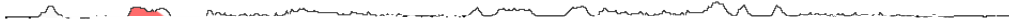1. Go to the [Reporting page](#) on Insite, and scroll down to the HSC Research section and click to expand


2. Select "Monthly Research Dashboard" to open a new tab for Power BI

3. If prompted, sign in using your UNTHSC email address (ending in @unthsc.edu)

4. Once signed in, you should see something like the screen below

5. Clicking the toggle switch at the top will switch between the default view of showing year to date values as of the same period in the prior two fiscal years, to showing the entire prior two fiscal years' totals
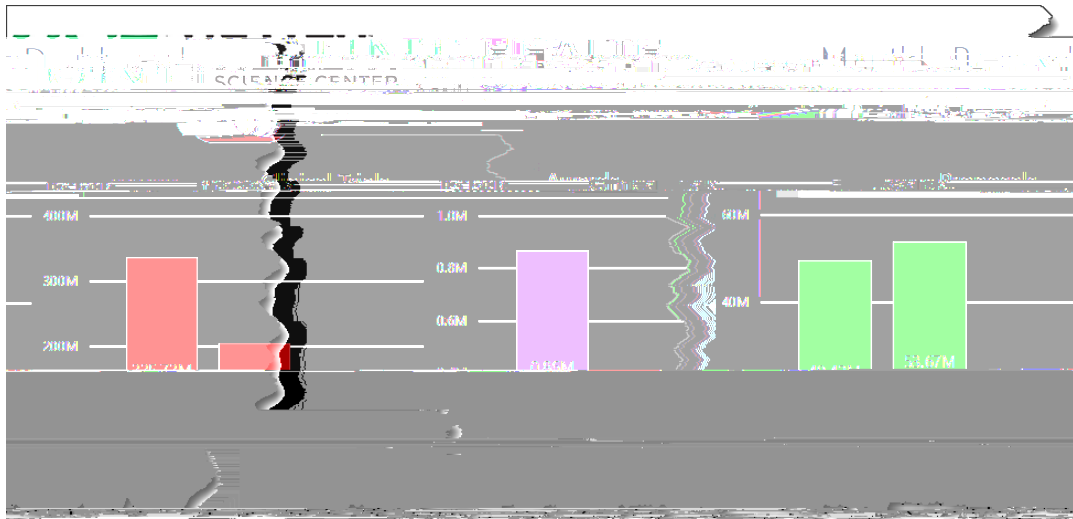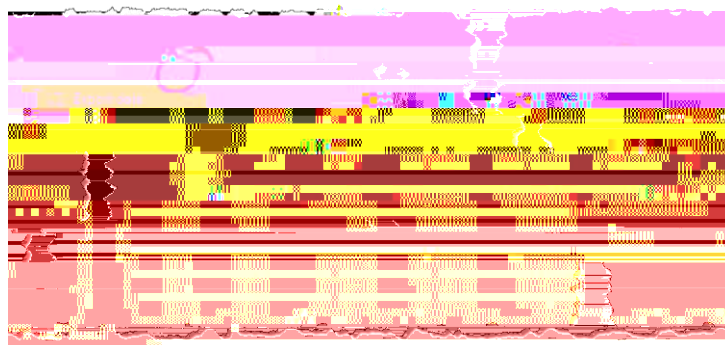

6. From here, you can navigate the report using the tabs at the bottom, similar to Excel

7. Starting with the 5th tab called "All Monthly Report Data" you will see slicers/filters at the top that can be used to filter the report

8. Once the table displays the records you need, simply click the ellipsis (...) at the top right of the table and choose Export data

9. Finally, choose "Underlying Data" then click the Export button to download the data to Excel for further exploration