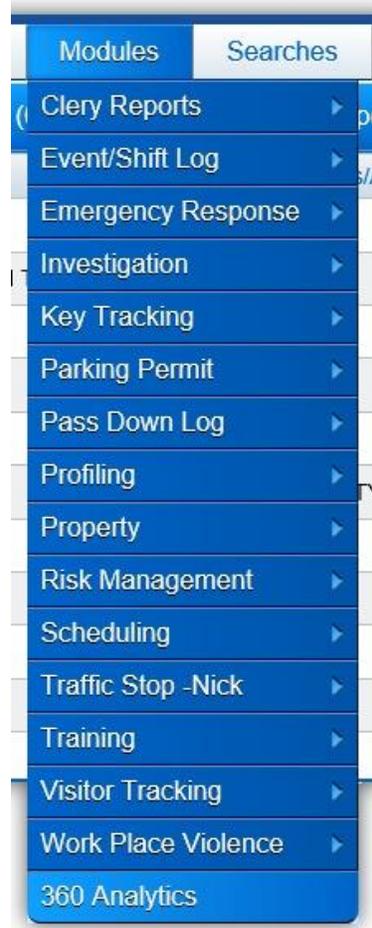


## REPORT EXEC 360 Analytics

Report Exec 360 Analytics is enabled by default in the Role Permission and the group configuration. It can be accessed through two methods.

Under Modules Menu > 360 Analytics



Through a separate link requiring a username and password



Report Exec 360

COMPETITIVE EDGE SOFTWARE, INC.  
REPORT EXEC ENTERPRISE AND DIRECT

Secure Login

Username:

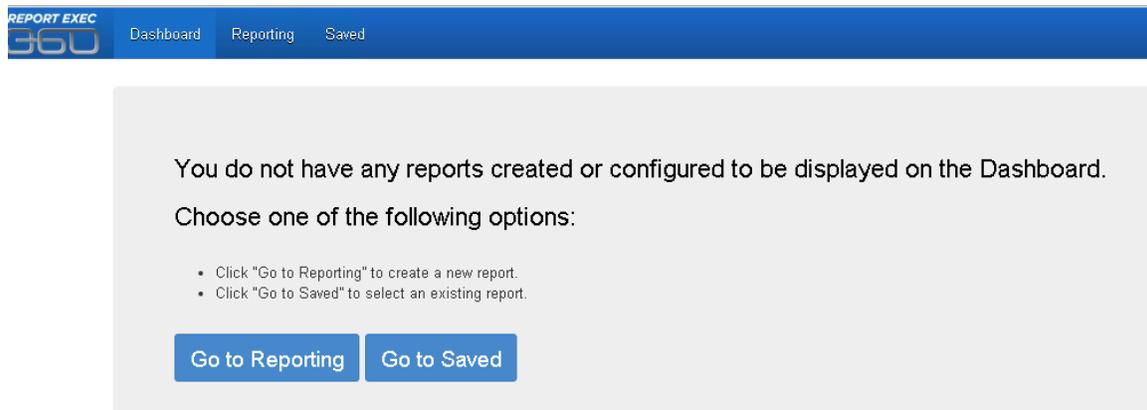
Password:

**Log In**

CESI Report Exec © 2014

Once logged in, the user will have no access to anything else in the Report Exec program and will only be able to see the Report Exec 360 Analytics.

Report Exec 360 Analytics is now customizable per user, when the user first accesses 360 Analytics, if there are no pinned reports, the user will be prompted to define their Dashboard



REPORT EXEC 360 Dashboard Reporting Saved

You do not have any reports created or configured to be displayed on the Dashboard.

Choose one of the following options:

- Click "Go to Reporting" to create a new report.
- Click "Go to Saved" to select an existing report.

