There are 3 ways to make it easier to access dashboards

1. Make CSSW dashboards a favourite in the browser
2. Create a desktop link
3. Create an App

Please choose whichever method you prefer (you don't need to do all 3).

The first 2 will allow you to view the CSSW dashboards in the Edge internet browser.
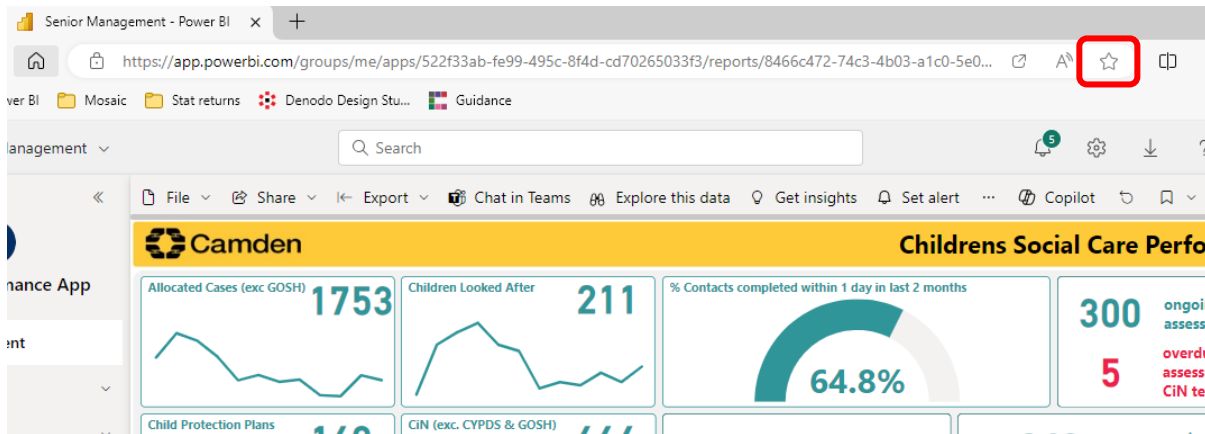
The 3rd method creates an App

Details on how to do this are explained below.

1: How to make CSSW dashboards a favourite in the browser

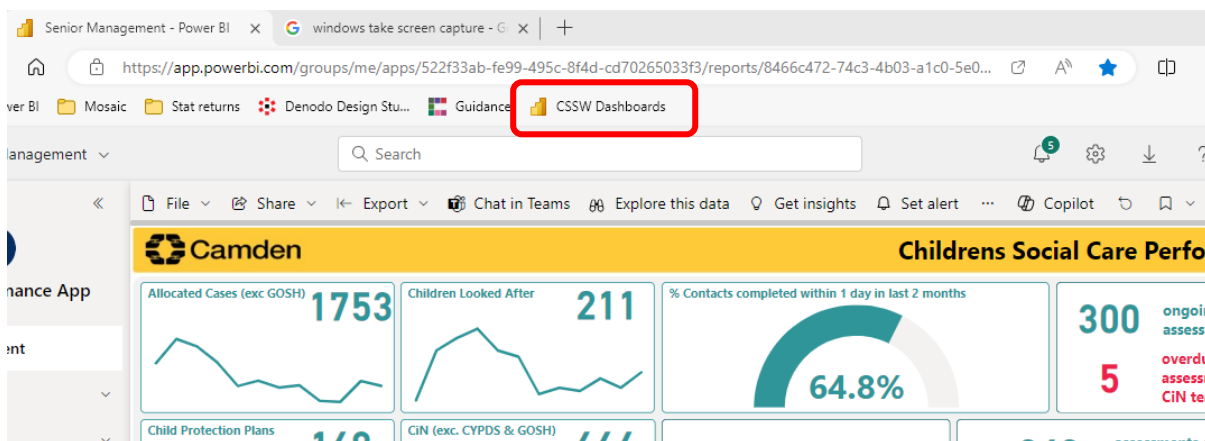Open Edge and navigate to the dashboards using the Power Bi link

Click on the STAR icon

When the popup window appears:

