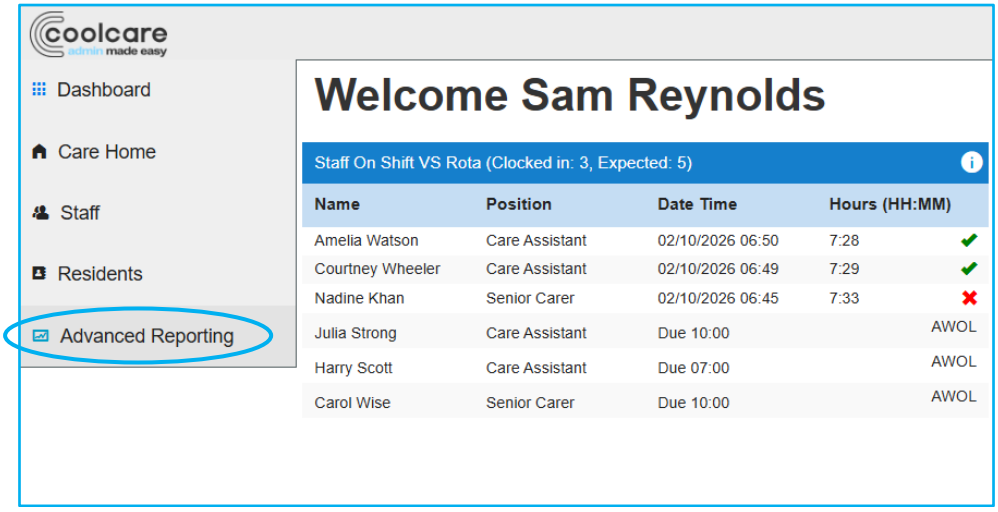
advanced reporting quick start guide.

This guide is for those new to CoolCare's Advanced Reporting feature to give you a brief overview of getting set up and what the Advanced Reporting section can do for you. For full details on Advanced Reporting, you can find full guides on CoolCare's user guides page here.

accessing advanced reporting.

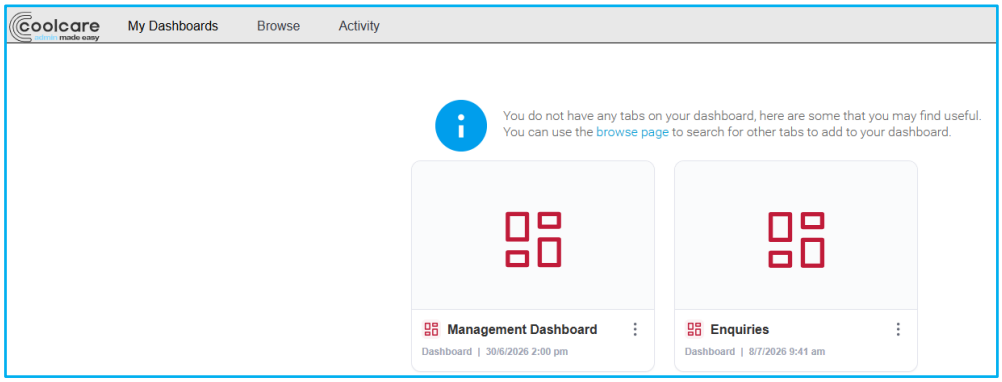
There are two things you'll need to be able to access CoolCare's Advanced Reporting; a user account with an email address and user group permissions to view Advanced Reporting. If your user account doesn't have an email address, this can be added through the **Manage Users** section, and permissions can be enabled through the **Manage User Groups** section. For more information on both of these, please see our user guide *Advanced Reporting – Access & Permissions*.

If your access is enabled, you'll see **Advanced Reporting** when you access CoolCare, on the left-hand menu.



