

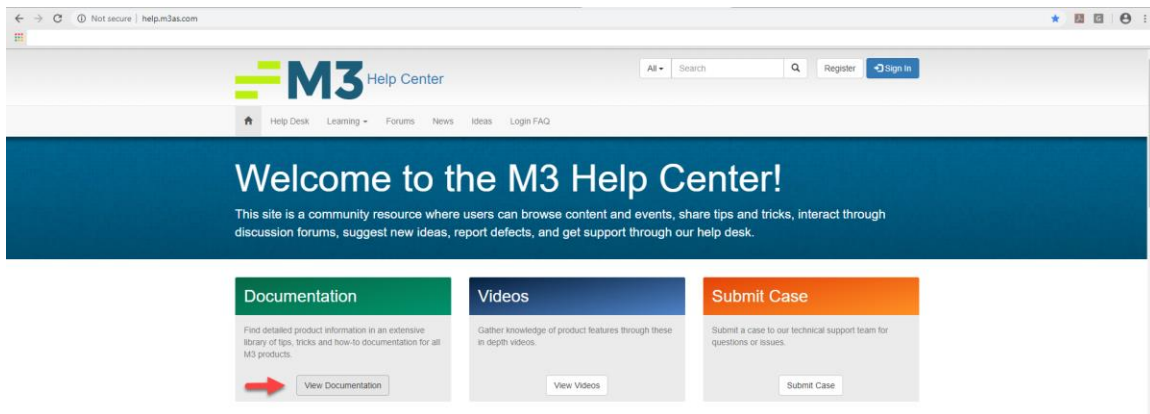
## Accessing and Importing the M3 Global Dashboards

In response to feedback we have received from many of our Insight customers, we at M3 have made the decision to remove *all M3 Global Dashboards* from Insight on Friday, January 10, 2020.

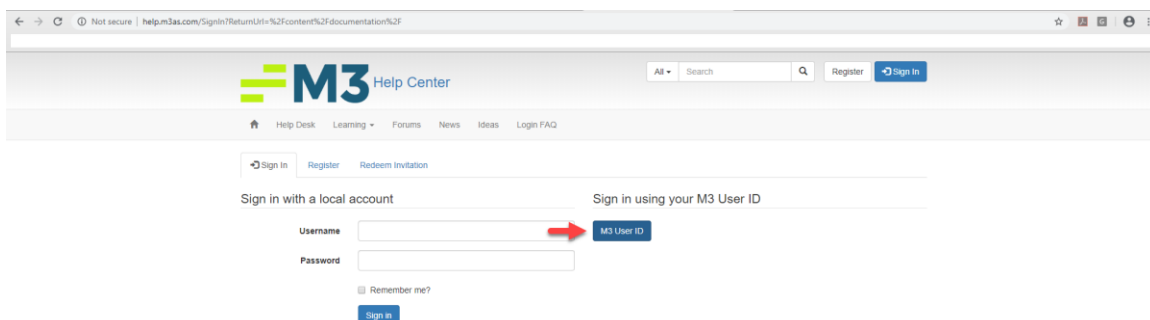
Customers will be able to access the M3 Global Dashboards on the M3 Help Portal and import them into Insight as desired. (As the *M3 Global Report Item Groupings* will remain intact, any imported M3 Global Dashboards will function as they always have.)

To access, download, and import the M3 Global Dashboards, please take the following steps:

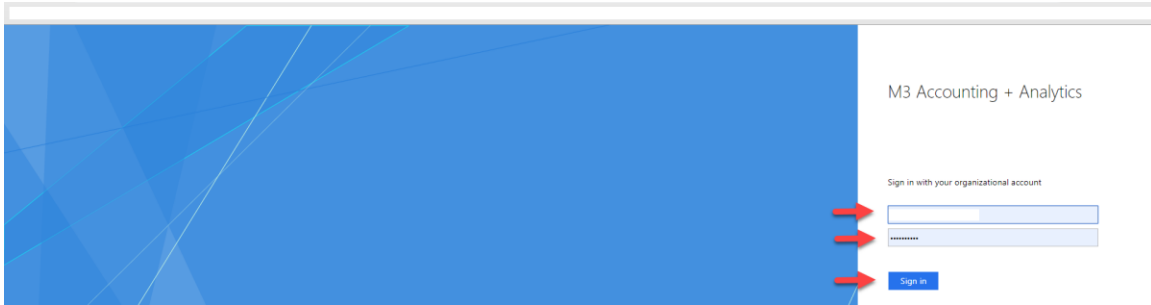
- 1) Navigate to the M3 Help Portal at <https://help.m3as.com/>.
- 2) Select 'View Documentation' from the Help Portal homepage:



