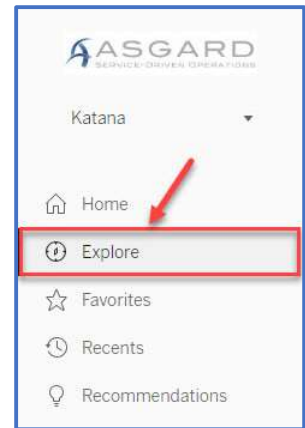# Asgard Analytics Job Aide

Viewing and Subscribing to Reports

Follow the steps below to view and subscribe to reports in the Asgard Analytics Portal. For assistance with Analytic Reports, please contact support@katanasoft.com.
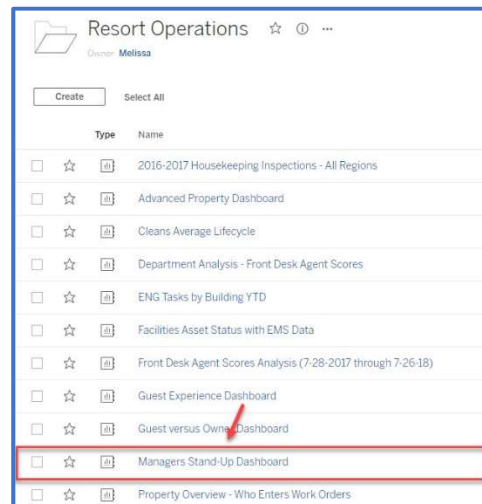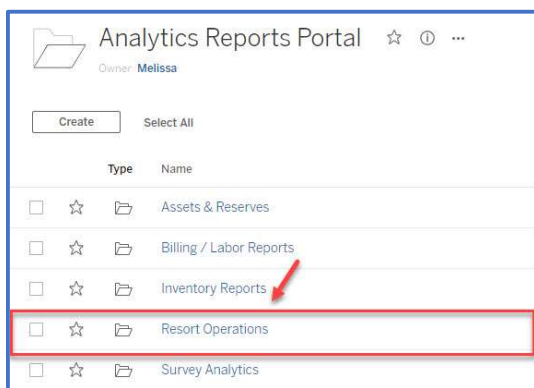
Step 1: To view a specific report, such as the Managers Stand-up Dashboard, go to the left-hand menu and select **Explore**.
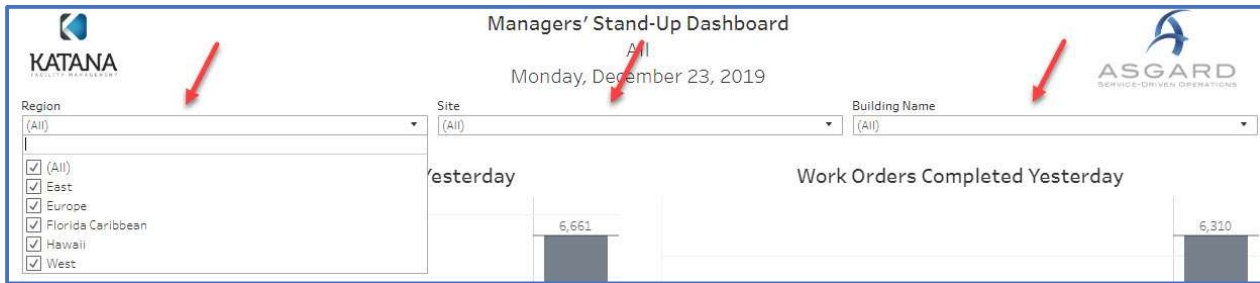
Step 2a: To find a report, you can use the **Search Filter**.
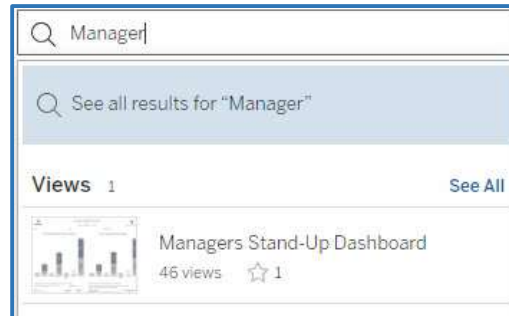
Step 2b: Or, select the appropriate folder, then click on the specific report you want to view. In our example, the Managers Stand-up report relates to Resort Operations and is found in that folder.

