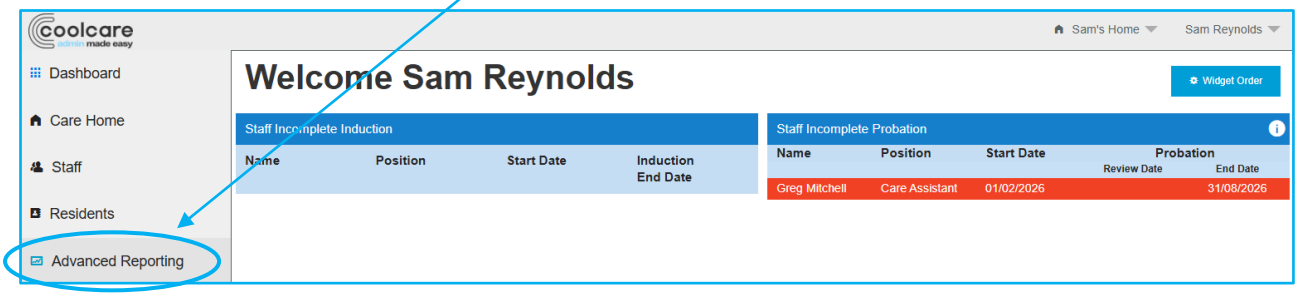
advanced reporting – navigation.

This guide will explain how to navigate CoolCare's advanced reporting section, showing how to access the reporting and finding the reports and dashboards you need.

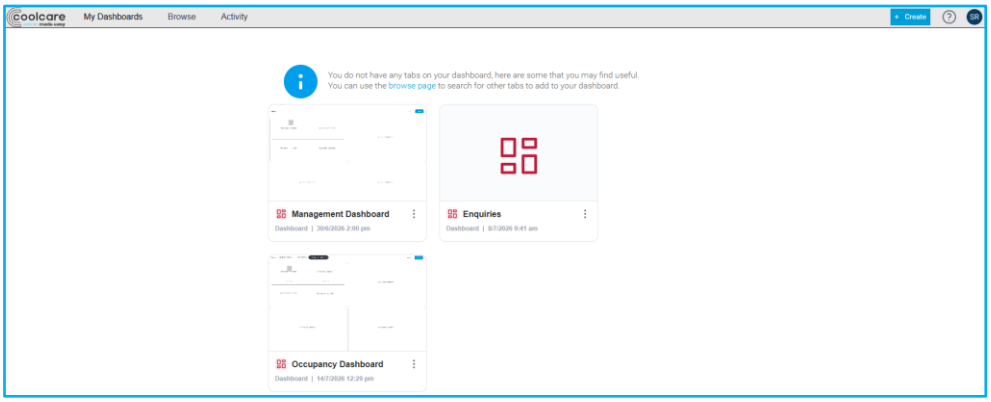
accessing advanced reporting.

Advanced reporting is accessed through CoolCare. There are a few prerequisites required to access advanced reporting, please see our *Advanced Reporting – Access & Permissions* guide for more information. If you have the correct permission, you will see the **Advanced Reporting** option on your CoolCare menu at the left-hand side of the screen.

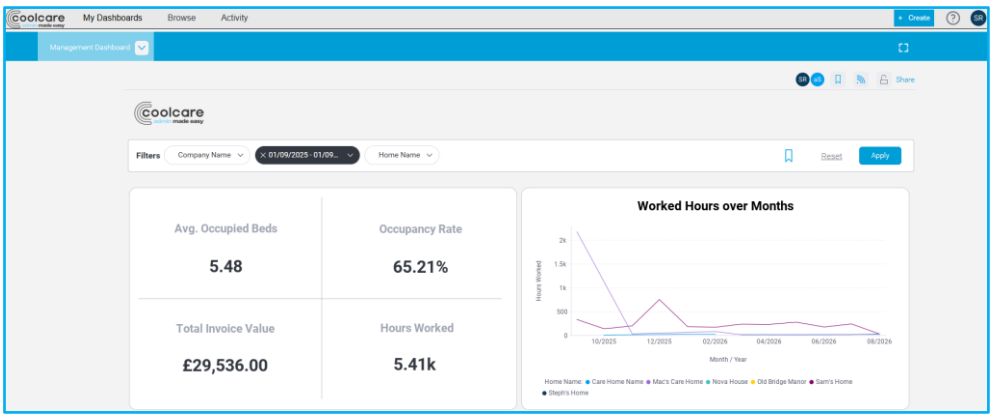


my dashboards.

