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**EMAIL FROM THE SALES MANAGER**

Subject: Enhancing Our Internet Sales Reports with Visual Dashboards

Dear Robie,

I hope you're doing well! I wanted to discuss a potential improvement for our internet sales reports. We're considering a shift from traditional static reports to dynamic visual dashboards.

The primary goal is to make it easier for us to gain insights from our sales data. Visual dashboards provide a more intuitive way to analyze how much we've sold for each product, understand our client base, and track sales trends over time.

To ensure that the dashboards are based on relevant data, we will focus on information from 2018 to 2021. This timeframe will be the basis for our visual representations. Please keep this in mind as we proceed.

I would also like to mention that I will send you a separate file for the budget. As it is not in our database, this file will provide the necessary information.

Please feel free to reach out if you have any further information or considerations. I'm here to support you throughout this process.

Thank you for your time and attention.

Cheers,

Sales Manager

**TASKS BREAKDOWN**

Tasks:

* Create visual dashboard

Requirements:

* Overview of internet sales
* Detailed overview of internet sales per customer
* Detailed overview of internet sales per product
* Comparison of internet sales over time against budget

Necessary Systems:

* Power BI
* SQL