Employer Report Dashboard - Updated for Insights

1. Login to Handshake/BJ
2. On the left-hand side of the page click on the 'Reports' tab
3. On the top of the page, click on the 'Explore Insights' tab
4. Click on the blue 'Employers' link
5. On the left-hand side of the page, click on the 'Employer Approvals' drop down menu
   a. Select 'Status' and click on 'Filter'
      i. In the center of the page, in the 'Filters' section
         1. In the first drop down menu select 'is equal to'
         2. In the text box type 'approved'
   b. Select the 'Updated At Date' dropdown menu
      i. Select 'Date' and click 'Filter'
         1. In the center of the page, in the 'Filters' section
            a. In the first drop down menu select 'is before
            b. In the date box, choose the first date of the current month (ex: 9/01/2016)
   c. In the orange 'Measures' section, select 'Count'
6. On the right-hand side of the page, check the 'Totals' box
7. On the top of the page, click the button that says 'Run' (this report takes longer to run than most'
8. Once the report is done running, at the bottom of the page next to 'Total', that the number of employers and put that into the dashboard

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