



Reports and Dashboards

- Dashboard Components
- Options to Share Reports and Dashboards

Reports and Dashboards

Dashboard Components

- Dashboard are high level view of some key KPI of one or more reports. Reports are pin to live page which then adds it to a new or existing Dashboard

Reports and Dashboards

Options to Share Reports and Dashboards

- Publish reports to the web
- Share dashboards
- Duplicate and modify shared dashboards (personal versions)
- Export to multiple formats
- Print
- QR code

Reports and Dashboards

Steps to Share

Publish to Web

- Do not use this option as it will allow access to dashboard to

Share

- public Grant/Revoke access to colleagues in the organization
- It will warn you if you have entered an email address outside the organization

Create Workspaces (Pro only)

- Public or Private groups

Create Apps (Edit Only)

- Edit or View only groups
- Entire Organization
- Specific Individual or Groups