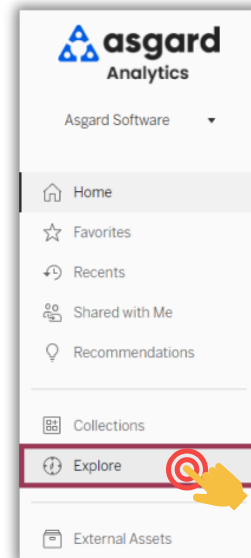
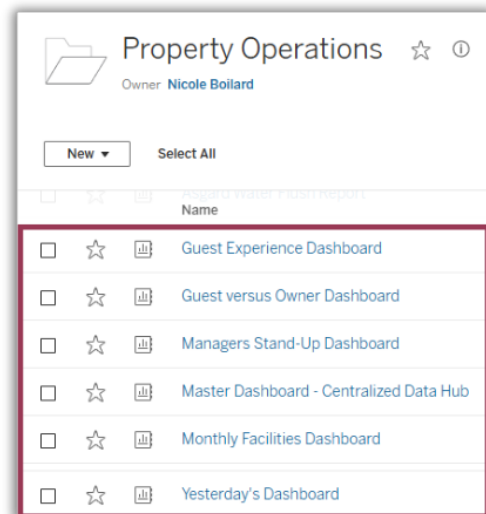
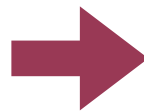
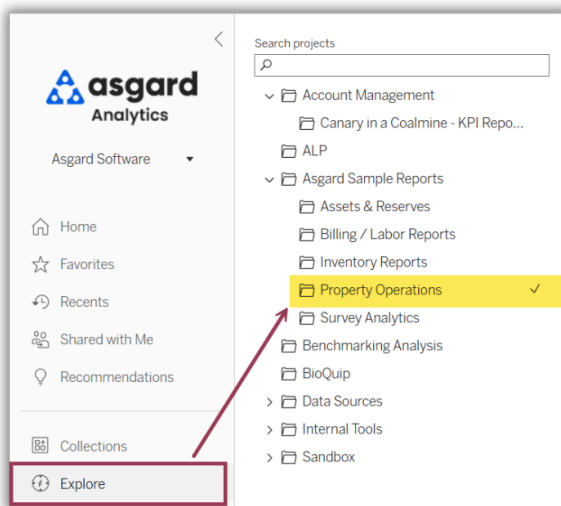


Follow these steps to access reports in the Asgard Analytics Portal. For assistance with Analytic Reports, contact support@asgardsoftware.com.

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

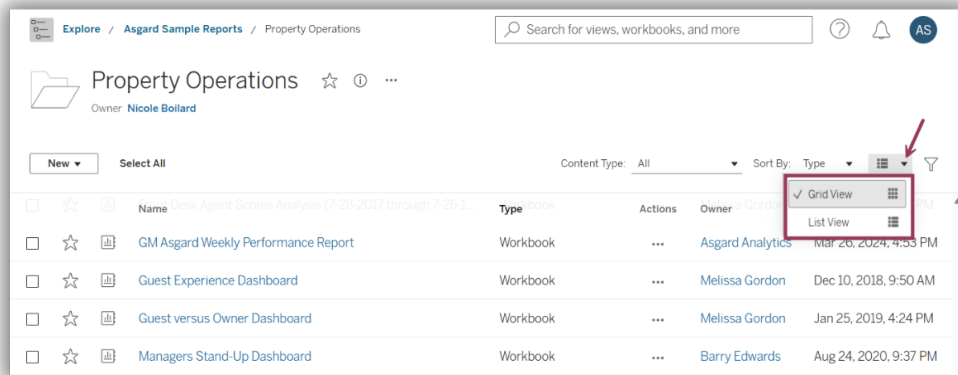


Step 2: Go to the appropriate **Folder** and click on the **Report** to view.



An open folder  indicates additional information is available. Example, in the Property Operations folder you will find various reports to view.

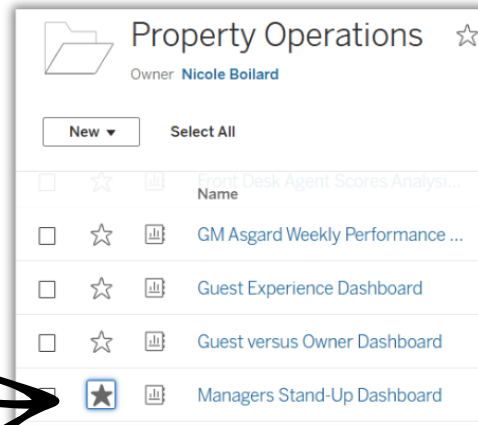
Reports automatically default to the **List View**.



Click the **dropdown menu** and select **Grid** to view reports in a thumbnail format. The view you select, either List or Grid, will remain that way until you change it.



Frequently viewed reports can be easily accessible by clicking on the **Star** and saving them as favorites.



You can access your favorite reports anytime by clicking the **Favorites** icon in the left-hand menu.

