Reporting and Analytics Usage Manual

1. Introduction

This manual provides guidance for utilizing the reporting and analytics platform to extract, analyze, and present business data insights efficiently.

2. Accessing the Platform

1. Open your web browser and navigate to the reporting portal URL.
2. Log in using your assigned username and password.
3. Select **Analytics Dashboard** from the main menu.

3. Navigating the Dashboard

- **Overview:** View high-level metrics and recent trends.
- **Reports:** Browse and filter available reports by category or date.
- **Export:** Download reports in various formats (CSV, XLSX, PDF).

4. Generating a Report

1. Go to the **Reports** section.
2. Select your desired report type from the list.
3. Adjust report parameters (date range, filters) as needed.
4. Click **Generate** to view the results.

5. Example KPIs

KPI	Description
Active Users	Number of unique users accessing the platform.
Sales Volume	Total sales processed in the selected period.
Report Downloads	Count of unique reports downloaded by users.

6. Saving and Sharing Reports

- Click **Export** after generating a report to download.
- To share, attach the downloaded file to your email, or use cloud storage.

7. Data Filters

Most reports allow filtering by date, user, region, department, or status to refine the data displayed.

8. Troubleshooting

- If reports fail to load, refresh your browser or clear cache.
- Contact IT support if access issues persist.
- Reference `Help > FAQ` for common questions.

9. Support

For further assistance, email `support@yourcompany.com`.