When you access advanced reporting, it will open to the **My Dashboards** page. Opening it for the very first time, you will have no dashboard tabs, and the page will ask you to select a dashboard to open.



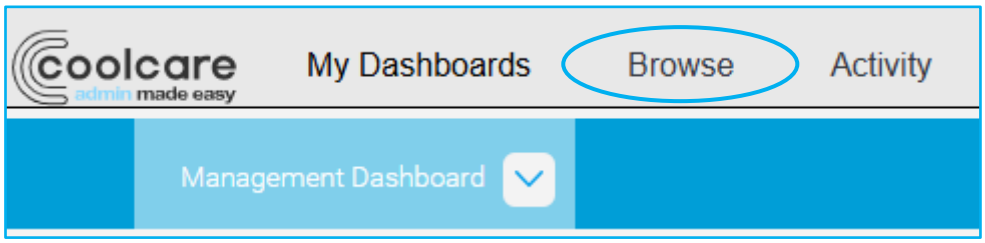
Once you choose a dashboard, this will become your main favourite dashboard, the first thing you see whenever you open advanced reporting.



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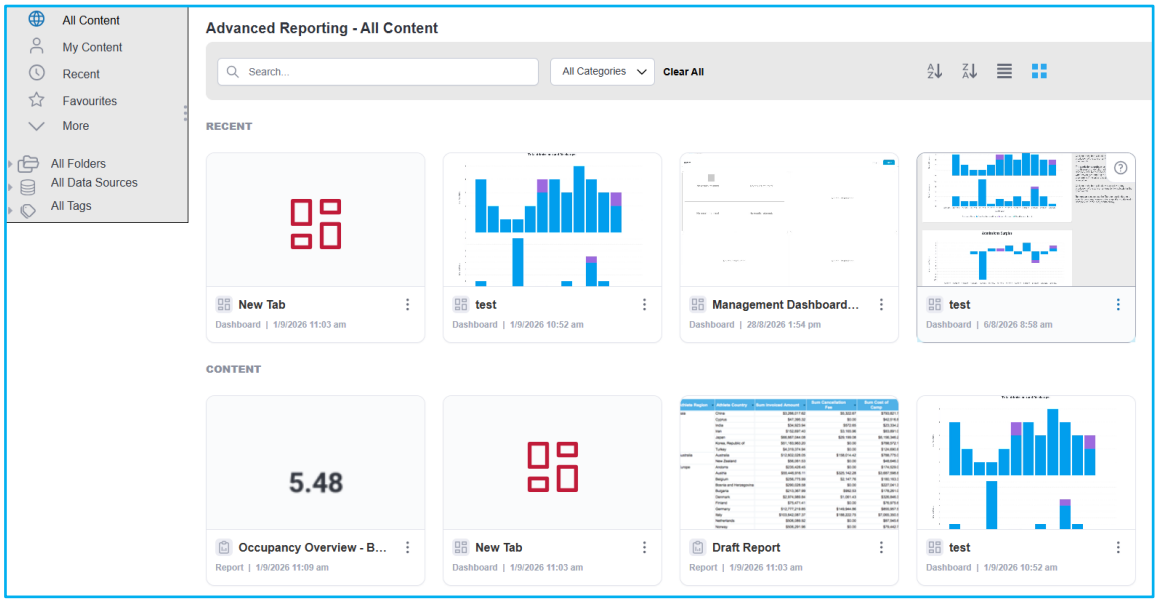
browsing reports and dashboards.

CoolCare's advanced reporting has a variety of pre-made reports and dashboards for you to view, and you'll also be able to view any reports and dashboards you've created all through the **Browse** page. This is found at the top of the advanced reporting page.



all content.

