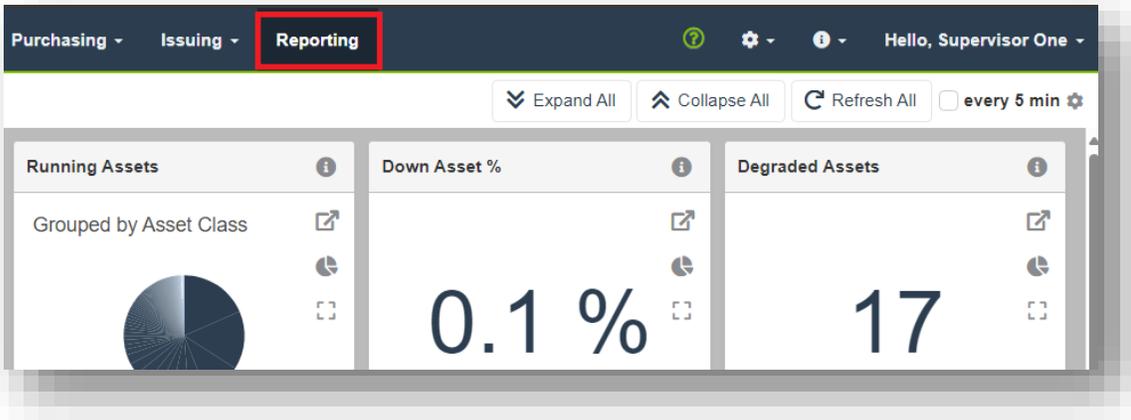


How to Add Reports to the Homepage

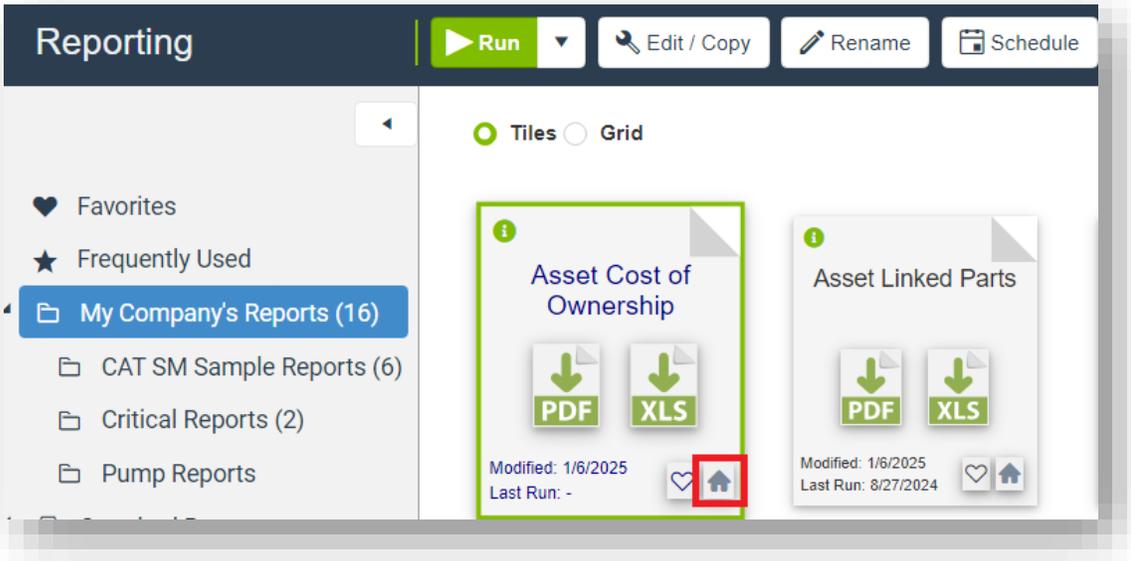
LLumin allows you to display any report—dashboards, advanced reports, or express reports—on the homepage for individual users or entire roles. Follow these steps to configure homepage reports.