- Enter CSSW Dashboards for **Name**
- Select 'Favourites bar' from the **Folder** dropdown list.
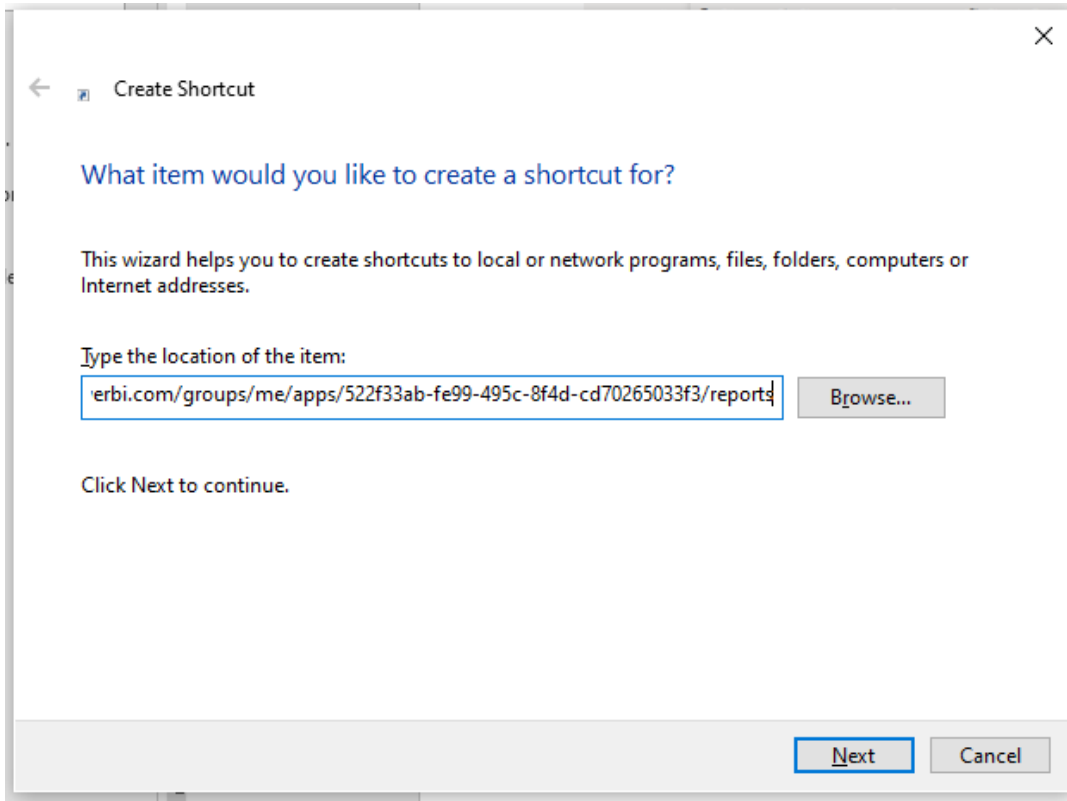- Click **Done**

