

NHS ESR Business Intelligence Quick Start Guide

1 Login to ESR with your smartcard
[\(Click here to open the ESR smartcard login\)](#)

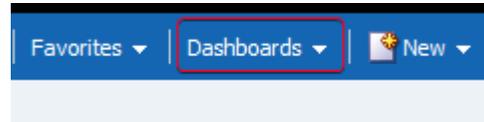
2 Select your Responsibility Profile

- 504 Manager Self Service
- 504 Manager Self Service (Payroll Approvals Not Required)
- 504 Manager Self Service (Payroll Approvals Required)

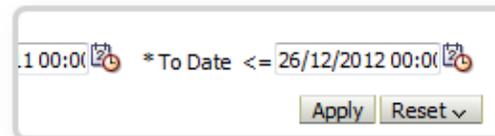
3 Select the ESR Business Intelligence function



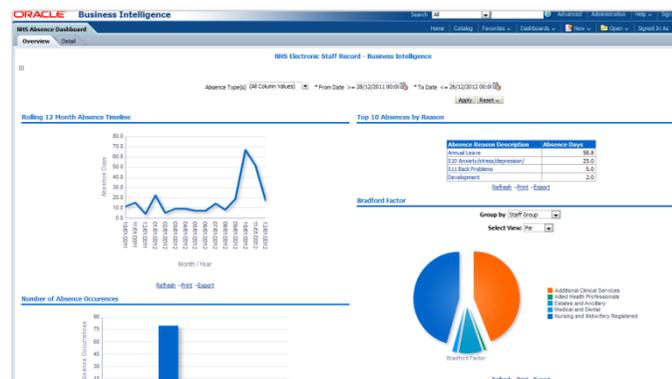
4 Select a Dashboard from the 'Dashboards' link at the top



5 Complete any parameters and click Apply

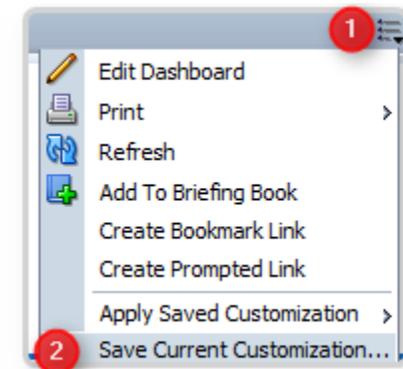


6 Dashboard is ready

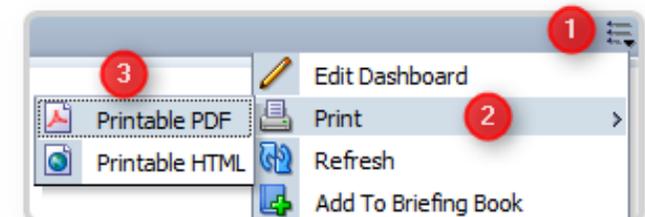


7 Click on a chart to drill into detail

8 Save any changes you have made using the below steps



9 Print a dashboard by following the below steps



Need more help? Open the 'Introduction to ESR Business Intelligence' dashboard or visit the ESR Hub > Reporting folder for ESR BI Guides