How to Document

This document details a procedure guide for the Account Reporting tool. The user guide was created by me and I have demonstrated few of the procedure task used within the user guide. I have omitted the product name and details that might be copyright issue and included the steps and content that can help you to understand my writing skill. This tool is used to generate web reporting for a client's account data.

Account Reporting

The Account Reporting provides a flexible and comprehensive data view, including interactive views, dashboards, visualizations, and alerts about processed data. combines data from various sources and platforms to provide a view of all investments, regardless of their source, across asset classes, platforms, currencies, or regions to create reporting that align with business needs.

Key Benefits of Account Reporting

- Quickly delivers insightful reporting
- Customizable reporting dashboard
- Consistent and comprehensive data view including data insights
- Dashboards and visualization tools to generate the reports more quickly

Key Terms Account Reporting

The following key terms are used in the module:

- **Group**:

  Groups are a collection of pages that simplify navigation. Use groups and sub-groups to organize data in a hierarchical structure to present data effectively.

  Refer to Groups and Sub-Groups for more detailed information about creating and managing groups and sub-groups.

- **Page**:

  Pages are linked to groups or sub-groups and contain interactive reports or dashboards and can be filtered, exported, and house various visualizations.

  Refer to Pages for more detailed information about creating and managing groups, sub-groups, and pages.

- **Insight**:

  Insights organize data using different visualizations that can be customized to optimize processes and improve performance.

  Refer to Insights for more detailed information about creating, deleting, and managing insights.

- **Visualization**:

  Visualizations are graphical representations of data that enhance comprehension and include charts, graphs, and maps.

  Refer to Visualizations for more detailed information.

Groups and Sub-Groups

A *group* is a collection of sub-groups and pages that categorize and organize data for better reporting and analysis. Managing groups in enables users to create, edit, or delete groups and sub-groups. The following list details key aspects of group and sub-group management:

1. **Creating Groups**: Create groups to categorize and organize related pages. This maintains a logical structure and hierarchy within the system.

2. **Naming Groups**: Provide meaningful names to groups and pages to easily identify and locate reports.

3. **Moving and Reordering**: Move sub-groups within a group or across different groups to adjust the order of reports for better organization.

4. **Deleting Groups**: Delete unwanted or obsolete groups to manage the reporting system's content and eliminate clutter from the interface.

Refer to Managing Groups and Sub-Groups for more detailed information.

Group Iconography

In Account Reporting, groups are represented by a distinct icon.

Icon	Icon Name	Description
	Group or Sub-Group	The **Group or Sub-Group** icon signifies a container or a category that holds related pages.

Creating Groups and Sub-Groups

Groups are available from the top navigation bar in the dashboard. Multiple group and sub-groups levels create a hierarchical structure to organize and present data effectively. Sub-groups are created by creating a group within a main group. Click each group to view linked sub-group and pages.

Creating Groups

Perform the following activities to create a group:

1. From the *Reporting Home* page, click .
2. Click **Group & Page Manager**.

   The *Group & Page Management* page is displayed.
3. From the bottom navigation panel, click **+Add New Group** to create a new group.

   A new group named *New group* is created.
4. Click the three dots next to the group name.
5. Click **Edit Group Name**.
6. Enter the group name, and then click **Save**.

   The new group is displayed in the top navigation bar of the dashboard, alongside other groups.
7. Click **+Add New Page** to associate it with the group.

   A *New Page* displays indented beneath the group.

   Refer to *Creating Pages* for details.

Creating Sub-Groups

Perform the following activities to create a sub-group.

1. From the *Reporting Home* page, click .
2. Click **Group & Page Manager**.

   A list of groups created within the Account Reporting displays.
3. Click the group under which the sub-group will be nested.
4. Click **+Add New Group**.

   A sub-group displays indented under the selected group.
5. Click the three dots name the sub-group.
6. Click **Edit Group Name**.

7. Enter the sub-group name, and then click **Save**.

8. Click **Save** to save the new sub-group.

   The sub-group is now nested under the main group on the top navigation bar of the dashboard.

Managing Groups and Sub-Groups

After creating them, groups and sub-groups can be managed in the following ways:

- Renaming existing groups and sub-groups
- Reordering groups and sub-groups
- Deleting groups and sub-groups

Renaming an Existing Group or Sub-Group

Perform the following activities to modify a group or sub-group name in Account Reporting.