You now have a favourite button that you can use to take you directly to the dashboards
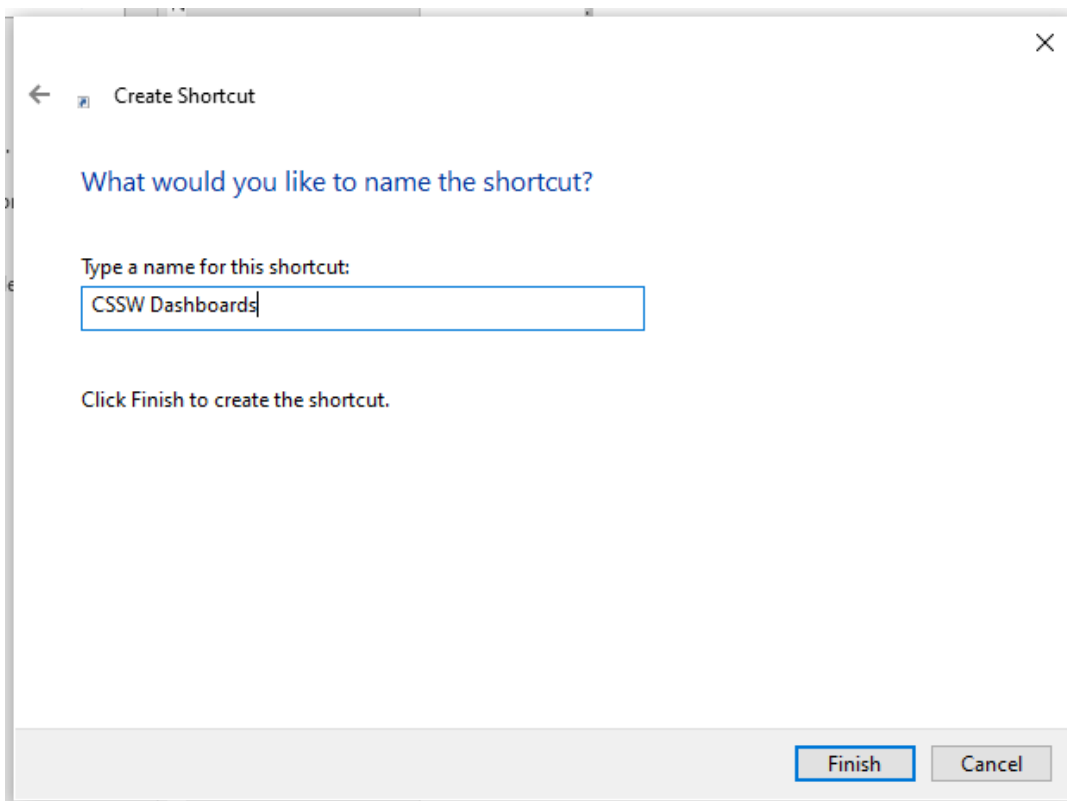
2: How to create a desktop link

Right-click anywhere on your desktop

In the window that appears paste the following link ***https://app.powerbi.com/groups/me/apps/522f33ab-fe99-495c-8f4d-cd70265033f3/reports*** and click **Next**

← Create Shortcut ✕

What item would you like to create a shortcut for?

This wizard helps you to create shortcuts to local or network programs, files, folders, computers or Internet addresses.

Type the location of the item:

| erbi.com/groups/me/apps/522f33ab-fe99-495c-8f4d-cd70265033f3/reports | Browse... |

Click Next to continue.

Next | Cancel

Enter a name for the shortcut

← Create Shortcut ✕

What would you like to name the shortcut?

Type a name for this shortcut:

CSSW Dashboards

Click Finish to create the shortcut.

Finish | Cancel

Click **Finish** and you will now have a desktop icon called 'CSSW Dashboards' that you can use to launch the dashboards within the Edge browser.

3: How to create an App

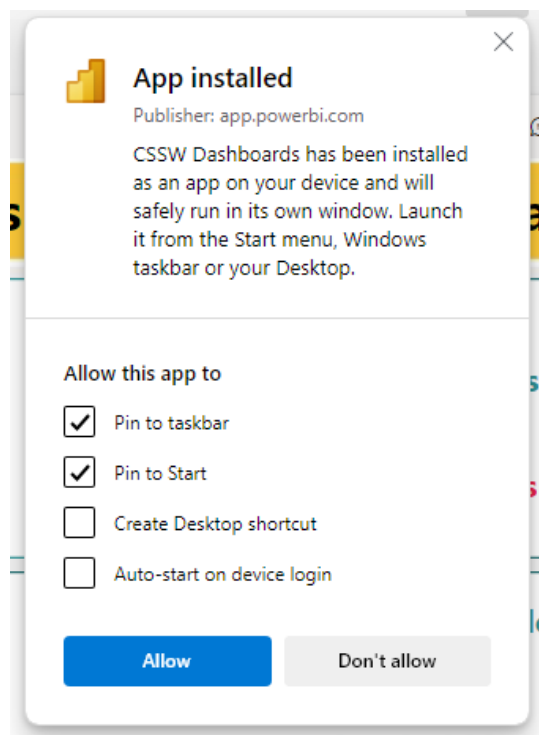Open Edge and navigate to the dashboards using the [Power Bi link](#)

Click the 3 dots in the top-right of the browser

Select **Apps** from menu

Select **Install this site as an app** from the sub-menu

Enter *CSSW Dashboards* for the app name and click Install

Choose whether to create an icon for the app on the taskbar / start menu / desktop. Click **Allow**.

You can now launch the CSSW dashboards from the resulting icons.