**Go to Reporting** **Go to Saved**

- Clicking "Go to Reporting" will take the user to create a new report
- Clicking "Go to Saved" will take the user to a listing of saved reports

## Go to Reporting/Creating a Report

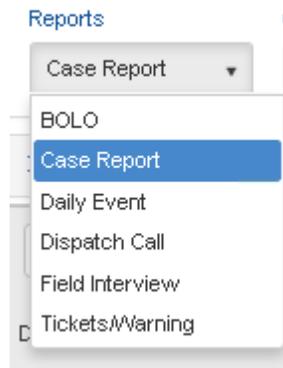
To create a report, the user must first decide where the data is going to be pulled from and filter the information



Filters

Reports: Case Report ▾ Groups: Selected Groups [Select] Users: Selected Users [Select] Incident Types: Selected Types [Select] Locations: Selected Location [Select] Quick Dates: Past 30 Days ▾ Search Dates: [ ] [ ] [Search] [Reset]

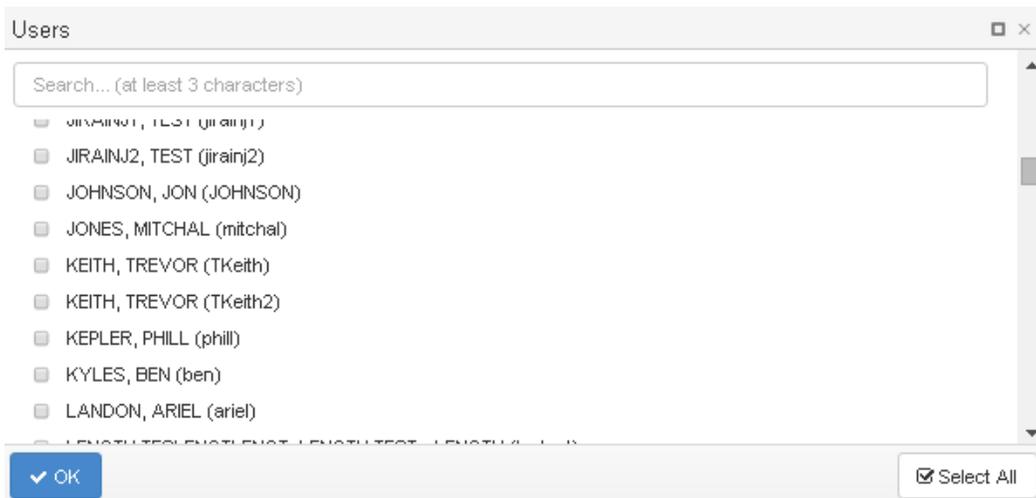
Reports Menu – Select the what report/module to pull data from



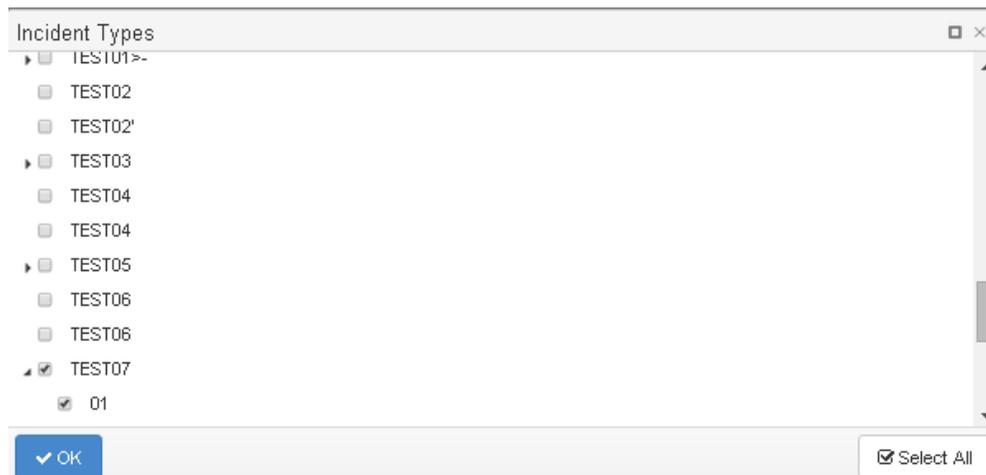
Groups – By default, all Groups the user has proper permissions to will be included, however, if the user wants to be more specific, a single or multiple Groups can be selected by checking the box. After selecting the Group(s), click OK.