1. From the *Reporting Home* page, click .

2. Click **Group & Page Manager**.

   A list of groups created within the Account Reporting displays.

3. To modify an existing group or sub-group name, click the three dots next to the group name.

4. Click **Edit Group Name** to edit the name of the group or sub-group.

5. Click **Save.**

Reordering Groups and Sub-Groups

Perform the following activities to reorder groups or sub-groups:

1. From the *Reporting Home* page, click .

2. Click **Group & Page Manager**.

   A list of groups created within the Account Reporting displays.

3. Click to view sub-groups and pages linked to the main group.

   Note

   The number before the icon indicates the number of pages associated with the group.

4. Click ⠿ beside the group or sub-group name, and then drag it to its new position.
5. Click **Save**.

Deleting Groups or Sub-Groups

Perform the following activities to delete a group or sub-group.

> **Note**
>
> Deleting a group or a sub-group will also delete the pages associated with the group.

1. From the *Reporting Home* page, click ⚙.
2. Click **Group & Page Manager**.

   A list of groups created within the Account Reporting displays.

3. Click the three dots ··· beside the group or sub-group name.
4. Click **Delete**.
5. Click **Save**.

   The group or sub-group is removed from the list.

Pages

A *group* is a collection of sub-groups and pages that categorize and organize data for better reporting and analysis. Managing pages in enables users to create, edit, or delete pages. The following list details key aspects of page management:

1. **Creating Pages**: Create individual pages within groups to design and display specific reports or sections of information.
2. **Naming Groups and Pages**: Provide meaningful names to pages to easily identify and locate reports.
3. **Moving and Reordering**: Move pages within a group or across different groups to adjust the order of reports for better organization.
4. **Deleting Groups and Pages**: Delete unwanted or obsolete pages to manage the reporting system's content and eliminate clutter from the interface.

Page Iconography

In Account Reporting, pages are represented by a distinct icon.

Icon	Icon Name	Description
	Page	The **Page** icon represents an individual page within the system. Pages are specific reports or sections of information within a group.

Creating Pages

Pages are reports/dashboards that displays data visualizations and interactions with data via filtering, exporting, drill through, and chart-visualization options. Pages are used for structuring and presenting information in a report. Users can create multiple pages for the same data group and arrange the view of a report. Each page is linked to a group or sub-group.

There are two different but equally effective methods to create a page in Account Reporting:

- Using Group & Page Manager
- Using the Group Navigation menu

Using Group & Page Manager

1. From the *Reporting Home* page, click .
2. Click **Group & Page Manager**.

   A list of groups created within the Account Reporting displays.
3. Select the group to which to add the page.
4. Click **+Add New Page**.

   A new page is created.
5. Click the three dots next to the page name.
6. Click **Edit Page Name** to edit the name of the page.
7. Click **Save**.

From the Group Navigation Menu

1. From the Account Reporting homepage, click the group requiring a new page from the top menu.

   A drop-down panel displays containing an **+Add New Page** button.
2. Click **+Add New Page**.

   A dialog box displays with drop-down menus.

3. From the *Select Page Group* drop-down menu, select the appropriate group.
4. From the *Select Page Subgroup (Optional)*, select the sub-group under which the page needs to be created.
5. Click **Proceed**.

   A *New Page* is displayed.
6. From top-right corner of the *New Page* window, enter the page name.
7. Click **Save**.

   The page is dislayed under the selected group and sub-group.

Managing Pages

After creating them, pages can be reordered or deleted.

Reordering Pages

Perform the following activities to reorder pages.

1. From the *Reporting Home* page, click ⚙.
2. Click **Group & Page Manager**.
3. Click › to view the sub-groups and pages linked to the main group.

   The number inside the parentheses indicates the number of pages associated with the group.
4. Identify the page to move.
5. Click ⠿ beside the page name, and then drag it to the new order in the list.
6. Click **Save**.

Deleting Pages

Perform the following activities to delete pages.

1. From the *Reporting Home* page, click ⚙.
2. Click **Group & Page Manager**.
3. Click the three dots ··· next to the page name.
4. Click **Delete**.
5. Click **Save**.

The page is removed from the list.

