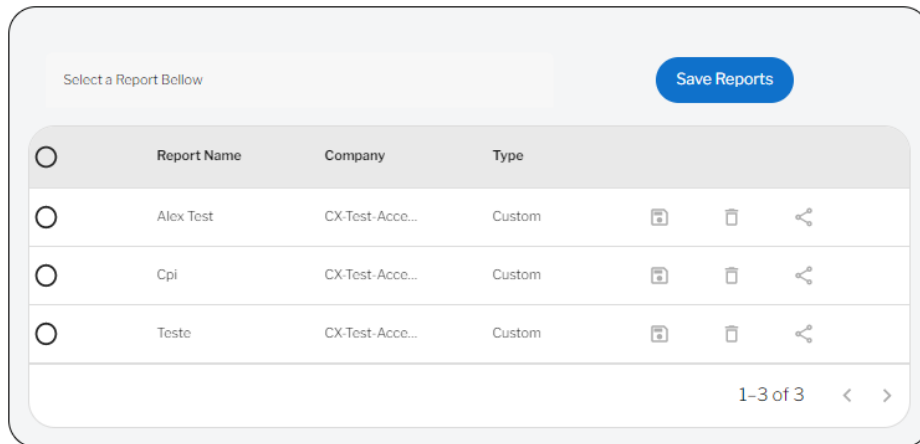


# Reports

## Summary



Functionalities:

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

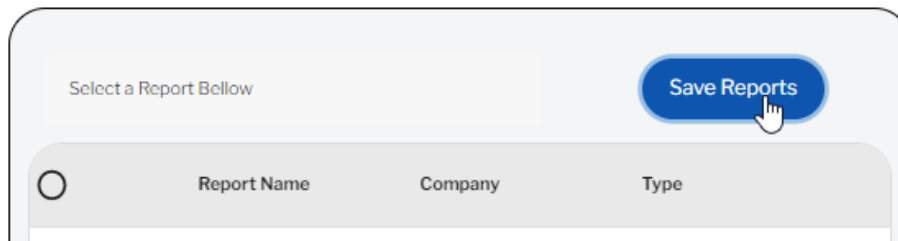
### How to create a Report:

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:

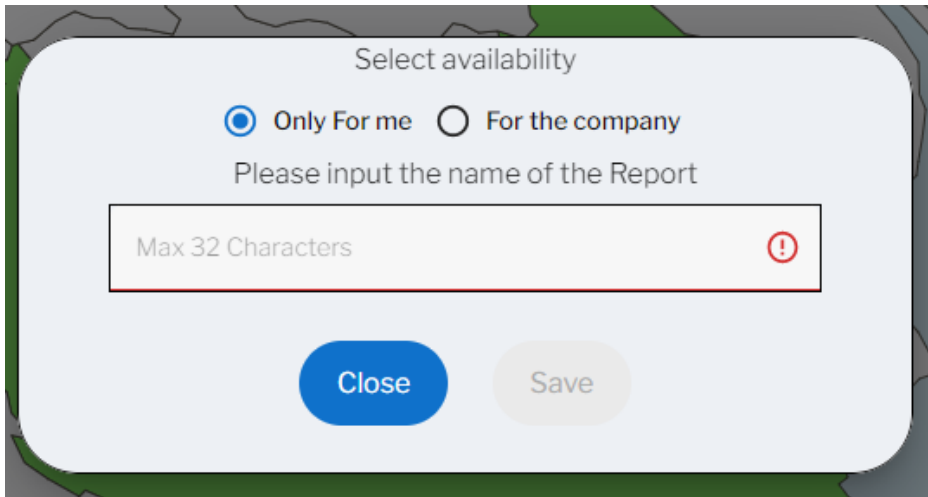
1. Click on 'Save Report'



The screenshot shows a web interface with a light gray background. At the top, there is a text input field with the placeholder text "Select a Report Bellow". To the right of this field is a blue button with the text "Save Reports". A mouse cursor is pointing at the button. Below the input field is a table with a light gray header. The table has three columns: "Report Name", "Company", and "Type". The first column has a radio button icon next to it.