Step 3: Many reports have **Dynamic Filters** that can customize the view. For example, filter for the region, site, or building.

Note: Other reports may have additional filters like assignee, specific location, department or other criteria. Also, filter options may appear on the right of the report instead of on the top.

When viewing the report, hover your mouse over any data point to view all of the details.
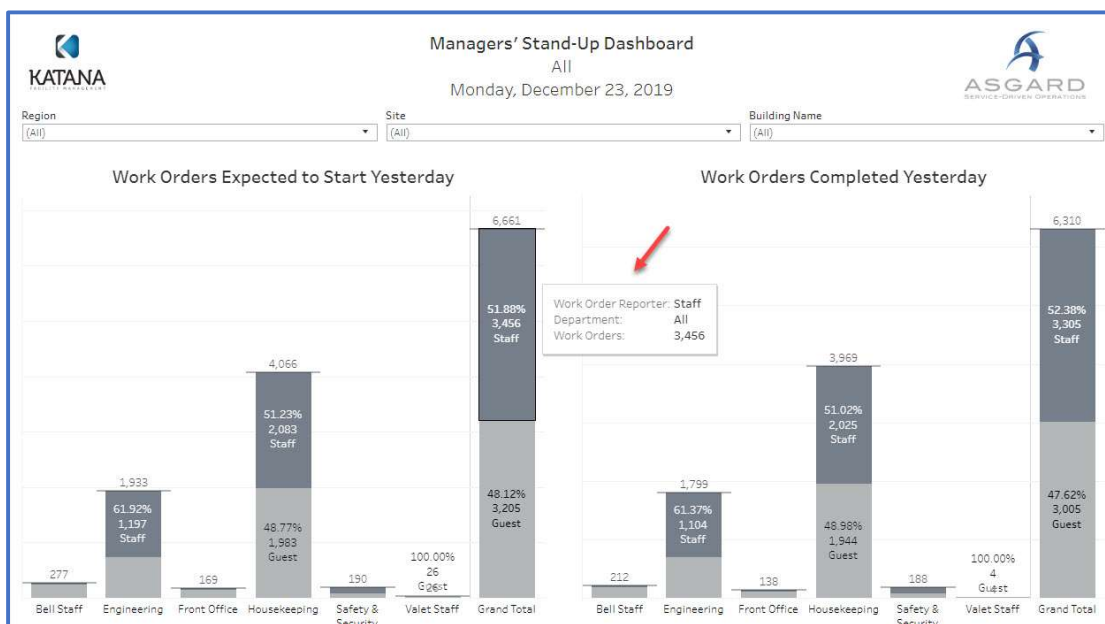
Step 4: Some reports contain **Free Text Filters**. On this report, you can use the **Keyword Filter** for the Top 10 Guest Reported Tasks. Type the keyword "Repair" into the text box and press enter. The report will now show only the repair tasks for this section. To clear the filter, click on the x in the text box.

Top 10 Guest Tasks Expected to Start Yesterday
Enter keyword on the right to filter list

Task Name Filter

| Rank	Task	Department	Work Orders
1	Deliver Bath Towel	Housekeeping	156
2	Deliver Towel Set	Housekeeping	104
3	Repair TV / Television	Engineering	88
4	Deliver Laundry Detergent	Housekeeping	88
5	Deliver Coffee, Regular	Housekeeping	87
6	Assist with Luggage – Storage	Bell Staff	83
7	Deliver Sofa Bed Blanket	Housekeeping	79
8	Repair AC / Heater	Engineering	73
9	Deliver Shampoo	Housekeeping	66
10	Deliver Towel Set (Exchange)	Housekeeping	62

Top 10 Guest Tasks Expected to Start Yesterday
*Enter keyword on the right to filter list*

Task Name Filter
Repair

Rank	Task	Department	Work Orders
1	Repair TV / Television	Engineering	88
2	Repair AC / Heater	Engineering	73
3	Repair Refrigerator Problem/Issue	Engineering	35
4	Repair Toilet	Engineering	30
5	Repair Dishwasher Problem / Issue	Engineering	24
6	Repair / Replace Light Bulb	Engineering	21
7	Repair Drain Problem / Issue	Engineering	18
8	Repair Clothes Washer Problem/Issue	Engineering	16
9	Repair Dryer Problem/Issue	Engineering	11
10	Repair Problem/Issue with Stove / Oven / Range	Engineering	10

