# Finance Provider Database: Benchmarking Specialties Guide
https://finweb.app.vumc.org/apps/dofappproviderdatabase/BS

## Select a H.D. Grouping and a H.D. Number:



## Fixing Columns:

You can move each column by clicking on (1) the gear and then (2) fix the column.



**This allows for viewing the specialty choices closer to the employee name instead of scrolling to the right.**
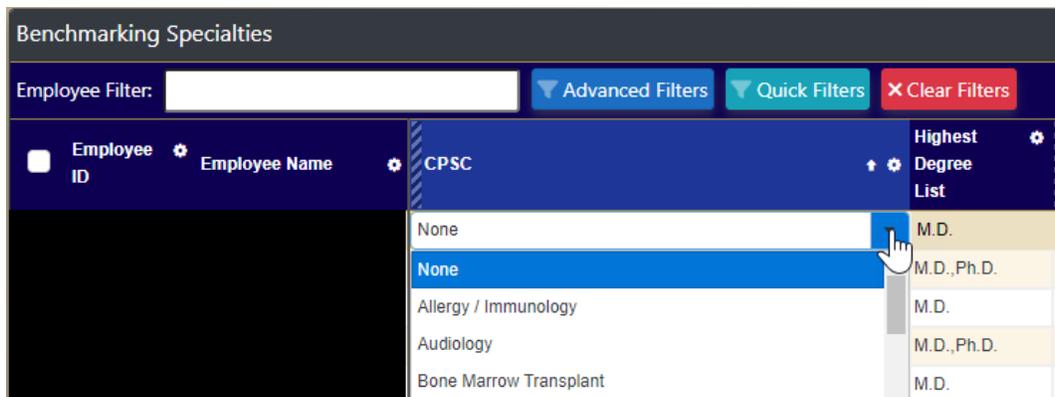
# Bulk Specialty Assignments:
**To make a bulk assignment you can follow the five steps below:**



**Then you will choose the (3) Benchmark Organization, (4) Benchmark Specialty, and (5) click "Assign to Selected Providers."**



# Check for any blank specialty:
**The goal is to have a designated specialty for all providers and each benchmark organization. You can quickly see which providers are missing information by clicking on "Quick Filters" and then "Select All."**

**Once the filters are chosen you will click the red X box to get all of the providers that are missing information in at least one of the Benchmark Organizations.**



**Please hit "Submit" once you have completed entering in the information.**