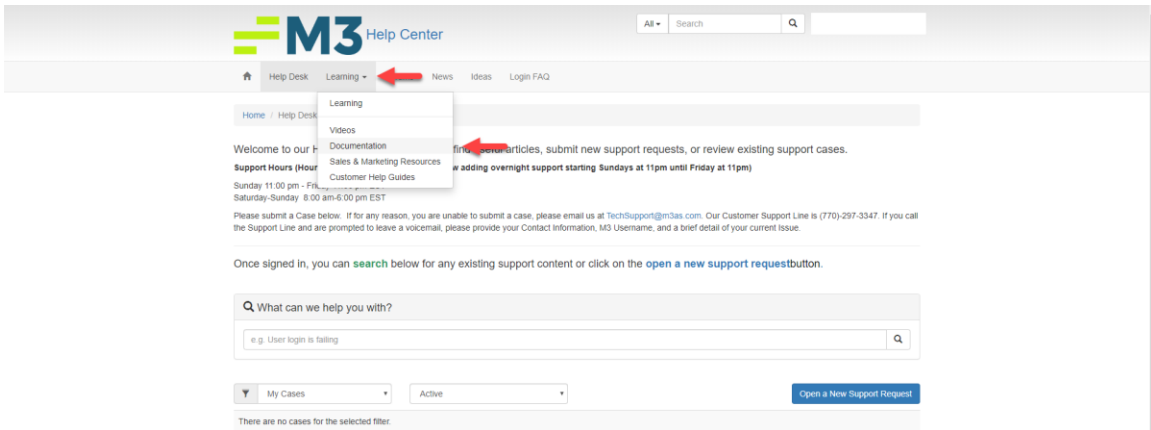
- 3) Under 'Sign in using your M3 User ID', select 'M3 User ID':



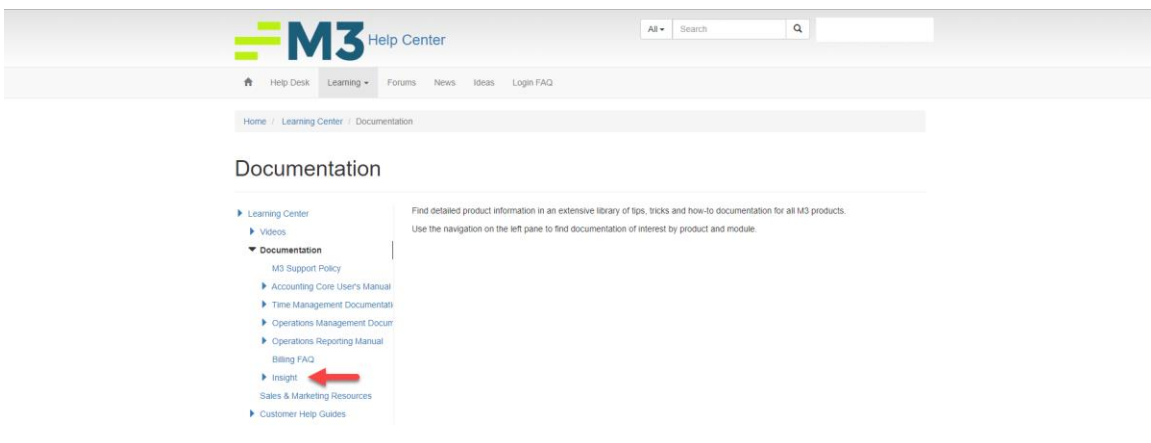
4) Enter your M3 user name and password, then select 'Sign In':



