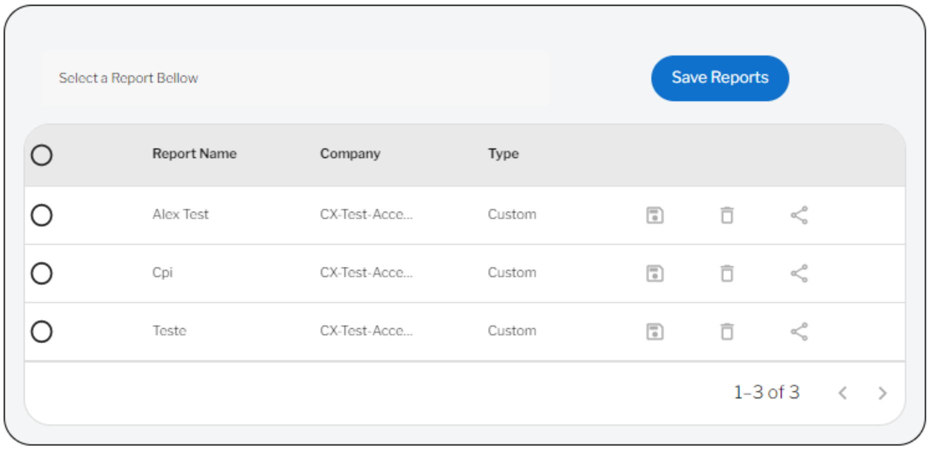
Reports

Summary



Functionalities:

- Creating A Report
- Showing a Report
- Changing a Report
- Delete a Report
- Share a Report

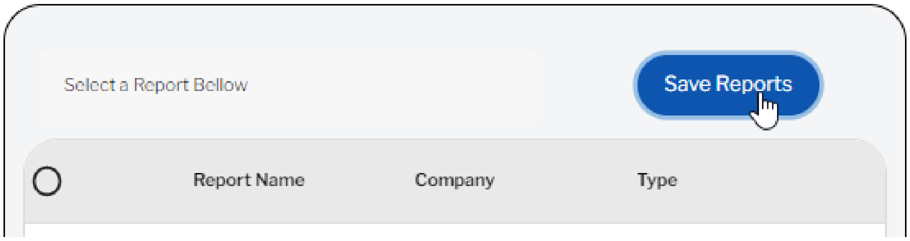
How to create a Report:

To create a Report the User can set multiple Filters:

- Ratings selected
- Weighting set
- Country Filtered in the Company View
- Table Filter
- Ranges Set

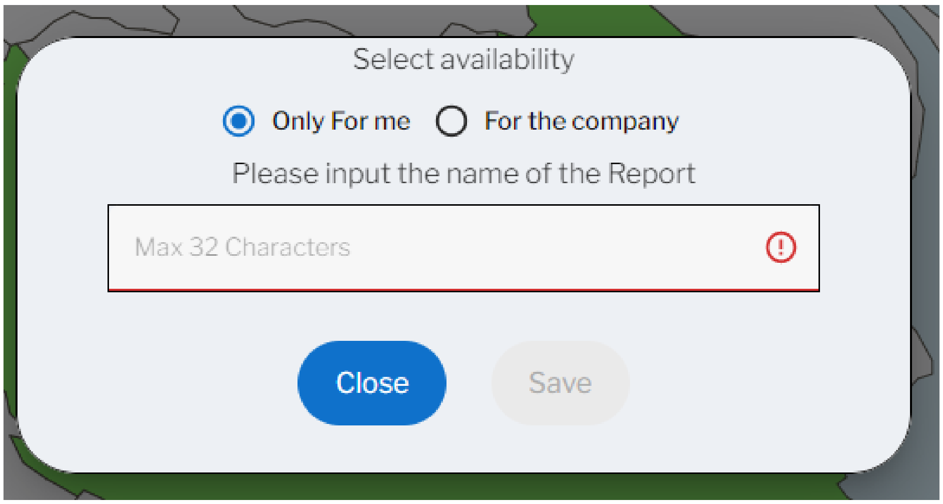
When the User has set a view of the Dashboard he wants to acces regularly without the need to recreate it everytime he can save a report:

1. Click on 'Save Report'



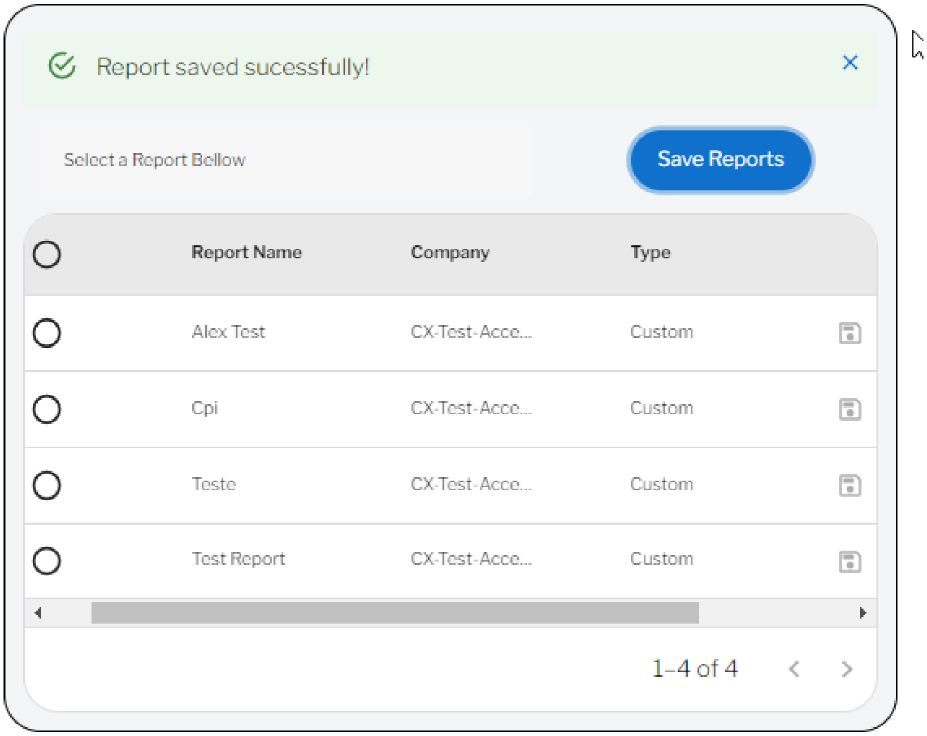
2. Fill out the Pop-Up

   The User can choose between Uploading a Report for himself or for the Company if he has the status of an admin



   After setting a Name and clicking on Save the Report is then available in the Report

