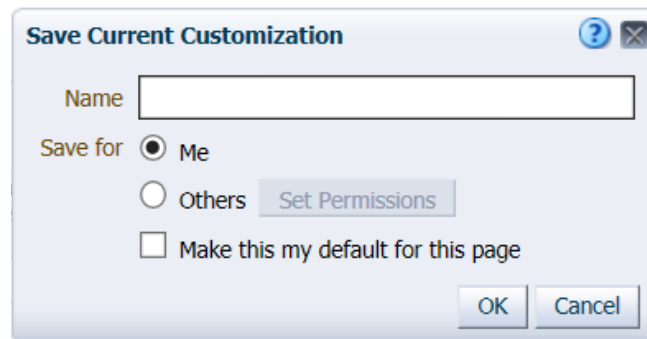


Figure 3

- Click *Apply Saved Customization* to select and apply a saved dashboard customization.
- Click *Edit Saved Customizations* to rename or delete your saved dashboard customizations.
- Click *Clear My Customization* to clear all selections from the dashboard. The dashboard will return to the default so you can start over.