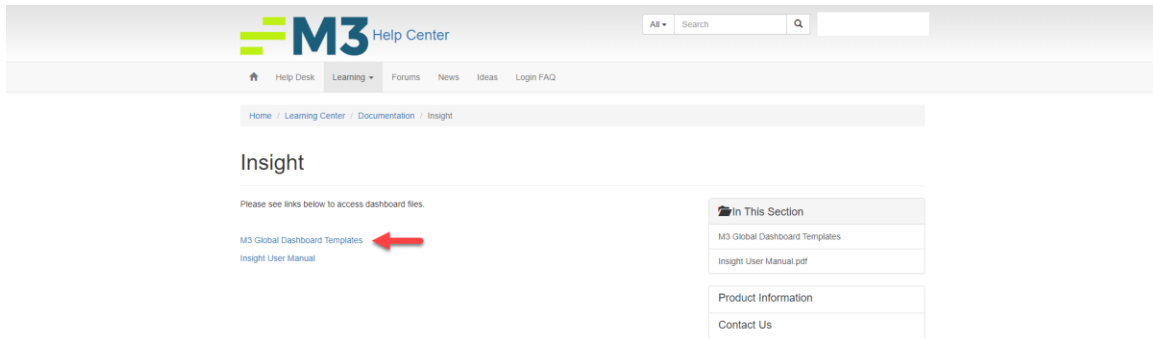
5) Once you have logged in, select 'Learning' from the ribbon at the top of the page and 'Documentation' from the drop-down menu:



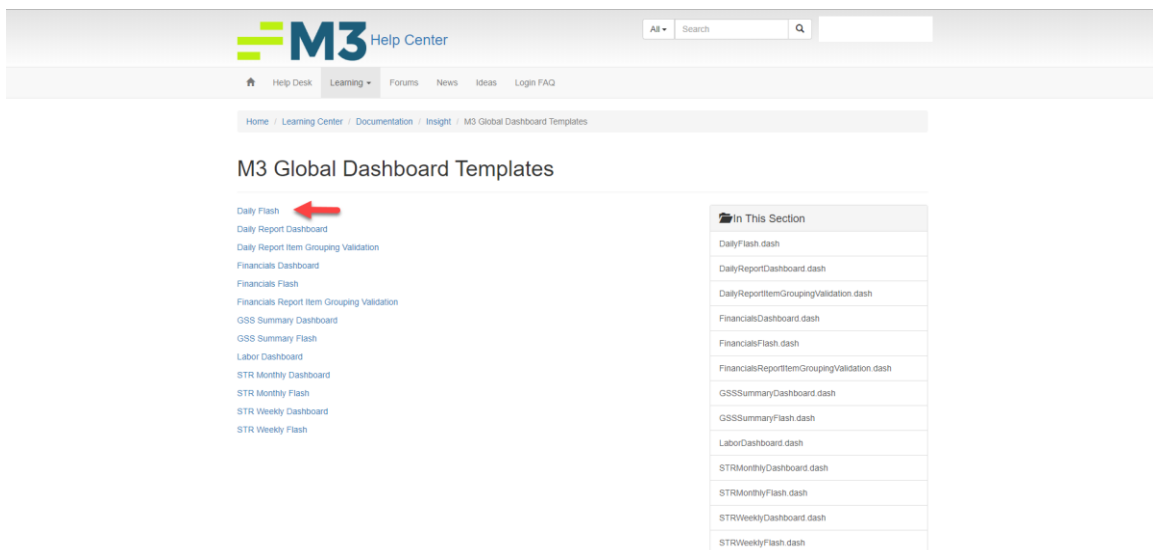
6) When the 'Documentation' screen opens, select 'Insight' from the menu on the left:



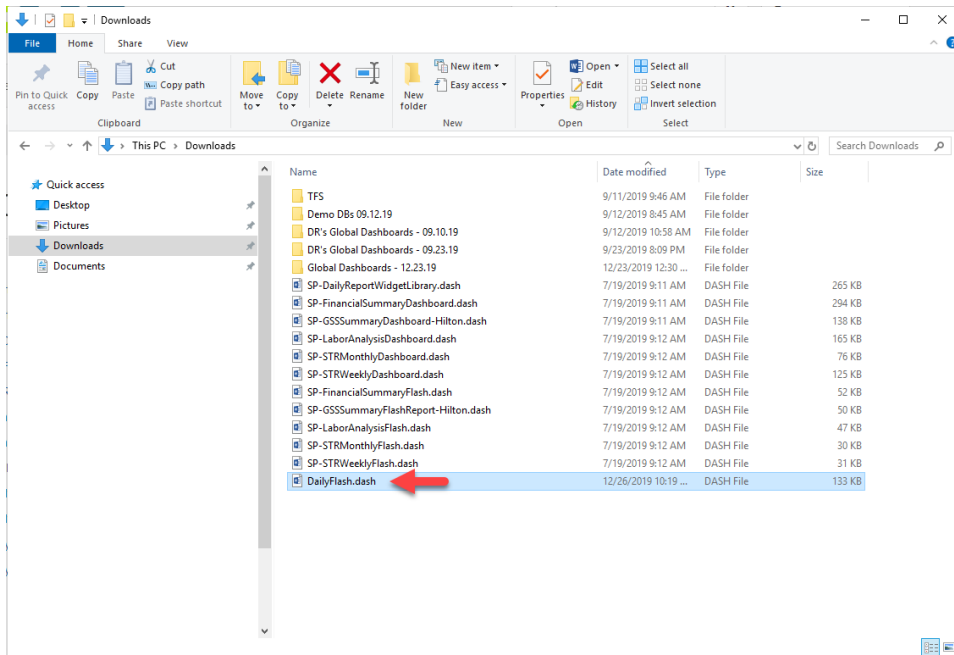
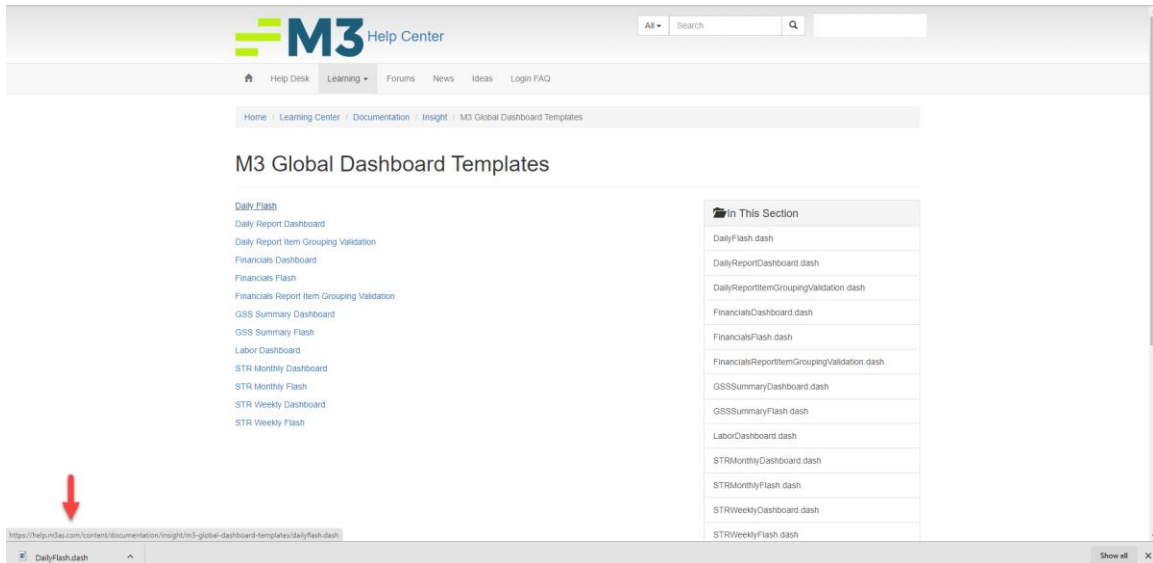
7) When the 'Insight' screen opens, select 'M3 Global Dashboard Templates':



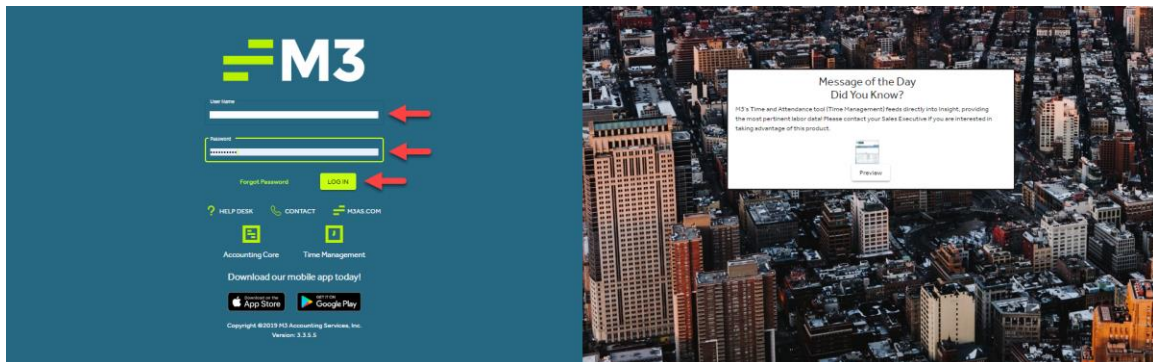
8) When the 'M3 Global Dashboard Templates' screen opens, single-click the dashboard you would like to download and import:



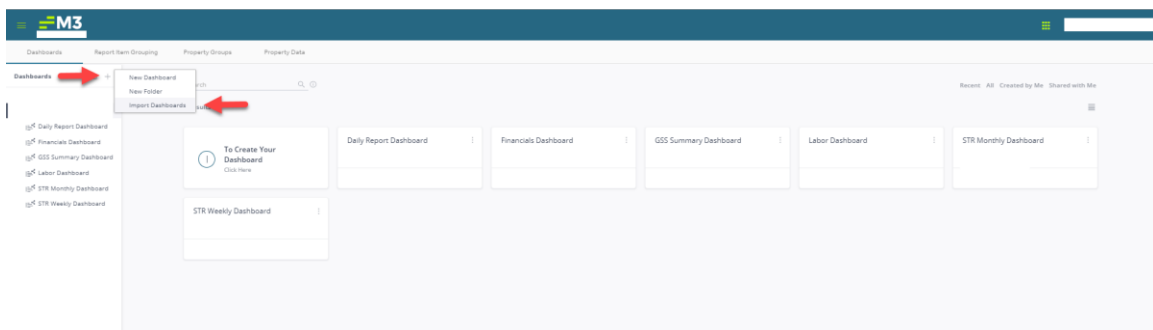
9) Notice that the .dash file has been downloaded and saved to the 'Downloads' folder (or an alternate folder that you have selected to house your downloads) on your PC:



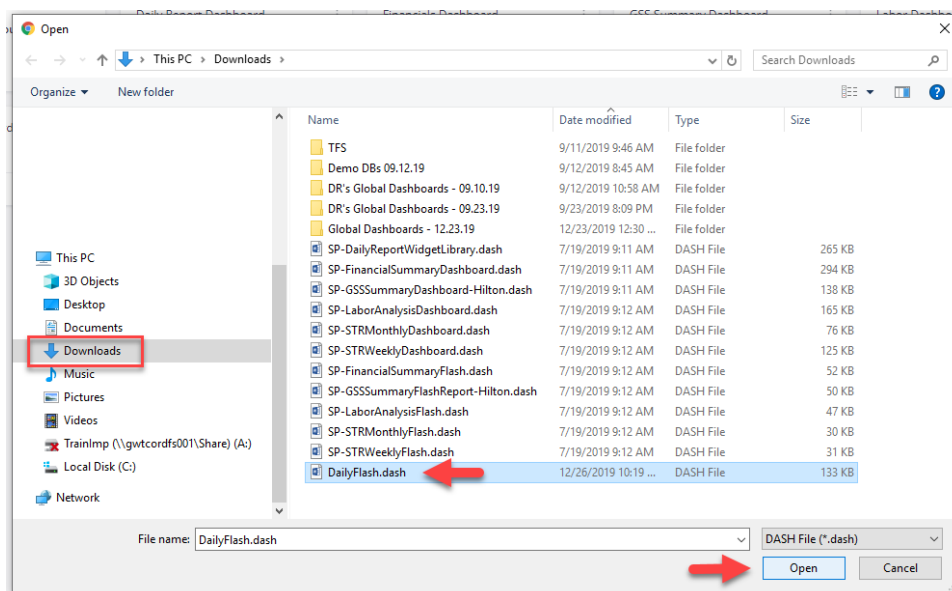
10) To import the .dash file into Insight, navigate to your Insight website, enter your user name and password, and select 'Log In':