Insights

Insights are created within a page and used to organize data and provide users with a deeper understanding of that data. Insights allow users to make informed decisions. Multiple insights can be added to a page, and similarly, the same insight can be applied to multiple pages.

Currently, does not provide pre-defined insights. Users are required to create insights based on their reporting requirements. There are different aspects of data available for reporting. Use these to create insights:

- **Metrics**: Numerical values that can be summed within an insight. These are the measurable indicators used to evaluate performance, progress, or success of a particular aspect of a business or system.
- **Attributes**: Descriptive characteristics or properties of a data object or entity. They provide additional context and information about the data. Attributes are often used for segmentation, filtering, grouping, or categorization purposes.
- **Facts**: Represents the specific data values or measurements associated with a given metric. These are exact data points collected or recorded for a given data.

Creating and Adding Insights

Adding Insights

1. From , click the page to add the insight.
2. From the top-right corner of the page, click the three dots beside the page name.
3. Click **Modify Page**.

   The page opens in edit mode.
4. Click **Add Section**.

   The *Add Insight to Page* dialog is displayed.
5. From the *Select Insights* drop-down menu, select an insight.
6. Click **Add**.

   The insight is displayed in the section.

Creating an Insight from an Existing Insight

Perform the following activities to create a new insight using an existing insight.

1. From Account Reporting tool, click the page to add the insight.
2. In the top-right corner of the page, click the three dots ⋮ beside the page name.
3. Click **Modify Page**.

   The page opens in edit mode.
4. Click **Add Section**.

   Add insight to page window opens.
5. From the top-right corner of *Insight* window, click **Open** drop-down menu.

   List of insights displays.
6. Select the required Insight from the list.

   The list displays the insights created by the users for reporting. Select the insight that closely relate to the new insight.
7. Make the modifications to the selected insight.

   Refer to Steps to Create a New Insight for detail.
8. The insight name of the selected insight appears. Provide a new name to the insight.
9. From the top-right corner of the Insight window, click **Save as New**.

   This saves the insight as a new insight and adds to the reporting page.

Creating an Insight

> **To best use this information, open the tool on one screen and this document on another.**

Users create insights according to their reporting requirements and can be added to a new or existing page.

1. From , click the page receive the insight.
2. From the top-right corner of the page, click the three dots ··· beside the page name.
3. Click **Modify Page**.

   The page opens in edit mode.
4. Click **Add Section**.

   The *Add Insight to Page* dialog is displayed.

5. From the *Select Insights* drop-down menu, select an insight..

6. Click **Add**.

   The Insight is displayed in the section.

7. Enter a name in the **Untitled insight** field.

8. Select the visualization charts available below the insight name.

   Refer to Visualization and its Types for details.

9. Select the data from the left-hand panel and drag and drop to the work area.

10. Select the metric data from the left hand panel and arrange it on the workspace.

    For example, for the table visualization, arrange the data metrics, attributes, or facts from the left-hand panel and decide the rows and columns for the insights.

11. (Optional) Expand the metrics, and click **Filter by Date** to filter the data for a particular date.

12. (Optional) Click **+Add Filter Attribute** to add any additional data points for the added metrics.

13. (Optional) Click **Format** and select for the format list to change the format of the data to view in reports.

14. Click **Metrics** or **Attributes** on the left-hand panel and drag-drop them to the Rows or Columns sections. Hover the mouse and *Drag Here* is displayed.

15. From the *Filters* column at the top of the workspace, set the filters for the data.

16. Click **Save** to save the new insight.

    The new insight adds to the selected reporting page.

17. Click **Clear** in the top-right corner of the window to remove insight.

18. Drag-drop the data from the workspace back to the left-hand panel to remove any data from the insight.

19. You can also export XLSX and .CSV file of the new insight:

    a. Click the three-dots ··· on the top-right corner of the insight window.

    b. Click Export to **XLSX** or **CSV** to export to any of these file formats. The file is exported and saved on your local Downloads folder.

Managing Insights

Users can remove insights, but they can also edit the interactions within an insight.

Removing Insights

Perform the following activities to remove an insight:

Warning

Removing an insight from one page also removes it from the other pages that use the same insight.

1. From , click the page to remove the insight.
2. From the top-right corner of the page, click the three dots ··· beside the page name.
3. Click **Modify Page**.
4. Click the three dots ··· beside the insight name.
5. Click **Remove**.