Instructions

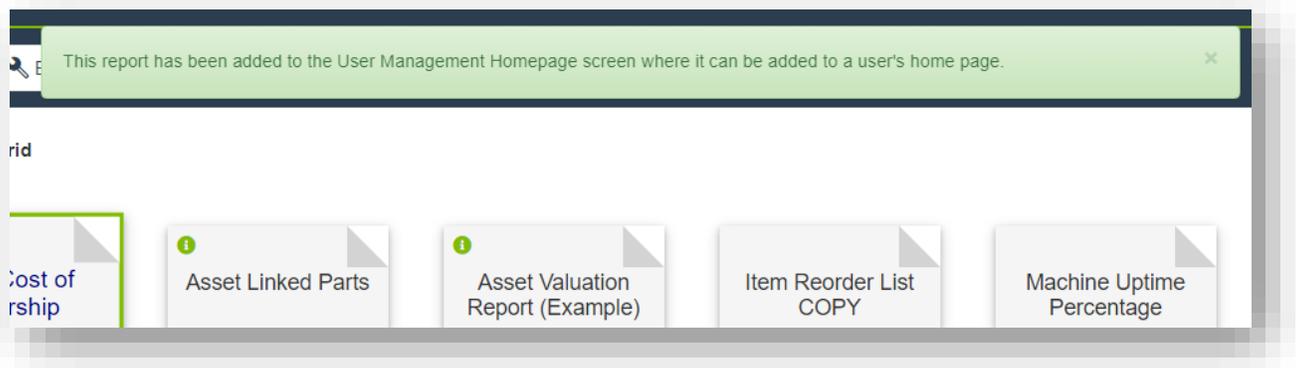
1. To get to the reporting interface, click **Reporting** on the top navigation bar.