2. Fill out the Pop-Up

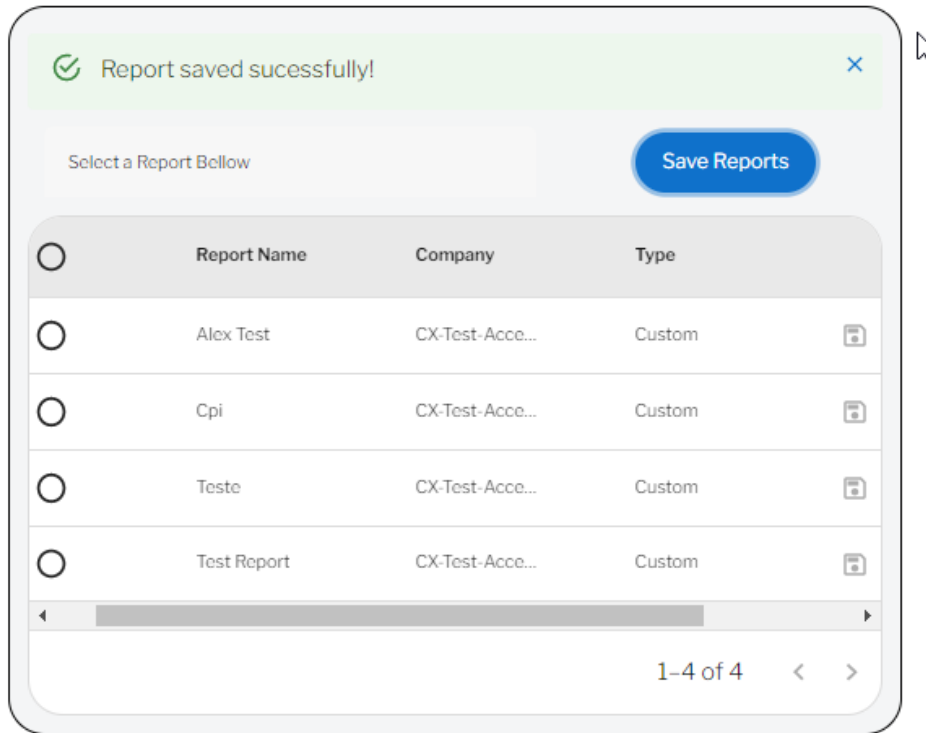
The User can choose between Uploading a Report for himself or for the Company if he has the status of an admin



The screenshot shows a pop-up form titled "Select availability". It has two radio buttons: "Only For me" (which is selected) and "For the company". Below the radio buttons is a text input field with the placeholder text "Please input the name of the Report". The input field has a red border and a red exclamation mark icon on the right, indicating a validation error. Below the input field are two buttons: "Close" (blue) and "Save" (gray).

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

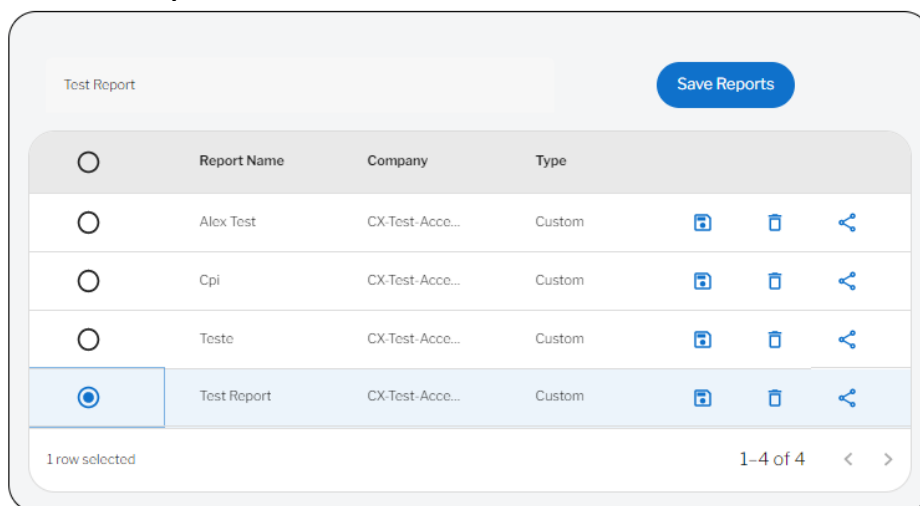
## Table



## How to change a Saved report

The process of changing a saved Report is easy.