Editing Insight Interactions

Interactions define an action when users click specific data points in an insight. Interactions provide additional information and customize the data point.

For example: When a user selects the Asset Class Code data point, the user is redirected to the *Portfolio* page, where additional information is displayed and syncs with other visualization data on the same page to display data related to asset class codes in different chart types or representations.

1. From , click the desired page.
2. From the top-left corner of the page, click the three dots ⋮ beside the page name.
3. Click **Modify Page**.

   The page is displayed in edit mode.
4. Click the three dots ··· beside the insight.
5. Click **Edit Interactions**.

   The *Interactions* dialog is displayed.
6. From the **When I click** field, select the appropriate data point from the *select attribute* drop-down menu.
7. From the **I want to** field, select the action to be taken from the *select* drop-down menu.

   The *select* drop-down menu displays the following three actions:

  - **Navigate to Page**: Navigate to the page selected from the *select attribute* drop-down menu. This interaction syncs other visualization data on the same page depending on the selected data point.
  - **Navigate to Insight**: Navigate to the selected insight from the *select insight* drop-down menu, and then select one of the required options.
    - From the *select insight* drop-down menu, select the appropriate insight.
    - From the *Open Modal* drop-down menu, select **open Modal** or **Filter Current Page**.
  - **Filter Current Page**:
8. Click **Apply**.

Working with Table/Grid Insights

Users can make updates to table/grid insights as per your reporting needs. This provides users with greater customization options and flexibility when working with grid/tabular insights on specific pages.

> **Note**
>
> Users must need editor and above permissions to make the ad-hoc updates to Table/Grid Insights.

Users can save the following ad-hoc changes:

- Adding columns
- Removing columns
- Date/number formatting
- Column renaming
- Column reordering

> **Note**
>
> The ad-hoc updates made to the Table/Grid Insights are valid at page level only. Any updated made to these insights are valid as long as they are available on the page. If the same insight is available at another page, it will not display the ad-hoc changes made to the current page.

Adding Columns to Table/Grid Insights

1. From , click the page with table insight.
2. From the top-right corner of the page, click the three dots ··· beside the page name.

3. Click **Modify Page**.

   The page opens in edit mode.

4. Go to the table insight on the reporting page.

5. Click from the column header of the table.

   List of ad-hoc modification options available for the table insight displays.

6. Click **Add Column**.

   Add column window displays.

7. From *Search Column* bar, enter the name of the column or select the column name from the list of columns.

   Users can add one column at a time.

8. Click **Add Column**.

   The column is added to the table.

9. Click to save the updates.

Pinning Columns to Table/Grid Insights

1. From , click the page with table insight.

2. From the top-right corner of the page, click the three dots beside the page name.

3. Click **Modify Page**.

   The page opens in edit mode.

4. Go to the table insight on the reporting page.

5. Click from the column header of the table.

   List of ad-hoc modification options available for the table insight displays.

6. Click **Pin Column**.

7. Select one of the following options:

   – Pin Left: Pins the selected column to the left side of the table.

   – Pin Right: Pins the selected column to the right side of the table.

   – No Pin: Removes the column pin.

8. Click to save the updates.

Removing Columns from Table/Grid Insights

1. From , click the page with table insight.

2. From the top-right corner of the page, click the three dots beside the page name.

3. Click **Modify Page**.

   The page opens in edit mode.

4. Go to the table insight on the reporting page.

5. Click from the column header of the table.

   List of ad-hoc modification options available for the table insight displays.

6. Click **Remove Column**.

   This removes the selected column from the table insight.

7. Click to save the updates.

Editing Multiple Columns in Table/Grid Insights

1. From , click the page with table insight.

2. From the top-right corner of the page, click the three dots beside the page name.

3. Click **Modify Page**.

   The page opens in edit mode.

4. Go to the table insight on the reporting page.

5. Click from the column header of the table.

   List of ad-hoc modification options available for the table insight displays.

6. Click **Edit Multiple Columns.**

   Edit multiple column window displays a list of available columns on the left and columns already applied to the table insight on the right.

7. To remove columns from the table

   a. In the list on the right side, search for and select the columns to remove.

   b. To select multiple columns, hold Ctrl or Shift when making a selection.

c. Click to move the columns to the right side.