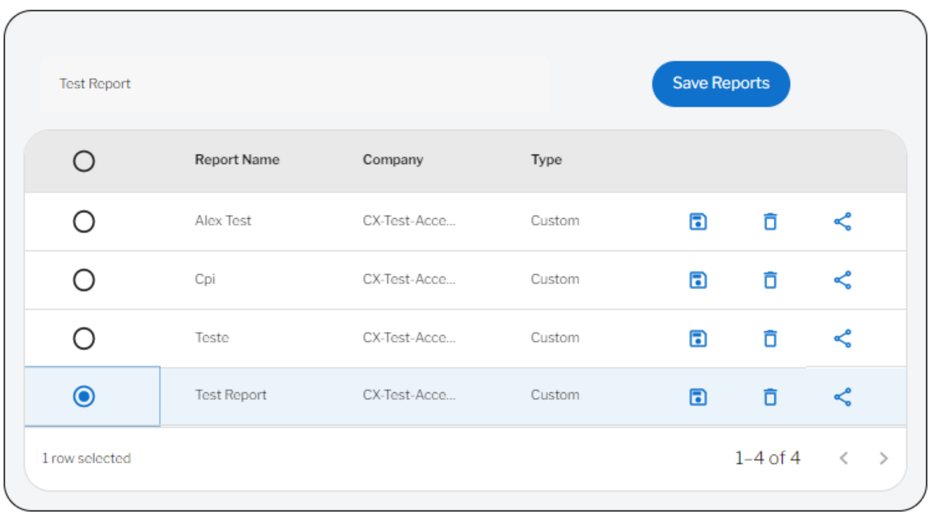
Table



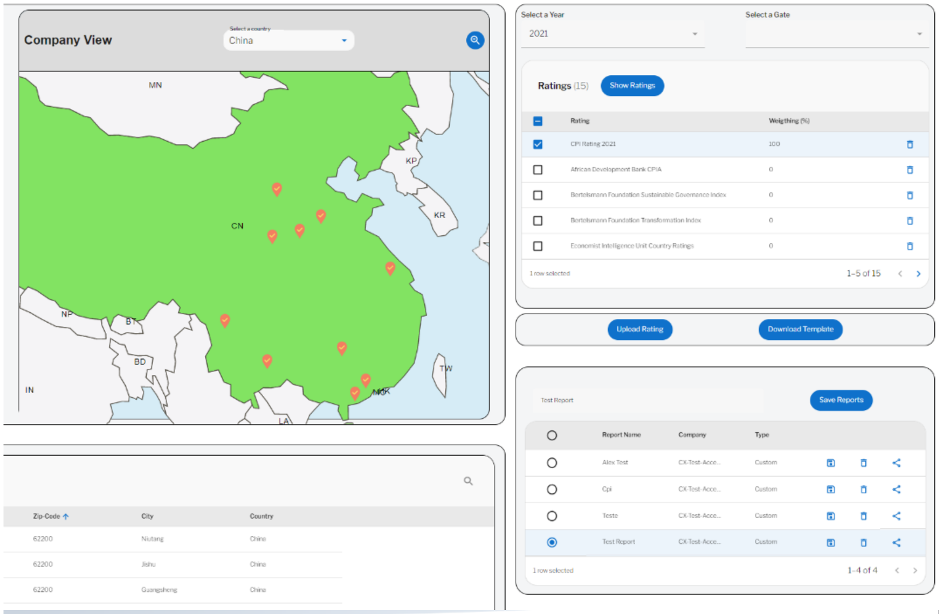
How to change a Saved report

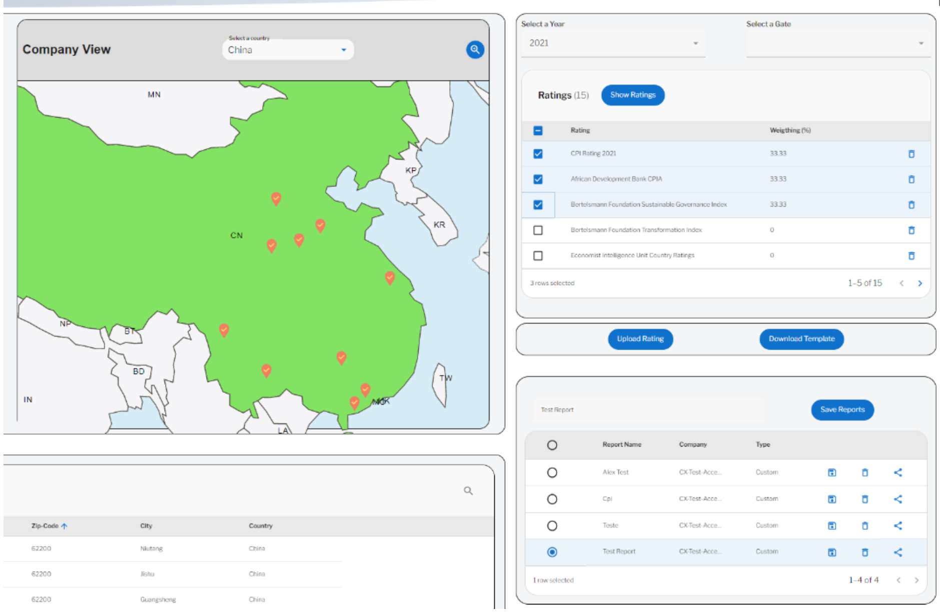
The process of changing a saved Report is eay.