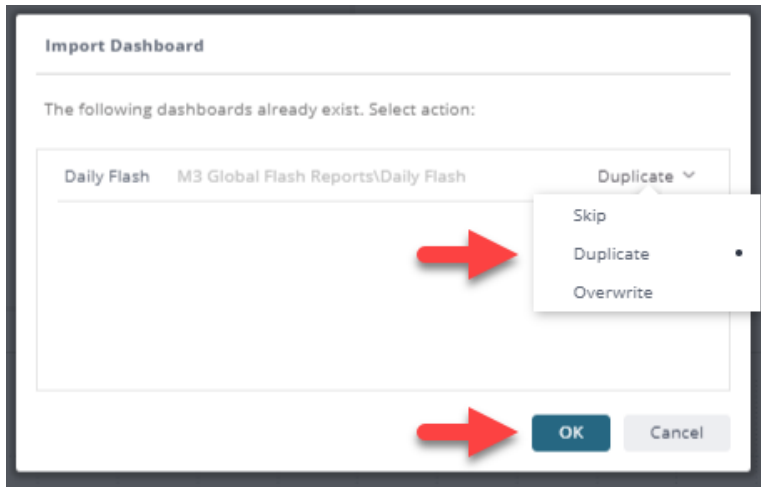
11) From the Insight homepage, single-click the '+' next to 'Dashboards' and select 'Import Dashboards':



12) Navigate to your 'Downloads' folder (or the alternate folder that you have selected to house your downloads), select the dashboard you wish to import, and single-click 'Open':

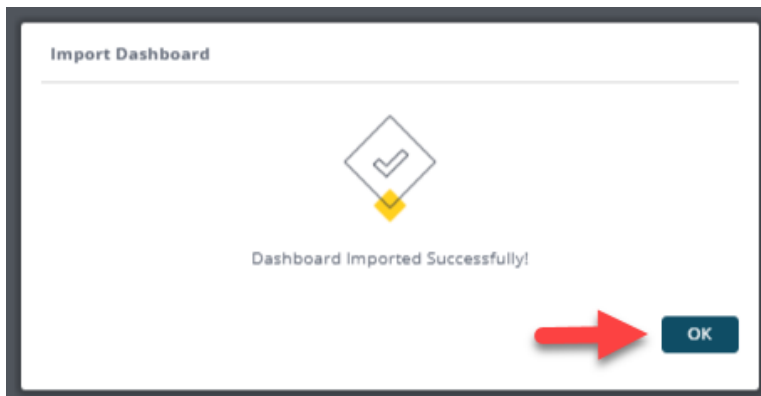


13) You may be given the option to 'Skip', 'Duplicate', or 'Overwrite' the dashboard; if so, select 'Duplicate' and 'OK':



\*\*\* NOTE: Selecting 'Duplicate' ensures that you import an *entirely new copy of the dashboard*, instead of overwriting an existing M3 Global Dashboard that will ultimately be deleted. \*\*\*

14) When the 'Import Dashboard' box opens, select 'OK':



15) Insight will immediately display the imported dashboard, which will also appear in the 'Dashboards' list on the left-hand side of the screen:



To restore the dashboard's default filters, single-click 'Restore my default filters' in the upper right-hand corner:

Property Group	Property Name	Rooms Rmated	Rooms Rmated LY	Occ %	Occ % vs LY	ADR	ADR vs LY	RevPer	Room Revenue	Room Rev. vs Budget	Food Revenue	Beverage Revenue	Other F&B Revenue	Other Revenue	Total Revenue	Cc Rc
Grand Total		580	2,116	7.56%	(75.74%)	\$160.23	(14.24%)	\$7.58	\$56,138.30	(77.38%)	\$0	\$0	\$2,872.24	\$6.00	\$4,862.50	\$63,070.04
All Hotels		78	67	26.09%	(14.22%)	\$157.84	(2.47%)	\$18.06	\$8,391.19	12.96%	\$0	\$0	\$428.50	\$0	\$831	\$8,819.69
Hotel Total		177	795	9.26%	(17.63%)	\$127.60	(12.78%)	\$9.88	\$19,080.97	(80.42%)	\$0	\$0	\$668.49	\$0	\$1,975.89	\$19,905.08

If you see the below error message upon importing the dashboard, single-click the 'X' in the upper right-hand corner and select 'Restore my default filters':

Query Error  
An unknown error has occurred.  
Try Again

\*\*\* NOTE: When you import a dashboard, you automatically become the OWNER of that dashboard! As such, you have the ability to edit and share it as desired. \*\*\*

16) Repeat steps 8 - 15 for all M3 Global Dashboards you would like to import.