Product Information Sheet

Reports

How to create a Reports

Ingenuity allows reports to be created, issued, emailed, and archived.

To start, create a Dashboard with all the elements required in your report, here's an example.

To create a new report, click on "Reports" on the left side menu and click on "Create Report".

Give the Report a name and select the Dashboard that it should be based on. As you start to type the name of the dashboard, options appear to be selected.

You can also define the recipient emails, the default hours and minutes timestamp of the report.

Multiple report versions can be created from a single dashboard by selecting which dashboard elements are visible in each version, for different audiences. This can be used to create report for internal consumption and for external stakeholders.

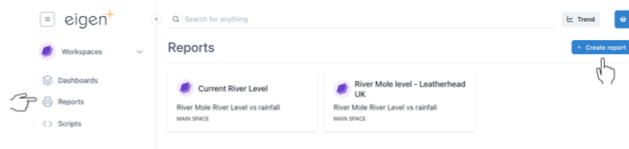The report can also be scheduled to be issued periodically.

Click on "Reports" any time to edit exiting reports and also review previous issues of the report.

For more information please contact us at info@eigen.co or book a demo on our website at www.eigen.co