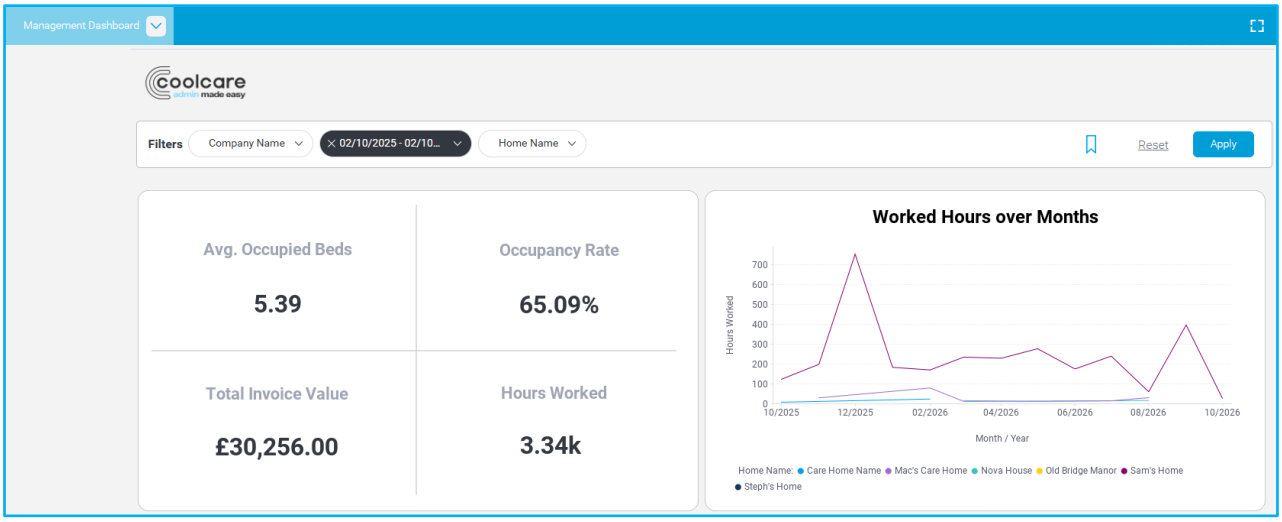
my dashboards.

Whenever you open Advanced Reporting, it'll take you to the **My Dashboards** page. If you're accessing this section for the first time, you'll have no dashboards saved, but you can choose from our pre-made dashboards to see what they can do:



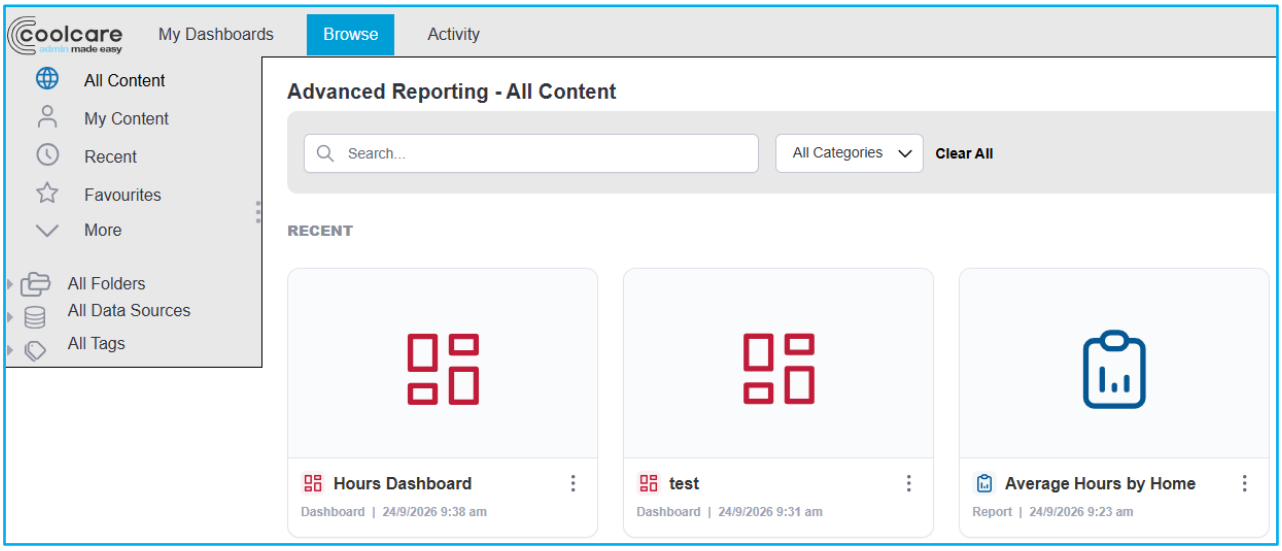
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Select a dashboard and it'll open, showing reports that display your CoolCare data in a variety of ways. For example, our **Management Dashboard** looks at a mixture of occupancy data, staff hours and invoice data. You can even use the filters at the top of the dashboard to focus the reports on a specific company, home, or date range.



viewing reports and dashboards.

From here, you can use the Browse section of Advanced Reporting to see the pre-made reports and dashboards available to you. Just select **Browse** at the top of the page to see the content available.



Here you can see all reports and dashboards on your system, search, view and favourite them to find what you want. Any dashboards you favourite will then appear on the **My Dashboards** page. For more information on the browse section, see our guide *Advanced Reporting – Navigation*.

If you want to start building your own reports and dashboards, you can see our guide *Advanced Reporting – Building Reports & Dashboards*, and for information on exporting and sharing content from your advanced reporting, see our guide *Advanced Reporting – Exporting Data*.

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