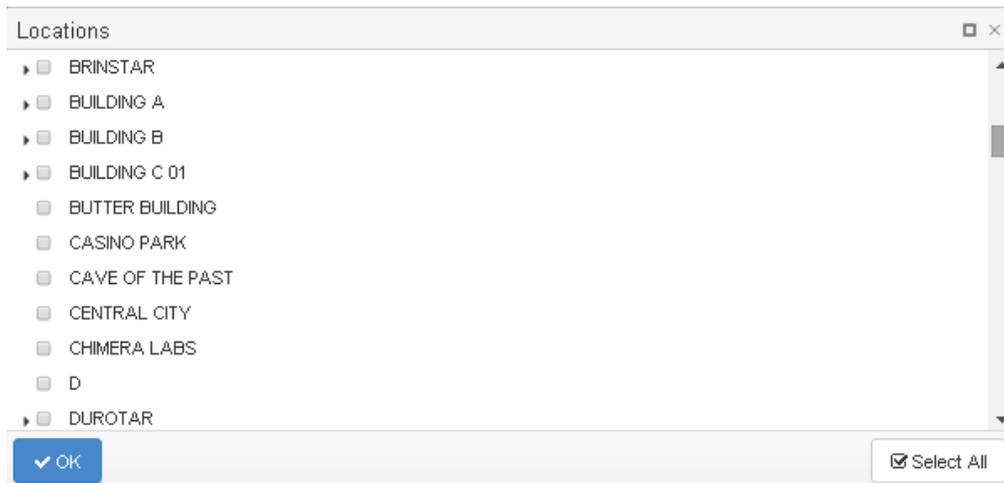
Users - By default, all Users in the Group(s) will be included, however, if the user wants to be more specific, a single or multiple Users can be selected by checking the box. After selecting the User(s), click OK.



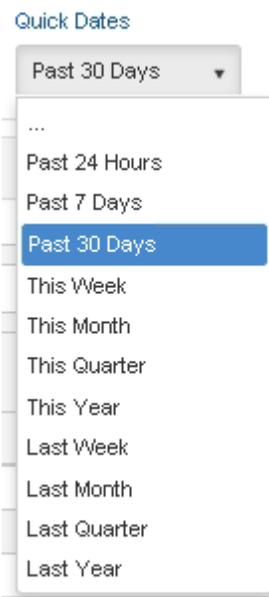
**Type** – The title of this field will change based on where the data is coming from. This field will display Incident Types, BOLO Types, Call Types, Event Types, Violations, etc. When selecting something from a tree view dictionary (Incident/Violation Types), selecting a higher level will automatically select all sub categories. After selecting the specific type(s), click OK.



**Location** – The user can customize what Location the data is being pulled from. When selecting a higher level, all sub levels will automatically be selected. After selecting the location(s), click OK.



Quick Date – A quick date selection can be selected



Search Dates – If a specific date range is desired, the actual dates can be entered here. Entering search dates will override the Quick Date selection





