Reports

A report is a collection of visualizations that together give an informative account and insight into the imported data.

Dashboards

A dashboard is a canvas on which you bring different elements or visualizations representing data sets together.

*(It is a combination of multiple reports)*

Dashboard vs Report

Let us run through some quick points to make the difference between a dashboard and a report clear.

Capability	Dashboard	Report
Pages	Consists of one page only	Can be of one or more pages
Data sources	Can have data tiles from one or more datasets or reports	It has a single dataset per report
Filtering	Cannot perform filtering or slicing	Can perform filtering, slicing and highlighting
Set alerts	Enables you to set alerts for emails	No option for setting alerts
Featured reports	Enables you to set only one dashboard as a featured dashboard	No option to create a featured dashboard
Accessing dataset tables and fields	Does not allow viewing or accessing underlying datasets tables and fields	Provides the option for viewing dataset tables, fields and values

Creating Reports

Example - Sales Reports, Marketing Reports, Finance Reports, Operations Reports, etc.
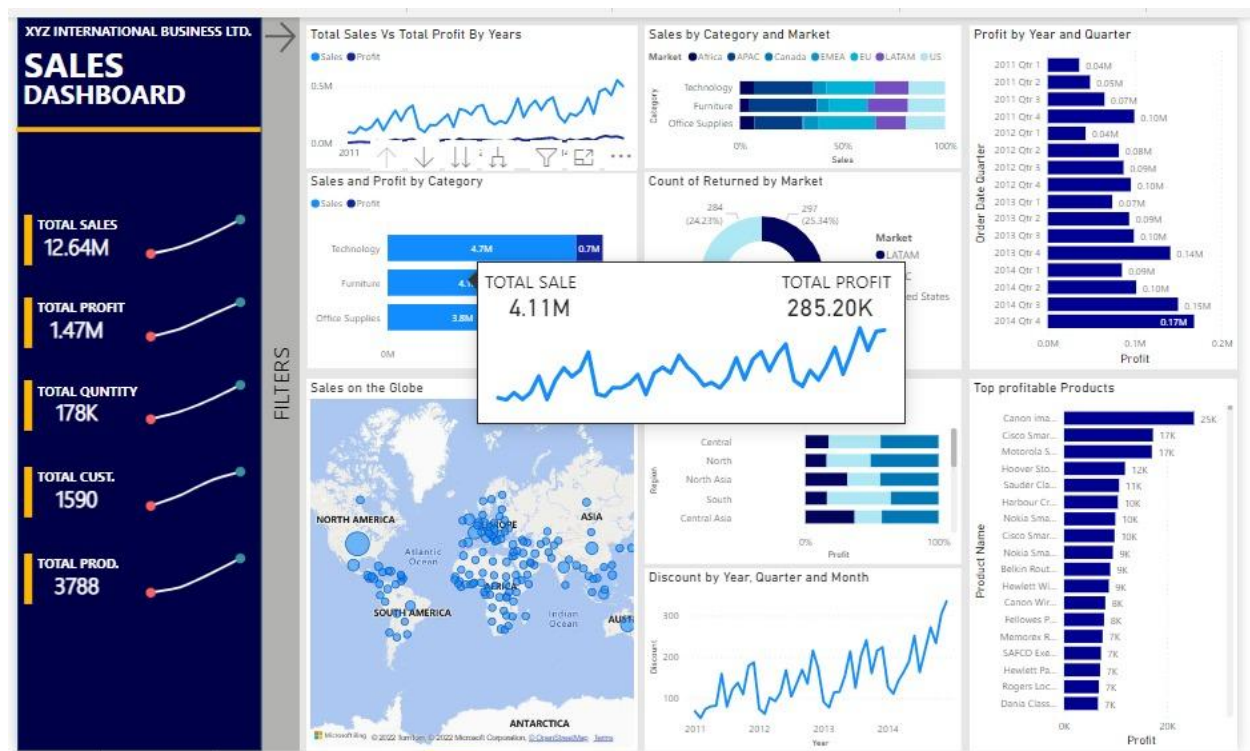
Creating Dashboards

It will give you an overview of the story that lies in the detailed BI report as it contains all the important elements from a report. A dashboard is always a single page whereas a report can be many pages long.

Each visualization is represented as a tile on the dashboard. Tiles make a dashboard look more organized and understandable. To add a visualization from your report to a dashboard, simply pin it on the dashboard.

A consumer cannot make changes in a dashboard. Rather, they use the dashboard for analytical purposes like getting a quick *insight into their business, making an important decision based on the information given on a dashboard,* etc.