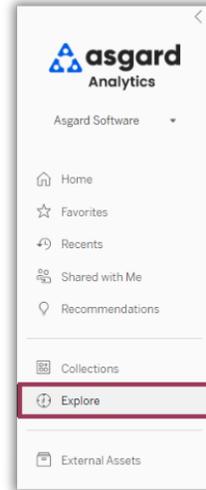
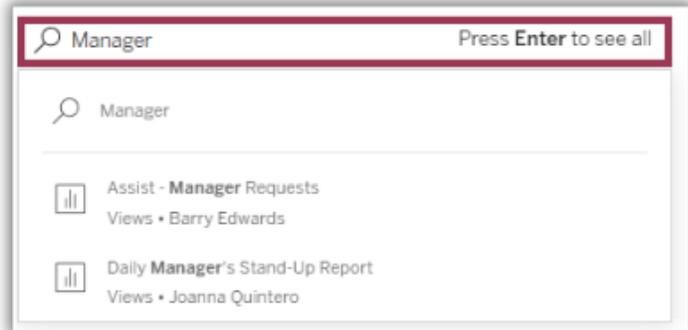


Follow these steps to view and subscribe to reports in the Asgard Analytics Portal. For assistance with Analytic Reports, contact support@asgardsoftware.com.

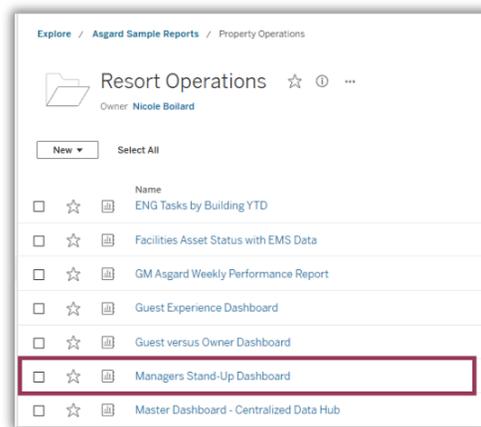
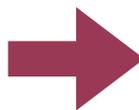
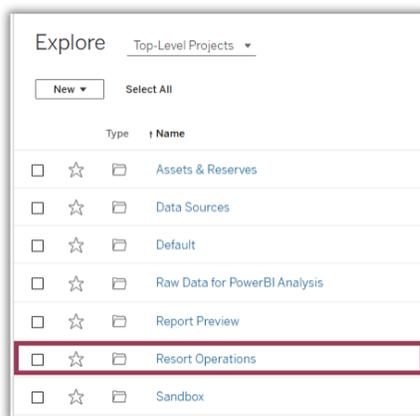
Step 1: In the left-hand menu, select **Explore** to view a specific report, such as the Managers Stand-up Dashboard.



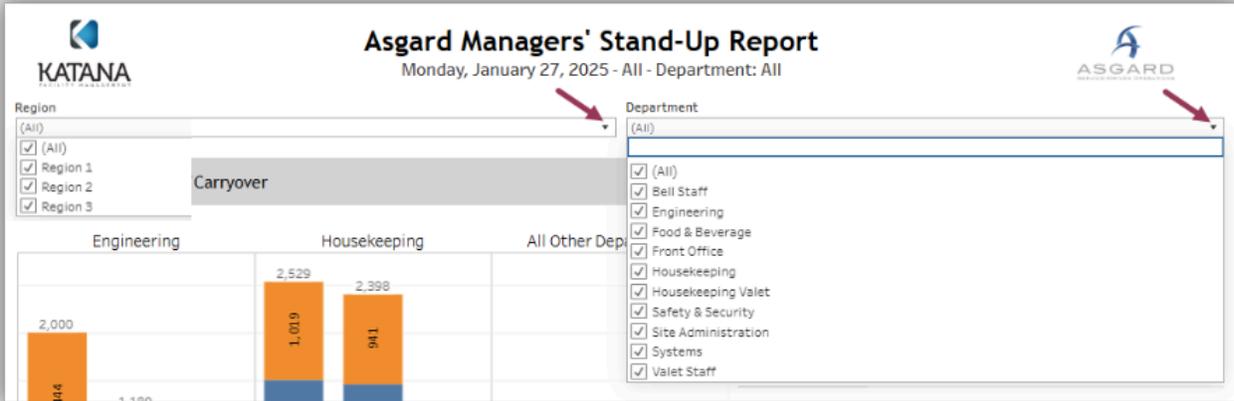
Step 2: Utilize the **Search Filter** to locate a report by entering a **keyword**. Your search results will display relevant reports.