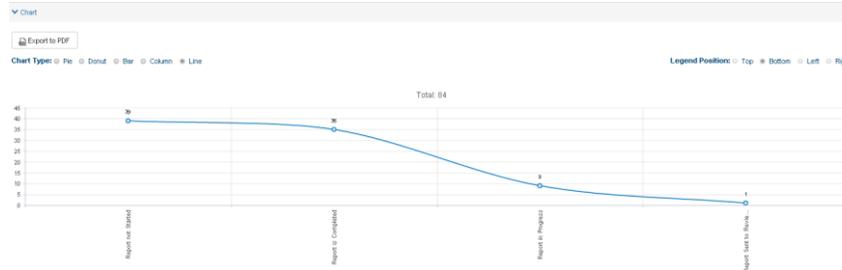
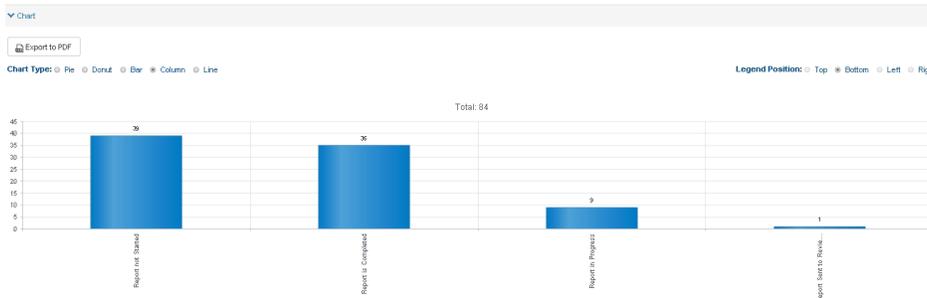
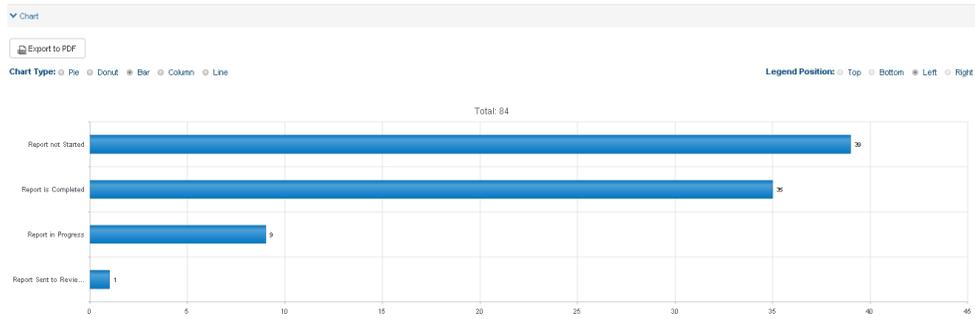
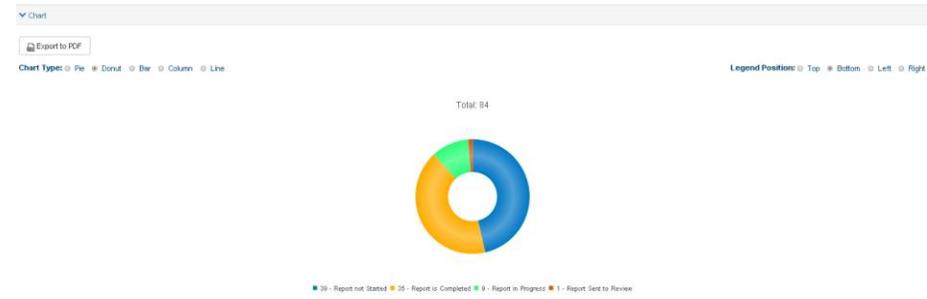
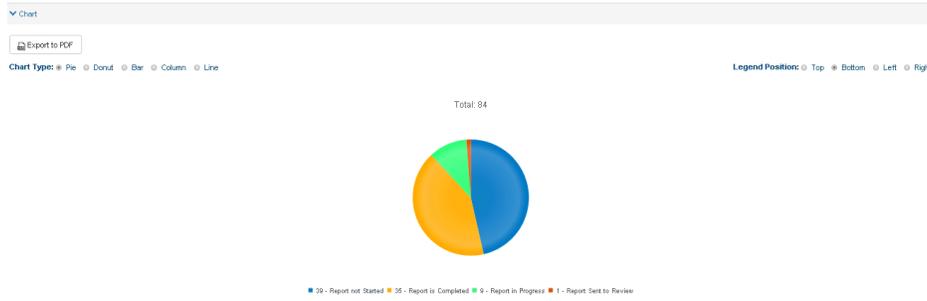
Report Status x					
Report Number	Report Date	Incident Type	Location	Report Status	Day Of Week
<b>Report in Progress • Count: 9</b>					
142110	2015/08/17	ASSASSINATION	FOURSIDE	Report in Progress	Monday
142110	2015/08/17	04 TEST INCIDENT	FOURSIDE	Report in Progress	Monday
142113	2015/08/18	2400	1 TREE VIEW WAY	Report in Progress	Tuesday
142159	2015/08/24	ACCIDENT	1	Report in Progress	Monday
142188	2015/08/24	No Incident Type	No Location	Report in Progress	Monday
T-CR-08052015-000042	2015/09/02	ACCIDENT	3	Report in Progress	Wednesday
T-CR-08052015-000042	2015/09/02	2400	3	Report in Progress	Wednesday
T-CR-08052015-000042	2015/09/02	2400	3	Report in Progress	Wednesday
T-CR-08172015-000043	2015/08/17	04 TEST INCIDENT	03 TEST LOCATION	Report in Progress	Monday
<b>Report is Completed • Count: 35</b>					
142223	2015/08/24	ISSUED IN ERROR	No Location	Report is Completed	Monday
CR08082015-000001	20/8/2015	02 TEST INCIDENT	LOST WORLD	Report is Completed	Thursday
CR08182015-000077	18/8/2015	ISSUED IN ERROR	No Location	Report is Completed	Tuesday
CR08192015-000078	19/8/2015	04 TEST INCIDENT	02 TEST LOCATION	Report is Completed	Wednesday
CR08192015-000079	19/8/2015	DUP	GROZNYJ GRAD	Report is Completed	Wednesday
CR08212015-000080	21/8/2015	04 TEST INCIDENT	03 TEST LOCATION	Report is Completed	Friday
CR08242015-000081	24/8/2015	TEST08	TEST03	Report is Completed	Monday
CR08242015-000082	24/8/2015	TEST06	7	Report is Completed	Monday
CR08242015-000085	24/8/2015	ISSUED IN ERROR	2 TREE VIEW WAY	Report is Completed	Monday

