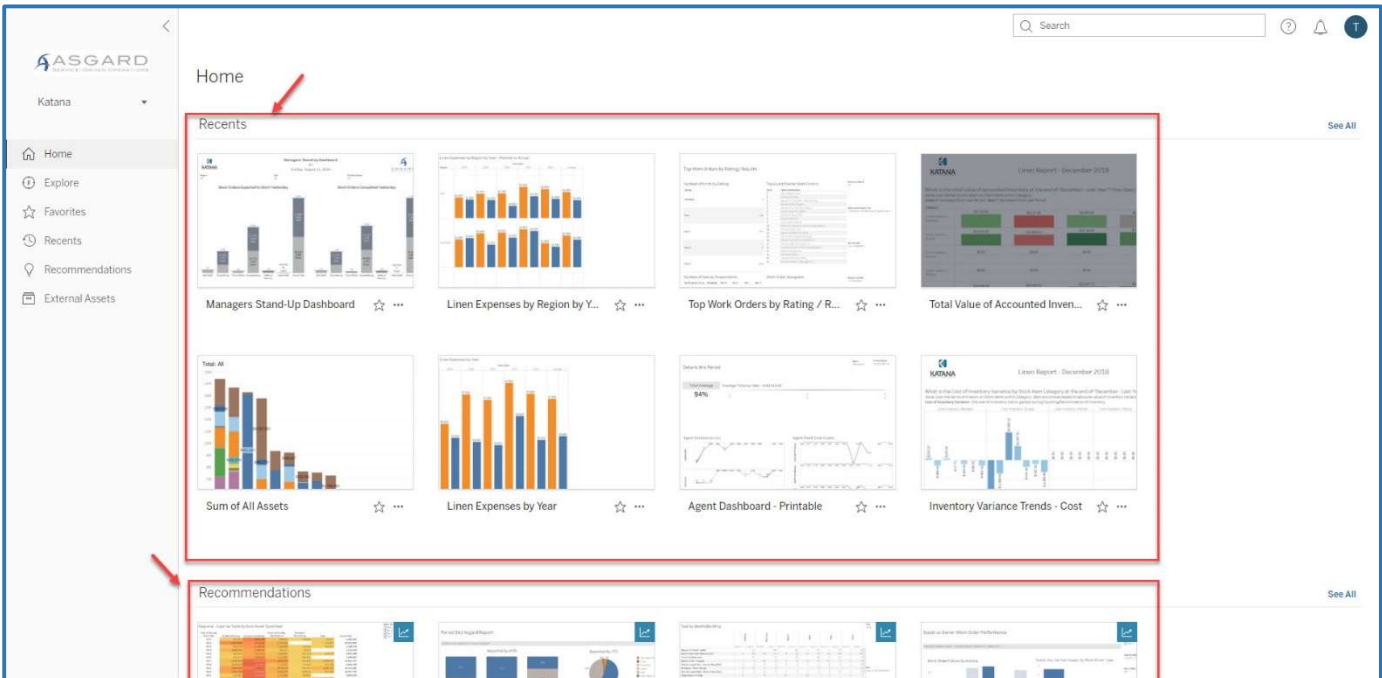# Asgard Analytics Job Aide

Getting Started

Follow the steps below to learn how to navigate around the Asgard Analytics Portal. For assistance with Asgard Analytic Portal, please contact support@katanasoft.com.

Step 1: The Asgard Analytics Portal is a secure site and you will need a username and password to access the data. Each resort has a dedicated login, allowing access to organizational and site-specific analytics.
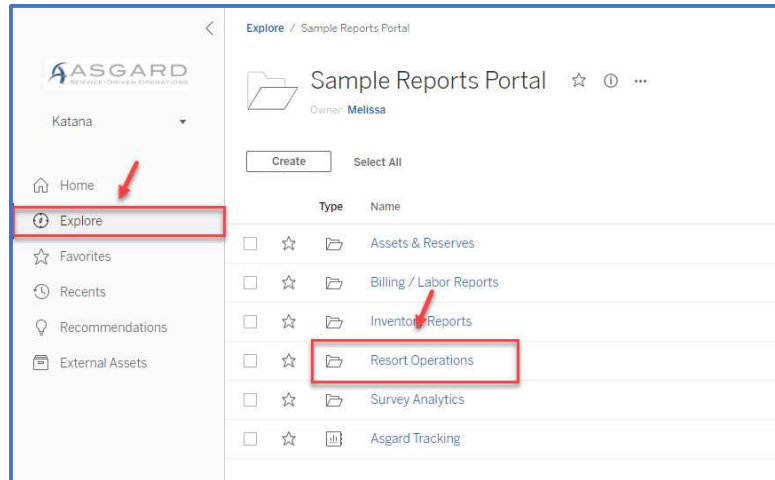

Note: If your resort does not have credentials for the Analytics Portal, please contact us at support@katanasoft.com.

Step 2: Once logged in, you will land on the Home Page. This will show your most recently viewed reports, as well as reports that others are viewing at your site. **Double-click on the report thumbnail** to view one of these reports.
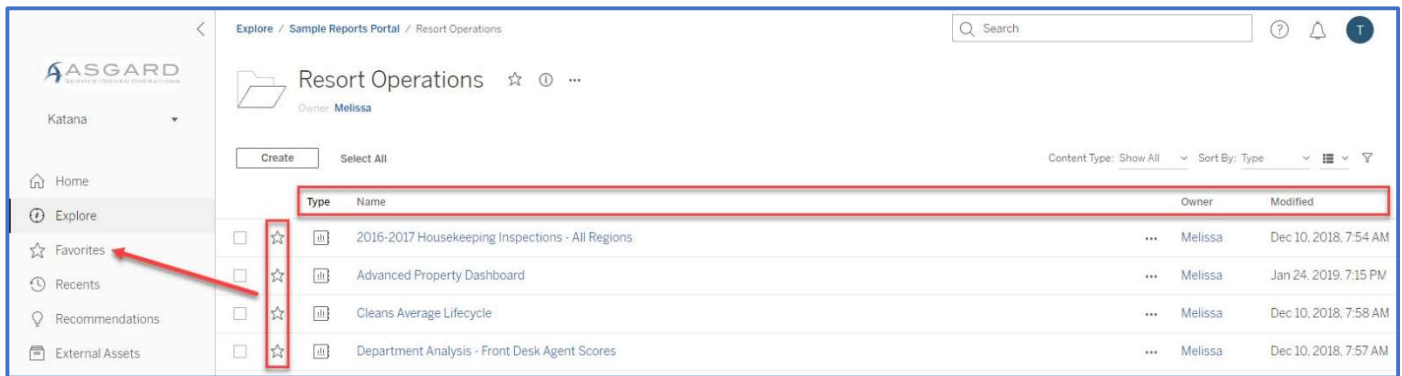
Step 3: To see ALL the available reports, go to the **Explore icon** in the left-hand menu. The reports are organized into projects or folders that allow you to drill down into specific analytics. Click on the **Name** of the folder to view the list of various reports and analytics workbooks.

Note: An open folder icon 🗁 indicates additional information is available.

Step 4: The List view is the default view and shows:

- Type of Report or Workbook
- Name of the Report
- Owner and when it was last updated.
- Frequently viewed reports can be saved as Favorites by clicking on the star.
- Access your favorite reports by clicking the Favorites icon in the left-hand menu.

Step 5: To change the view format, click the dropdown menu and select Grid. The view you select, either List or Grid, will remain that way until you change it.