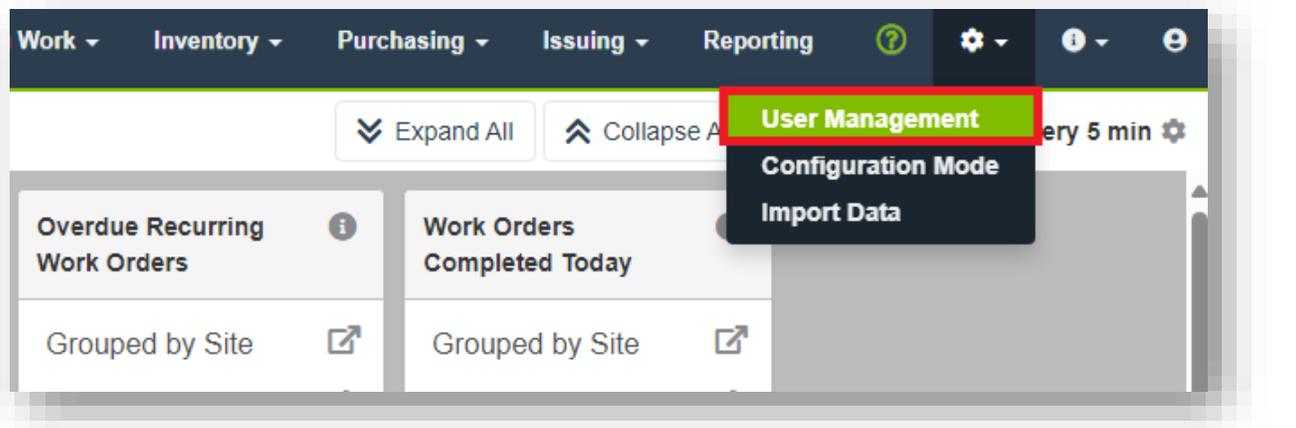
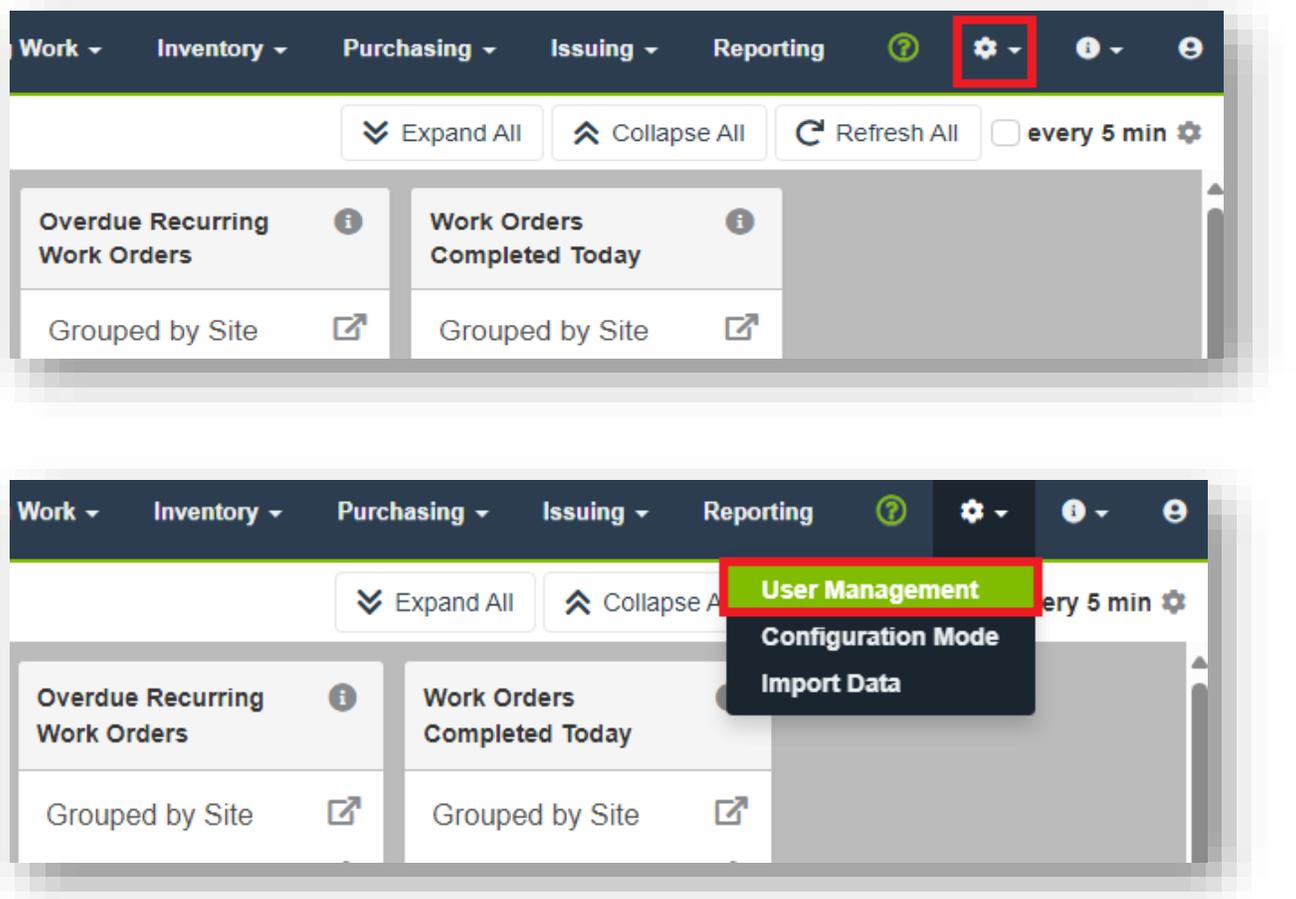
2. Locate the report you want to add to the homepage.
3. Click the **Home** icon at the bottom right corner of the report.



4. You'll get a confirmation popup at the top of your screen, as shown in the photo below.



5. Click the **Gear** Icon in the upper-right corner and select **User Management**.



6. In the **User/Group Finder**, locate the desired user or role:
- To apply the report to an individual user, double-click their name or check the box next to their name and click **View**.
 - To apply the report to all users in a role, select the role instead.