Step 5: Once you have set all the filters, **Save your view** by:

- Clicking the **Views icon** at the top of the page
- Fill in **Name this view** box
- If you want this as your preferred view, check the box for **Make it my default**
- Click **Save**
- The next time you open the report, it will open to your default view
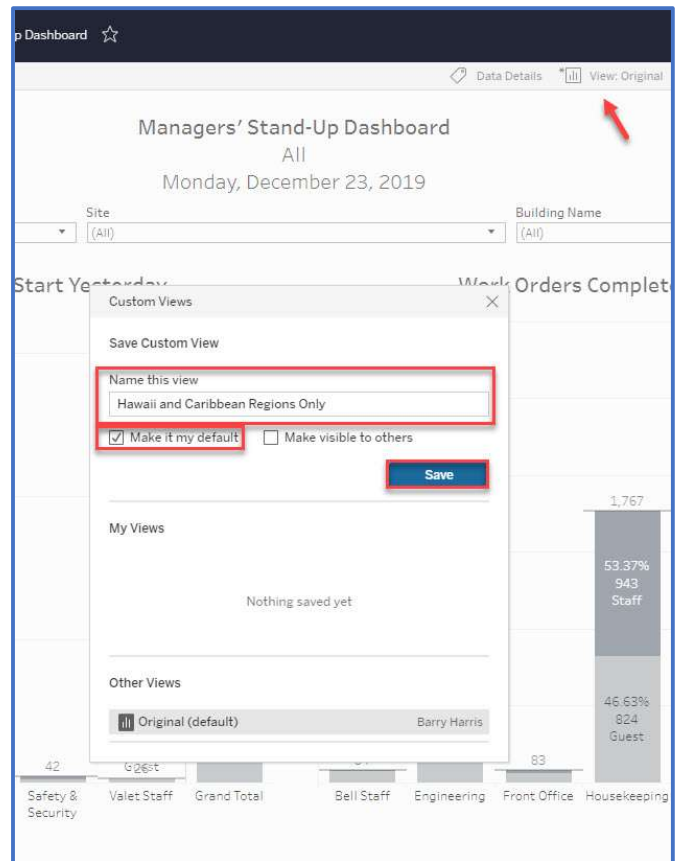
Step 6: To quickly access frequently viewed reports, mark them as a **Favorite** by clicking on the star at the top of the page. You can access your favorite reports by selecting "Favorites" on the left-hand menu.
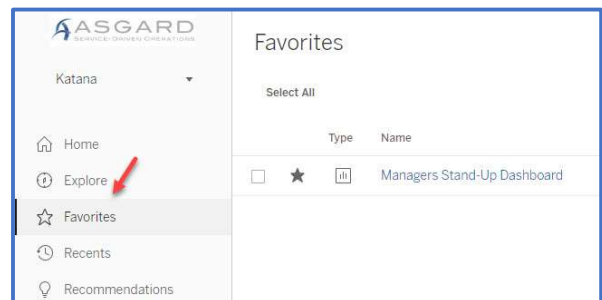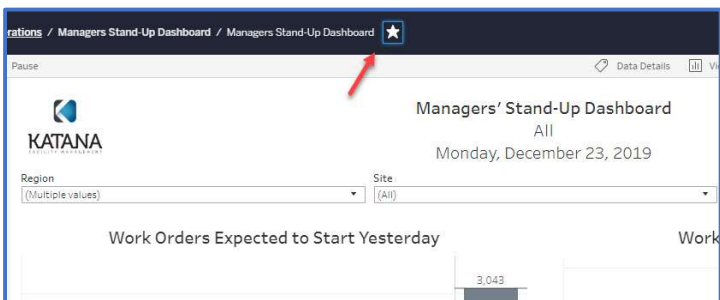
Step 7: To **Subscribe to a Report**, simply reach out to us at support@katanasoft.com. Be sure to include the desired frequency, such as weekly or monthly, and time of day you would like to receive the report. Reports will be emailed in a PDF format at the scheduled delivery time.

> **Note:** Reports in the PDF format will not give you the ability to filter or drill into the data, but you have the latest reports at your fingertips and don't need to log-in to the Analytics Portal to get it!