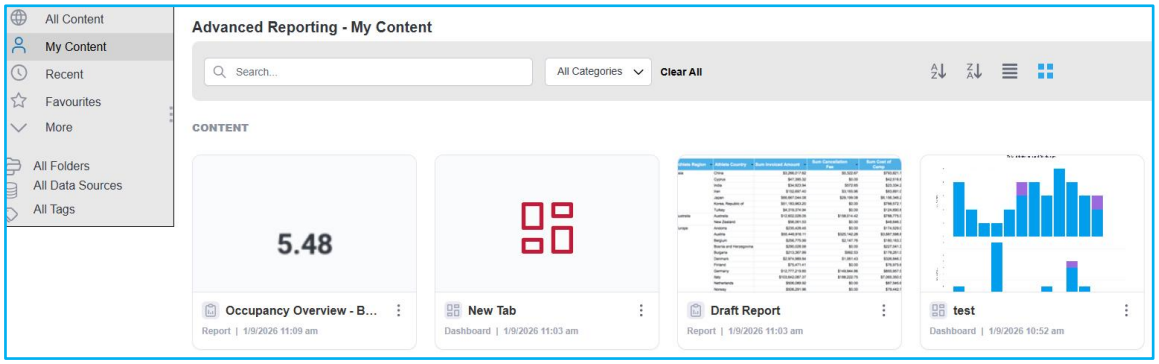
When opening the browse page, you'll first see **All Content**. This will show everything available on advanced reporting; views, reports and dashboards. Your most recently accessed content will be at the top of the page.



At the top of the page, you can use the search bar to search for a specific report or dashboard, use the filter to view just reports, dashboards or views, or use the sort options to sort the view alphabetically in either ascending or descending order and as a list.

my content.

Select **My Content** to see reports and dashboards you have created. This can also be searched, filtered and sorted using the options at the top of the page.