Report Status x		Report Date x				
Report Number	Report Date	Incident Type	Location	Report Status	Day Of Week	
<b>Report in Progress • Count: 9</b>						
<b>2015/08/17 • Count: 3</b>						
142110	2015/08/17	ASSASSINATION	FOURSIDE	Report in Progress	Monday	
142110	2015/08/17	04 TEST INCIDENT	FOURSIDE	Report in Progress	Monday	
T-CR-08172015-000043	2015/08/17	04 TEST INCIDENT	03 TEST LOCATION	Report in Progress	Monday	
<b>2015/08/18 • Count: 1</b>						
142113	2015/08/18	2400	1 TREE VIEW WAY	Report in Progress	Tuesday	
<b>2015/08/24 • Count: 2</b>						
142159	2015/08/24	ACCIDENT	1	Report in Progress	Monday	
142188	2015/08/24	No Incident Type	No Location	Report in Progress	Monday	
<b>2015/09/02 • Count: 3</b>						
T-CR-08052015-000042	2015/09/02	ACCIDENT	3	Report in Progress	Wednesday	
T-CR-08052015-000042	2015/09/02	2400	3	Report in Progress	Wednesday	
T-CR-08052015-000042	2015/09/02	2400	3	Report in Progress	Wednesday	
<b>Report is Completed • Count: 35</b>						
<b>2015/08/18 • Count: 1</b>						
CR08182015-000077	18/8/2015	ISSUED IN ERROR	No Location	Report is Completed	Tuesday	
<b>2015/08/19 • Count: 3</b>						
CR08192015-000078	19/8/2015	04 TEST INCIDENT	02 TEST LOCATION	Report is Completed	Wednesday	
CR08192015-000079	19/8/2015	DUP	GROZNYJ GRAD	Report is Completed	Wednesday	

Clicking the arrow on the bottom left of a selected column header will change the order of the detail



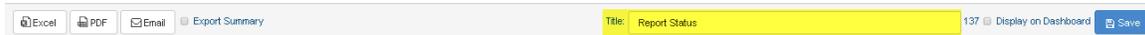
After customizing the detail of the report, at the bottom of the screen, the user will be able to select the chart format used to display the information. If the chart is not visible, click the arrow to the left of the Chart heading to open the chart area.



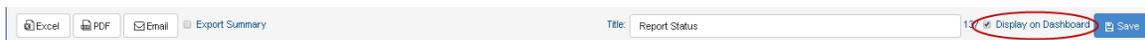
Please Note: In the top right side the user can select where the legend for the chart is located; some chart types do not allow for a deviation of placement of the legend.

## Saving the Report

If this is a report that should be saved, enter the title of the report and click the Save button



If the user wants the report to display on their Dashboard, click the “Display on Dashboard” check box, then click Save



After saving the report, the user will be told the report was saved successfully



Upon returning to the Dashboard, the user will see the newly loaded report