ID	First Name	Last Name	Type	User Role	Plant
Requestor4	Requestor	Four	User	Requestors	Michigan Plant
Requestor5	Requestor	Five	User	Requestors	Springfield Pla
RequestorRole			Role		
Stockroom1	StockClerk	One	User	Purchasing Role	Springfield Pla
Supervisor1	Supervisor	One	User	Manager Role	
Supervisor2	Supervisor	Two	User	Manager Role	

7. In the **User Editor**, select **Homepage**.

My Account

ID: Supervisor1

First Name: Supervisor

Last Name: One

Role: Manager Role

General Info

Employee Record

Homepage

Security

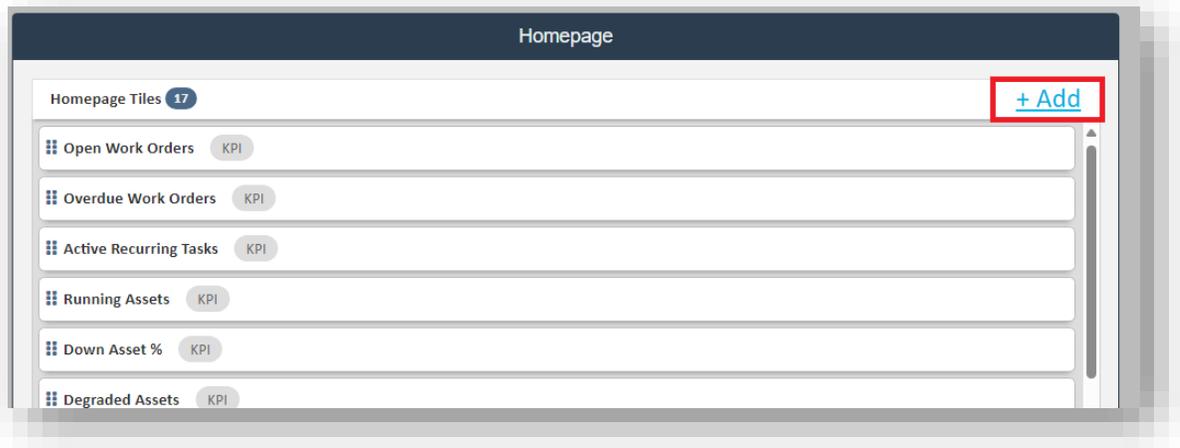
Data Authorization

Linked Work

Activity Log

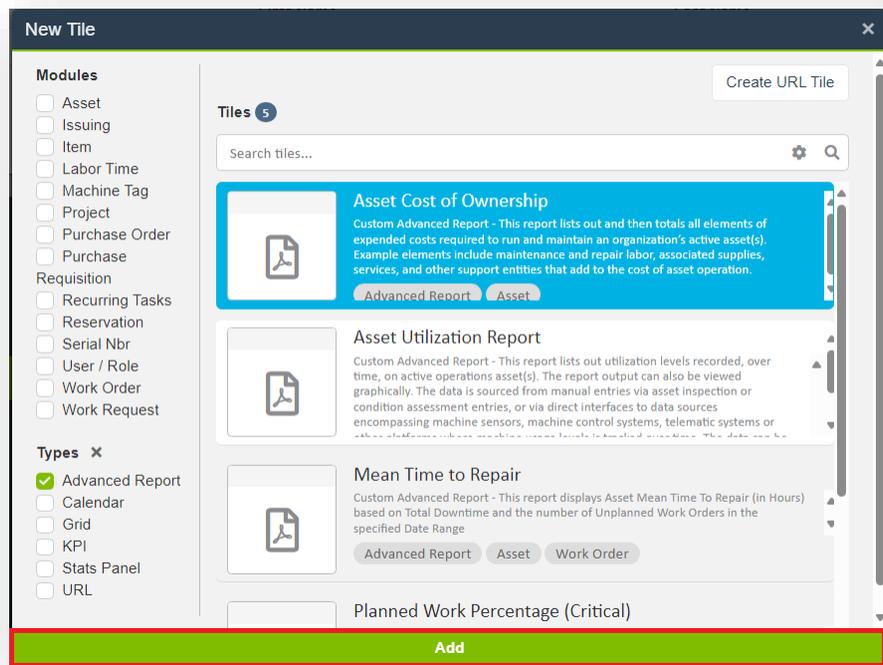
Certification

8. Click **+Add**.



9. Locate the report using the search bar and select it. The report will be highlighted in blue once selected.

10. Click **Save** in the New Grid window.



11. Then, click **Save** in the user window to finalize the changes.

12. The report will now be displayed on the homepage of the selected user or all users within the chosen role.