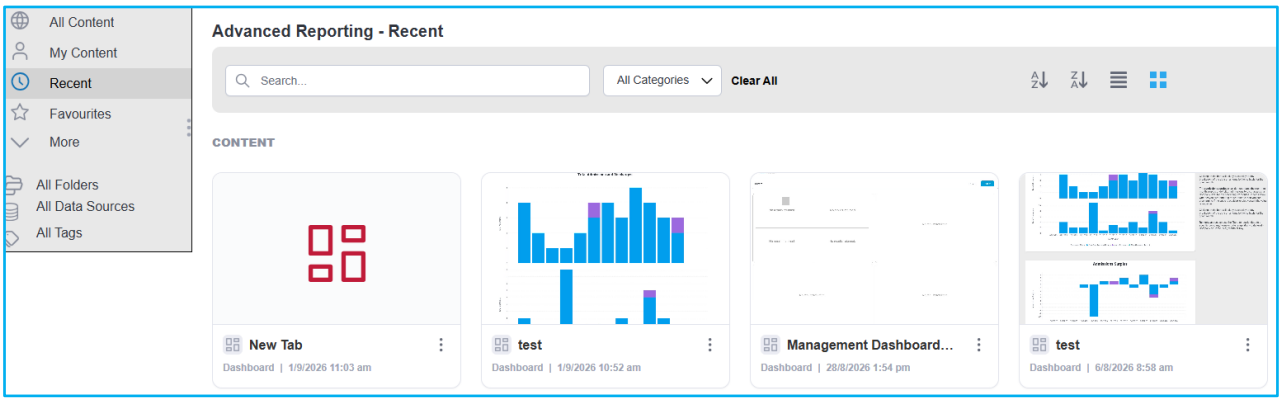


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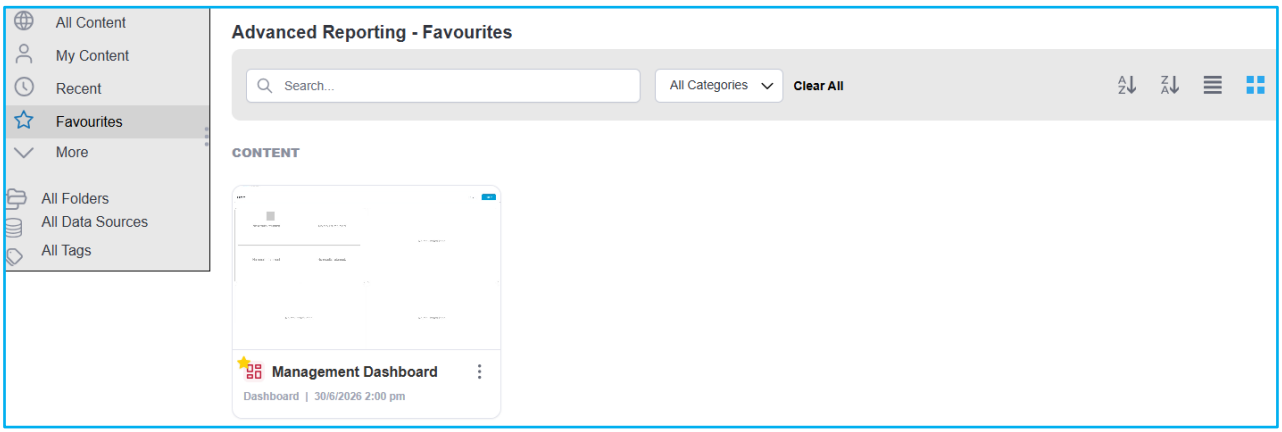
recent.

Select **Recent** to see reports and dashboards you have viewed recently. This can also be searched, filtered and sorted using the options at the top of the page.



favourites.

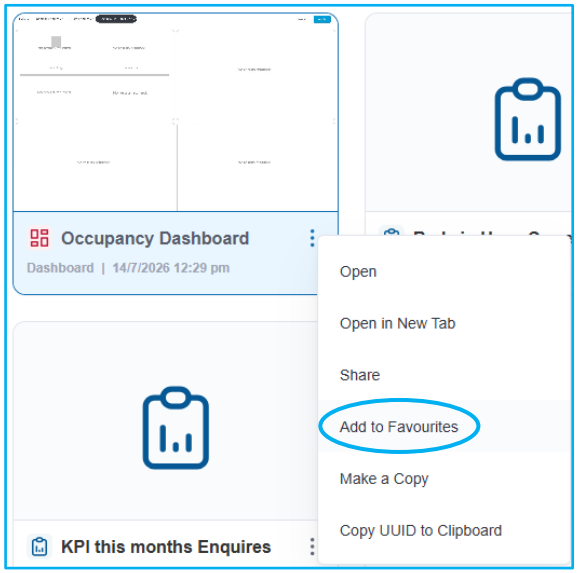
Select **Favourites** to see any content you've favourited. This can also be searched, filtered and sorted using the options at the top of the page.



You can favourite content to show on this page by selecting the **Add to Favourites** option on a view, report or dashboard:

- Find the content you want to favourite
- Click the 3 dots icon next to its name
- Select **Add to Favourites**

Any reports you favourite will appear on the favourites list, and any dashboards you favourite will also appear on the **My Dashboards** page.



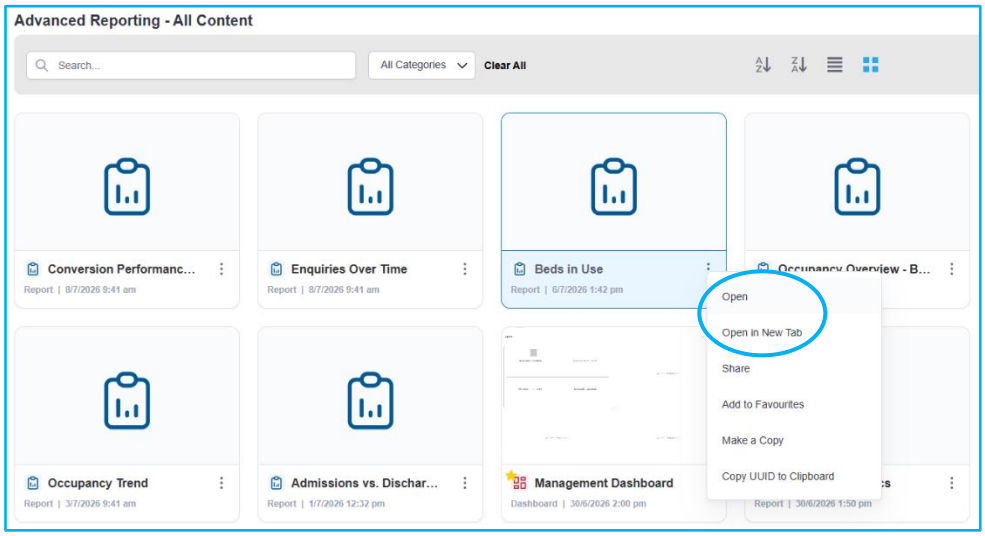
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viewing a report.

