






Navigate the Dashboard

Riverside Score™ Quick Guide

The Dashboard is the opening page of *Riverside Score* where you access system components.

The screenshot shows the Riverside Score Dashboard interface. At the top, there is a banner with logos for Woodcock Johnson IV, WIIP, and Bateria IV, along with navigation links for Contact Us, Help, Stephen Pike, and Log Out. Below the banner is a navigation bar with tabs for Dashboard, Reports, Administration, and Resources. The main content area is divided into several sections: Caseload Folders (with an 'Add Folder' button and a dropdown for 'Academic Year' set to 2018-2019), Messages from Riverside Insights (displaying a message about a 2019 Clinical Insights Webinar), Messages From the Account Holder (displaying 'There are no messages available from your account holder'), Shared Caseload Folders (listing examiners like Adams, Tom; Bentkowski, James; Jackson, Thomas; Jenkins, Bill; Miller, George; Pike, Arthur; Pike, Donald; Pike, Richard; Roetzler, Randy; and Seagroves, Arthur), My Recent Examinees (displaying a message that the selected folder does not contain any examinees), and My Saved Reports (displaying a table with columns for Date, Report Name, Status, and Actions, and a message 'No Reports Saved or In Queue Available').

- 1 **Banner:** Contains logos of tests your organization has access to and links to **Contact Us**, **Help**, **User Profile**, and **Log Out**.
- 2 **Navigation Tabs:**
 - **Dashboard** returns you to the dashboard from any page.
 - **Reports** allows you to set report options and create reports.
 - **Administration** launches tasks for managing caseload folders, examinees, and other roles and components, depending on your role and assigned privileges.
 - **Resources** provides links to tutorials, ancillaries, and other descriptive aids.
- 3 **Caseload Folders:** Contains at least one folder, initially named **Referrals**, and any others that you added. The **Academic Year** list allows you to view folders created in a given academic year. To add a new folder, click the **Add Folder** link located in the banner area.
- 4 **Shared Caseload Folders:** Provides access to examinees to which you are granted access. You can view the list of examinees for which you have shared access by clicking **My Shared Folder**. The list of shared examinees appears in the **My Recent Examinees** field.
 - Administrators see the folders for all examiners organized by the last names.
 - Account holders, *by default*, see all existing examiners, caseload folders, and examinees.
- 5 **Messages from Riverside Insights:** Displays important information from Riverside Insights. Up to ten messages may appear at a time with the first 50 characters of each message appearing in bold text in the message header bar.
- 6 **Messages from the Account Holder:** Provides up to ten messages from the organization's account holder. The first 50 characters of each message appear in bold text in the message header bar. The account holder specifies the date and time that each message appears.
- 7 **My Recent Examinees:** Lists the examinees contained in the selected folder in the **Caseload Folders** area or the **Shared Caseload Folders** field; displays icons that allow you to edit (), delete (), move (), share (), or add a test record (). The Examinee and Test Record columns display actions you can perform for the shared examinees.
- 8 **My Saved Reports:** Displays links to saved reports for a period of 14 days after the reports are run. To open or save a report, click the view or download icon.