

BPO INSIGHT

CEO DASHBOARD

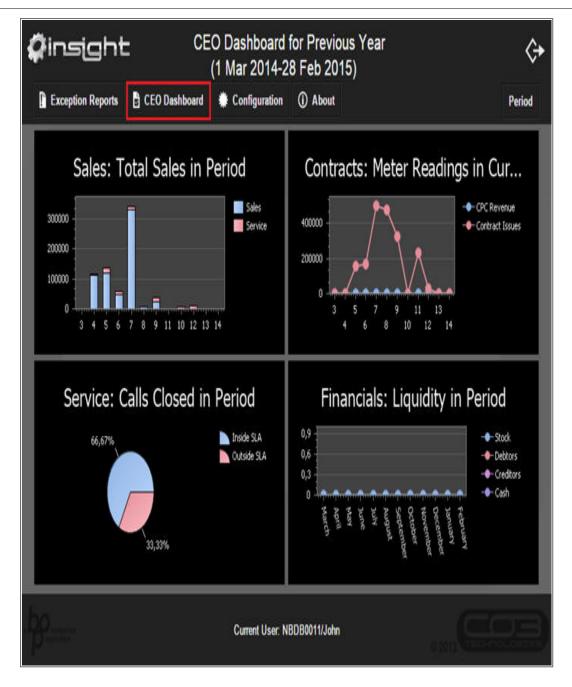
Introduction

This dashboard shows 4 graphs related to high level details often required by managers.

Ribbon Access: BPO Insight> Configuration

- Click on the 'CEO Dashboard' link.
- Give the screen a moment to calculate the charts.

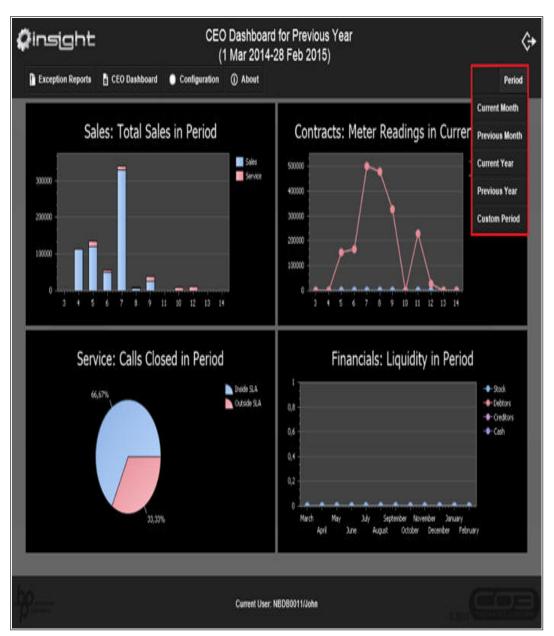




- Click on the 'Period' button and select the option to want to view, from:
 - Current Month
 - Previous Month
 - Current Year



- Previous Year
- Custom Period



• To pull a more specific chart / view the report data - click on the report you want to view.





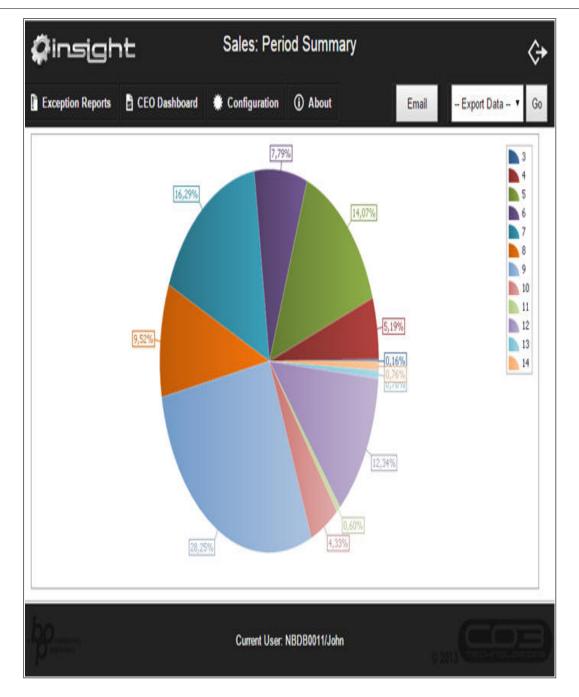
- The Report will open, showing you the date range from the period selected above.
- The 'Chart' tab is selected by default.
- You can update the Chart Setup, Sorting and Filters then click on 'Go'



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• The chart will populate based on your selection.





- Click on the 'Data' tab to view the report data
- View / group / filter as required.
- You can email or export the report in the same way as the exception reports.



- Email the Report
- Export the Report

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4	Belinda Sharman	INV0000004	P	Parts Invoice	2014-04-04	4	2014	Durban
4	Belinda Sharman	INV000005	P	Parts Invoice	2014-04-07	4	2014	Durban
94	Belinda Sharman	INV0000006	P	Parts Invoice	2014-04-07	4	2014	Durban
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