1. Select the Report



## 2. Change the Filters in the Dashboard

The screenshot displays the dashboard interface with the following components:

- Company View:** A map of China with a dropdown menu set to "China". Below the map is a table with columns: Zip-Code, City, and Country.
- Ratings:** A table with columns: Rating, Weighting (%), and a Save icon. The table shows 15 ratings, with 1 row selected.
- Test Report:** A table with columns: Report Name, Company, and Type. The table shows 4 reports, with 1 row selected.

The "Ratings" table data is as follows:

Rating	Weighting (%)
CPI Rating 2021	33.33
African Development Bank CPIA	33.33
Bertelsmann Foundation Sustainable Governance Index	33.33
Bertelsmann Foundation Transformation Index	0
Economist Intelligence Unit Country Ratings	0

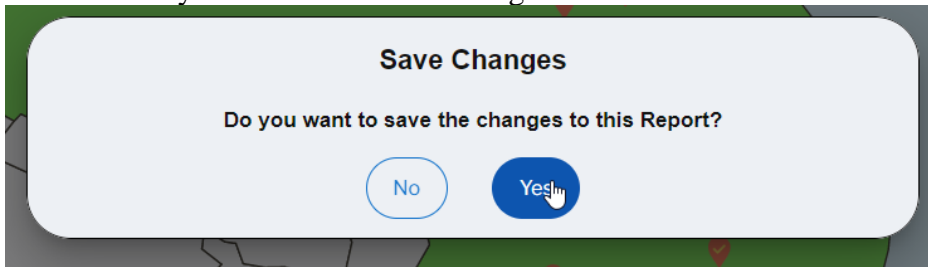
The "Test Report" table data is as follows:

Report Name	Company	Type
Teste	CX-Test-Ac...	Custom
Test Report	CX-Test-Ac...	Custom

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

This close-up screenshot focuses on the "Test Report" table. The "Test Report" row is selected, and a hand cursor is clicking the Save icon (a blue square with a white document icon) next to it. The table has columns: Report Name, Company, and Type. The "Teste" row is also visible above it.

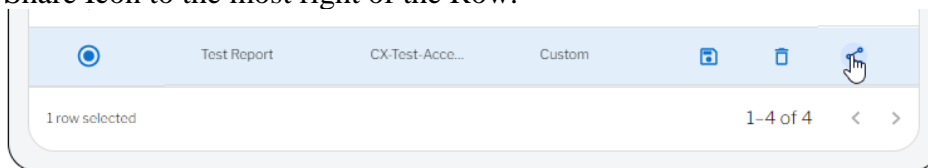
4. Confirm that you want to save the changes



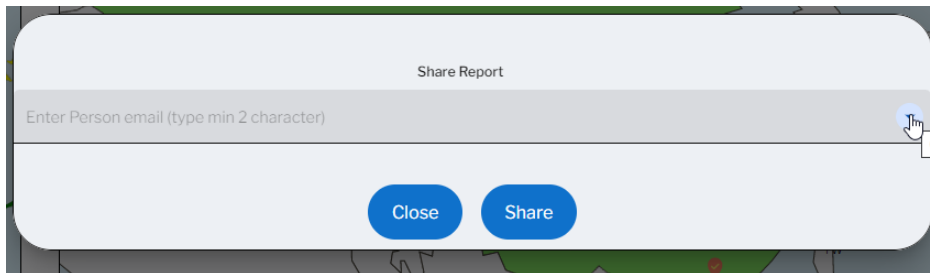
## How to Share a Report with a colleague

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

To Share 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.



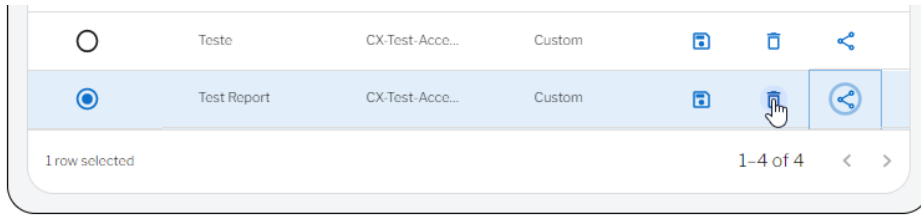
In the Dropdown you select the Person you want to share the Report with and click on 'share'



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'