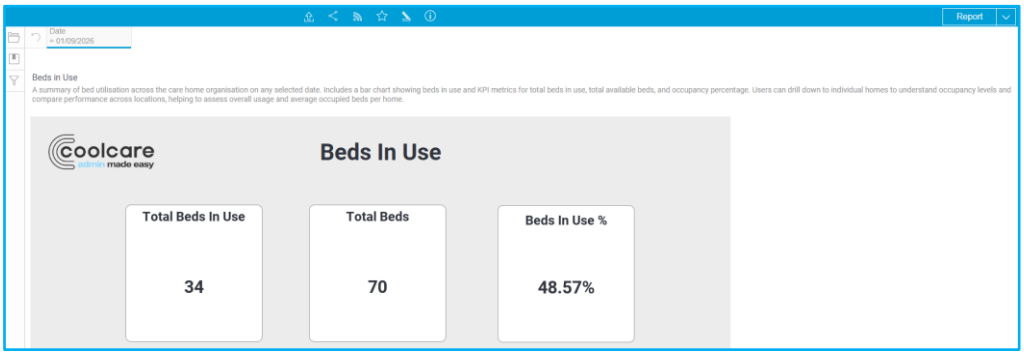
You can view any pre-made reports or any you've created from the browse page to see the full report. For more information on creating your own reports, please see our *Advanced Reporting – Building Reports & Dashboards* guide.

To open a report:

- On advanced reporting, navigate to the **Browse** page
- Find the report you wish to view
- Double click the report or select the 3 dots icon and select **Open** or **Open in New Tab**

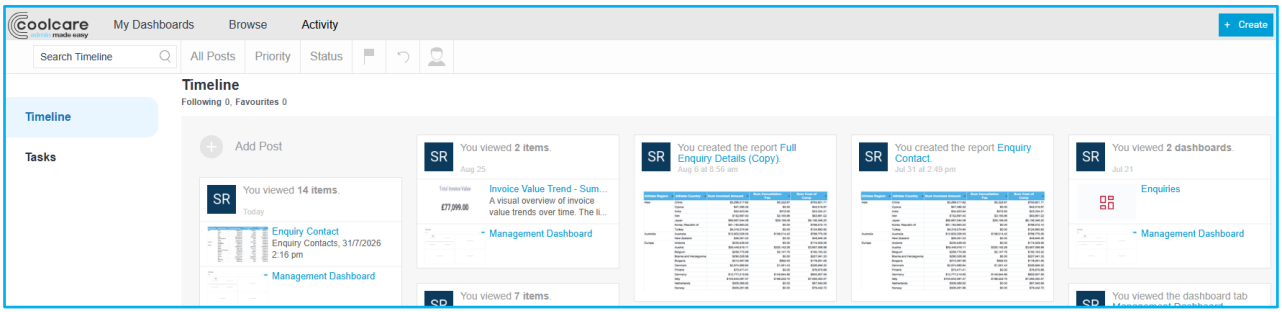


This will open the report for you to view, filter, favourite and export.



activity.

Using the **Activity** page, you can see recent activities in your advanced reporting section. This will show a timeline of user activity such as viewing or creating reports and dashboards. From here, you can also navigate to the reports and dashboards on this page.



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