1. Select the Report

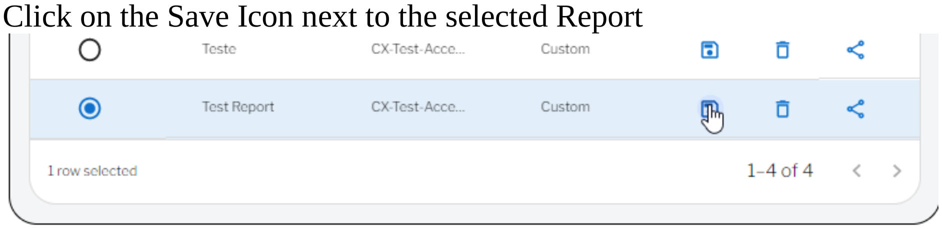


2. Change the Filters in the Dashboard

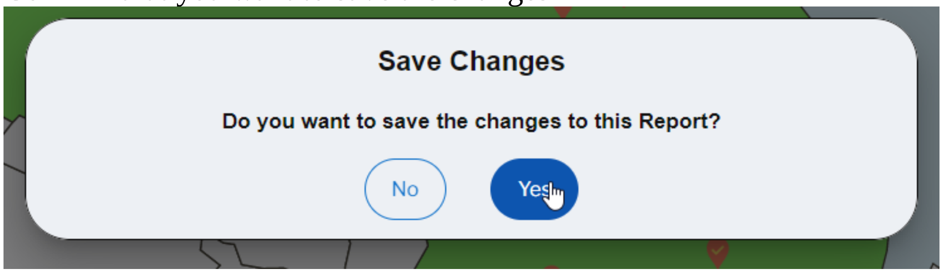




3. Click on the Save Icon next to the selected Report



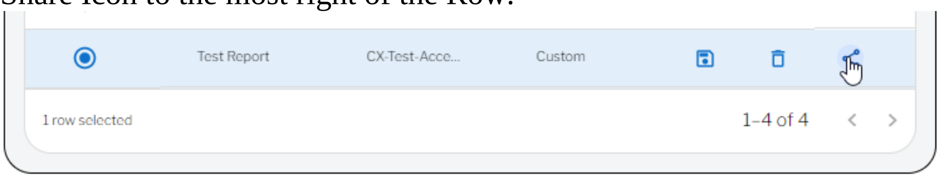
4. Confirm that you want to save the changes



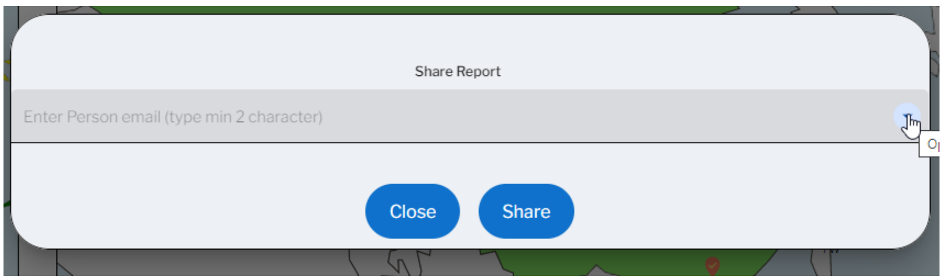
How to Share a Report with a colleague

To Share a Report with a Colleague, the Perosn needs to be known to our application. Meaning he has to have created a Report or a Rating for himself.

ToShare a Report you then select the Report you want to share and continue by clicking on the Share Icon to the most right of the Row.



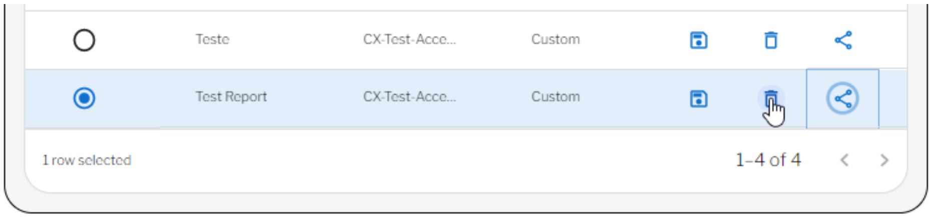
In the Dropdown you select the Person you want to share the Report with and click on 'share'



You can only share Reports with Users in the Same Company as you.

How to delete a Report

You can delete a Report by clicking on the 'trash' icon between the Save and Share functionality



Afterwards you confirm that you want to delete the Report by clicking on 'yes'