

Step 1: The Asgard Analytics Portal is a secure platform requiring a username and password. Each resort has a unique login for organizational and site-specific analytics.

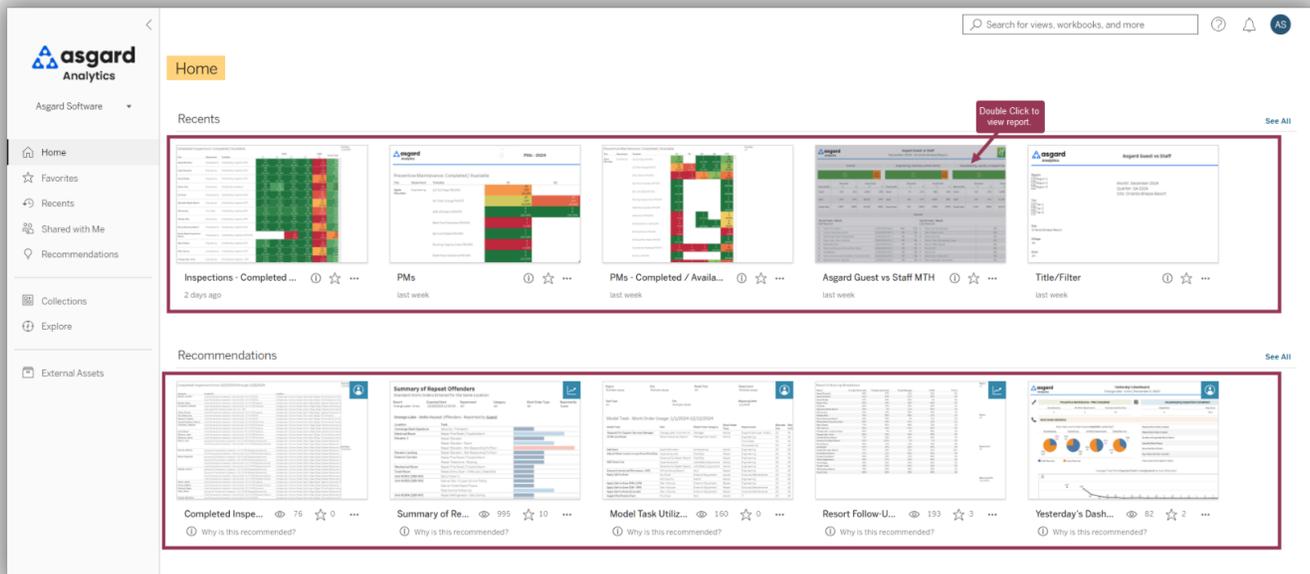


The login form features the Asgard Analytics logo at the top. Below it, there are two input fields: 'Username' with the placeholder text 'ORG-SiteName' and 'Password' with a masked field. A 'Sign In' button is located at the bottom of the form.



If your property does not have credentials for the Analytics Portal, please contact support@asgardsoftware.com

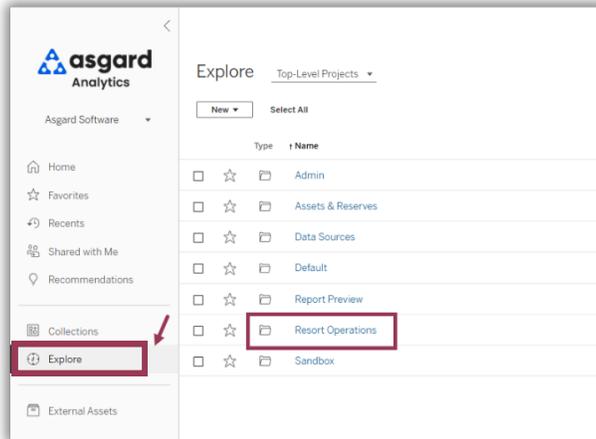
Step 2: After logging in, the **Home Page** displays your recently viewed reports and those others are viewing for your site. Double-click a report **Thumbnail** to open it.



The screenshot shows the Asgard Analytics Home Page. On the left is a navigation sidebar with options like Home, Favorites, Recents, Shared with Me, Recommendations, Collections, Explore, and External Assets. The main content area is titled 'Home' and contains two sections: 'Recents' and 'Recommendations'. Each section displays a grid of report thumbnails. A red box highlights the 'Recents' section, and a red callout bubble with an arrow points to a thumbnail with the text 'Double Click to view report.' The thumbnails include various charts and data visualizations such as heatmaps, bar charts, and tables.

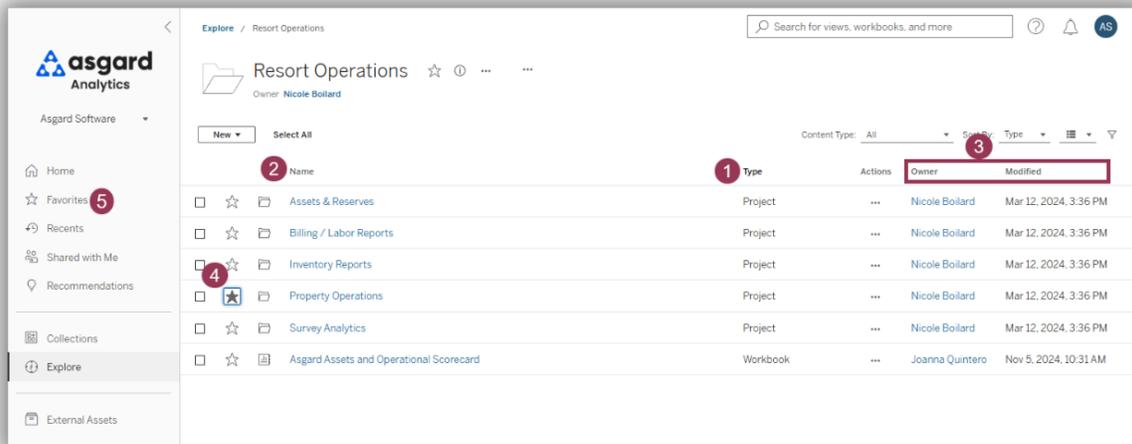
Step 3: Access All reports by clicking the Explore icon in the left menu. Reports are organized into **Project Folders** for specific analytics. Click a folder name to view its reports and analytics workbooks.

TIP! An open folder icon indicates additional information is available.



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

1. Type of Report or Workbook.
2. Name of the Report.
3. Owner and when it was last updated.
4. Frequently viewed reports can be saved as Favorites by clicking on the star.
5. Access your Favorite reports by clicking the Favorites icon (star) in the left-hand menu.



Step 5: The default view is "List". Use the **View dropdown** menu to switch to your preferred view, **List**, or **Grid**. Your selection will persist until changed.

