

## Istanbul-Medipol Reporting Dashboard

A few steps to avoid the errors while using the reporting dashboard system:

### ➤ Tips For the uploaded excel sheet supposed to follow these criteria:

- ✚ File size should be considered to have a better experience
- ✚ Ensure necessary columns exist and handle missing data and the required columns= [Status, Nationality, Program , Region , Date , Created By, International Office User]
- ✚ For getting the region column, Check tool for regions and upload the file under name “Nationalities”
- ✚ For date column, clean the data from the time and keep only the date
- ✚ For program column, preferred to remove ( Bachelor, master, and associate) before the major name
- ✚ For status column, Filter the status into “Paid ” or “ Applied ” .
- ✚ Remove the un-used column from the excel and review the required columns that exist.

### ➤ Individual Report:

- ✚ Excel must have multi-sheets that has the agent information and to get this information use “ Split-agencies” from tool bar

### ➤ CL1 Report:

- ✚ Excel must have multi-sheets that has the International Office Users information and to get this information use “ split sheet” from tools bar

### ➤ Region Report:

- ✚ Excel must have multi-sheets that has the International Office Users information and to get this information use “ split sheet” tool from the bar