This adds the columns to the table insight

8. To remove columns from the table

    a. In the list on the right side, search for and select the columns to remove.

    b. To select multiple columns, hold Ctrl or Shift when making a selection.

    c. Click to move the selected columns to the left side.

9. Click to save the updates.

Renaming Columns in Table/Grid Insights

1. From , click the page with table insight.
2. From the top-right corner of the page, click the three dots beside the page name.
3. Click **Modify Page**.

    The page opens in edit mode.

4. Go to the table insight on the reporting page.
5. Click from the column header of the table.

    List of ad-hoc modification options available for the table insight displays.

6. Click **Rename Column**.

    The rename column window displays.

7. From the *Column Name* field, edit the column name.
8. Click **Confirm**.
9. Click to save the updates.

Adding Formula Column

Use this procedure to add formula to a columns in a table.

1. From , click the page with table insight.
2. From the top-right corner of the page, click the three dots beside the page name.
3. Click **Modify Page**.

The page opens in edit mode.

4. Go to the table insight on the reporting page.

5. Click ☰ from the column header of the table.

   List of ad-hoc modification options available for the table insight displays.

6. Click **Add Formula**.

   This Column Manager window displays.

7. From the *Column Name* field, edit the column name.

8. Click **Confirm**.

9. Click 💾 to save the updates.

Grouping the Table Columns

1. From , click the page with table insight.

2. From the top-right corner of the page, click the three dots ··· beside the page name.

3. Click **Modify Page**.

   The page opens in edit mode.

4. Go to the table insight on the reporting page.

5. Click ☰ from the column header of the table.

   List of ad-hoc modification options available for the table insight displays.

6. Click **Group By**.

   This groups the table by the column slelcted for grouping. For example, if users want to group the table by Account Name, select the account name column and click Group By option.

7. Click **Ungroup** to ungroup the table.

   This option displays only if the selectd column is grouped and you want to ungroup the table column.

8. Click 💾 to save the updates.

Visualizations

Visualizations are a graphical representation of data on the page using charts, graphs, maps, and other visual elements.

Use the following visualizations for the insights to represent the data:

Icon	Name	Description
	Table	Displays data in a structured format with rows and columns to compare and analyze values, where rows represent data values and columns represent data points
	Column Chart	Displays data using vertical rectangular bars of varying lengths, where the length of each bar corresponds to the value it represents to compare different categories or variables
	Bar Chart	Displays data using bars of different lengths, where the length of each bar corresponds to the value it represents
	Line Chart	Displays data as points connected by lines to illustrate trends over time or continuous variables
	Donut Chart	Displays data in a circular visualization commonly used to represent the composition of data, emphasizing the proportions of different categories or sub-groups within the data
	Stacked Area Chart	Displays the cumulative value of different categories over time, represented by overlapping, stacked areas to illustrate changes in data over a continuous period
	Pie Chart	Displays data in a circular representation divided into slices or sectors, where each slice represents a specific category or proportion of the whole data set and the size of each slice is proportional to the quantity it represents
	Bullet Chart	Displays data as horizontal lines, representing the goal or target and vertical lines, representing actual performance using color-coding, as well as markers for comparative periods, such as last year or the previous quarter
	Combo Chart	Displays data by combining two or more different chart types into a single chart to represent different data sets and multiple dimensions of data in one place
	Headline Chart	Displays key metrics or performance indicators used in to highlight a specific data point or provide a summary of important information
	Headmap	Displays data values as colors in a grid to visualize large datasets or

Icon	Name	Description
		identify patterns in matrices
	Scatter Chart	Displays the relationship between two numeric variables, allowing for the exploration of patterns, trends, and correlations in the data
	Treemap	Displays hierarchical data using nested rectangles, displaying the relative sizes of different categories or sub-categories within a dataset. Treemap charts are particularly useful in reporting when you need to visualize the hierarchical structure of data and emphasize the proportions or distribution of different categories.

Updating Insight Visualization

Use the following procedure to update the visualization for data reporting:

1. From *Reporting*, select the page to update insight visualization.

   The reporting page opens.

2. From the Insights on the reporting page, click **View As** drop-down menu.

   The default visualization . List of visualization options is available for the insight.

3. Click the required visualization from the list to switch between visualizations.

   The highlighted icon displays the active visualization.

4. Click  to switch the visualization to its default view.