Step 2b: Alternatively, go to the appropriate folder and click on the report you want to view. For example, the **Managers Stand-up Dashboard** is located in the **Resort Operations** folder.



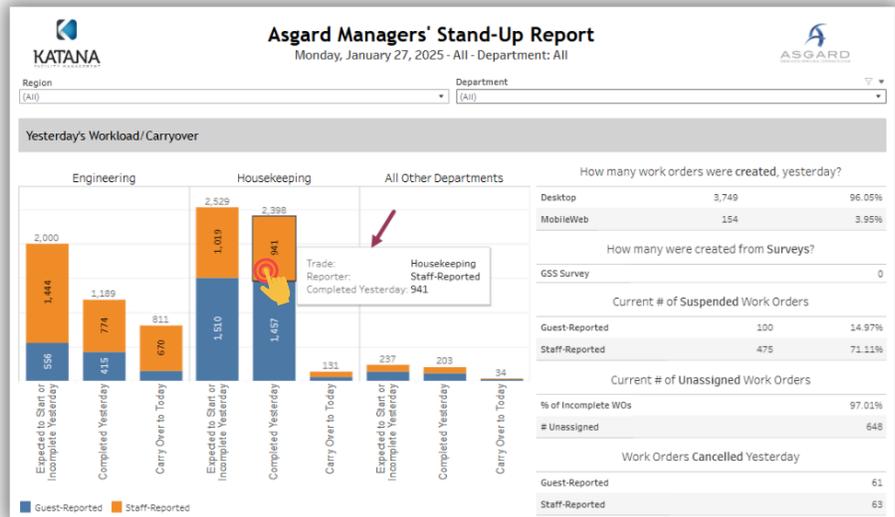
Step 3: Many reports feature **Dynamic Filters**, allowing you to tailor the view to display the most relevant data. For instance, you can filter by **region and department**.



Some reports include additional filters like assignee, location, site, or other criteria. Additionally, filter options might be located on the right side of the report instead of the top.



On this report, hover your mouse over any data point to view all of the details.



Step 4: Some reports have Free Text Filters. In this report, type the keyword **"Repair"** in the text box and press **Enter** to show only repair tasks. Click the **"X"** to clear the filter.

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

Rank	Task	Trade	Number ..	Work Or..
1	Early Check In	HSKP	145	145
2	Late Check Out Approved - Before 12 PM	HSKP	75	75
3	Guest Stay-Over	HSKP	58	58
4	Late Check Out Approved - Before 11 AM	HSKP	57	57
5	Deliver Toilet Paper/Tissue	HSKP	20	20
6	Deliver Detergent - Dishwasher	HSKP	19	19
7	Deliver Paper Towels	HSKP	19	19
8	Deliver Blanket - Queen	HSKP	18	18
9	Deliver Crib	HSKP	18	18
10	Deliver Bag - Trash - Large	HSKP	17	17

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

Task Name Filter:

Rank	Task	Trade	Number ..	Work Or..
1	Repair Dishwasher	ENG	6	6
2	Repair Refrigerator Ice Maker - Not Working	ENG	6	6
3	Repair Smoke Detector - Beeping / Chirping Alarm	ENG	6	6
4	Repair Entry Door - VINING Lock / Dead Bolt	ENG	5	5
5	Repair Lamp or Light Bulb - Out	ENG	6	5
6	Repair Thermostat - Not Working	ENG	5	5
7	Repair Toilet - Clogged / Won't Flush	ENG	4	4
8	Repair Water Issue - No Hot Water	ENG	4	4
9	Repair A/C/Heat - Not Cooling	ENG	3	3
10	Repair Heater / Heat Lamp - Not Working	ENG	3	3

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

- Click the **Save Custom View** icon at the top of the page
- Fill in **Name this view** box.
- To set it as your preferred view, check the **Make it my default** box.
- Click **Save**.

The next time you open the report, it will open to your default view.

Step 6: To quickly access frequently viewed reports, click the **Star** at the top of the page to mark them as a **Favorite**.



You can access your favorite reports by selecting **Favorites** (star) from the left-hand menu.

Step 7: To subscribe to a report, email us at support@asgardsoftware.com. Include your desired **frequency** (weekly, monthly) and the preferred **delivery time**. The report will be sent to you in PDF format at the scheduled time.



Although PDF reports don't allow for filtering or drilling down into the data, you'll have the most current reports easily accessible without requiring a login to the Analytics Portal!