📊 Reports and Dashboards: Common Tools for Data Visualization

- **Both are used to visualize and activate data**
- **Built with similar tools** and may look alike
- **Support decision-making**, collaboration, and sharing of insights

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📝 What Is a Data Report?

- **Definition:**
  A curated, static visualization of detailed business intelligence data.
- **Purpose:**
  To inform and educate stakeholders for business decisions.
- **Examples:**
  - Research reports
  - Progress reports
  - Financial performance summaries

📋 Key Characteristics of Reports

- **Static (snapshot in time):**
  Once generated, the data doesn't update automatically.
- **Detailed and lengthy:**
  Often includes more content and explanation than dashboards.
- **Use case:**
  Ideal for one-time, project-specific reporting (e.g., construction cost summary).

📈 What Is a Dashboard?

- **Definition:**
  A dynamic, often real-time visualization of key metrics.
- **Purpose:**
  To provide ongoing, at-a-glance insights.
- **Use case:**
  Best for repeated monitoring and up-to-date decision-making.

🔍 Key Differences: Reports vs. Dashboards

Feature	Reports	Dashboards
Data Update	Static (snapshot)	Dynamic (real-time or scheduled updates)
Detail Level	High detail, longer format	Concise, single-screen view

Feature	Reports	Dashboards
Use Case	One-time, deep analysis	Ongoing monitoring
User Experience	Requires more time to review	Quick insights at a glance

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🧠 Final Takeaway

- **Choose based on user needs:**
  Use reports for detailed, one-time insights and dashboards for continuous, real-time monitoring.