

## How do I use the monthly district dashboard?

Michael C. - 2021-04-16 - Reports

Your district page will generate a new Monthly District Dashboard every month. The dashboard presents a breakdown of membership into various charters, making it easy to track changes on a monthly basis.

**Note:** Reports do not include Honorary Members.

1. To access the Monthly District Dashboard, log in to your district webpage. Then, click **Member Area** in the top right of the page.
2. Click on the **Membership** tab.
3. Next, click on the **District Dashboard** link.
4. This brings you to the Monthly District Dashboard. Here, you can filter the information shown in three ways.
  - **All:** Used to view reports for all the clubs listed within the District.
  - **By Area:** Used to filter by club with the Area of an Assistant/Area Governor.
  - **By Club:** Used to look up totals individually by Club.

### Monthly District Dashboard

Note: This is a monthly dashboard that regenerates automatically at the end of each month. The totals you see here may not correspond with the details when clicked due to new data since the dashboard was last generated. You can click on the Cog icon (⚙️) to queue a regeneration of data for that month, but this will not be instantly visible. Reports below do not include Honorary members.

