

# BPO INSIGHT

## CEO DASHBOARD

### Introduction

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

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**Ribbon Access:** *BPO Insight > Configuration*

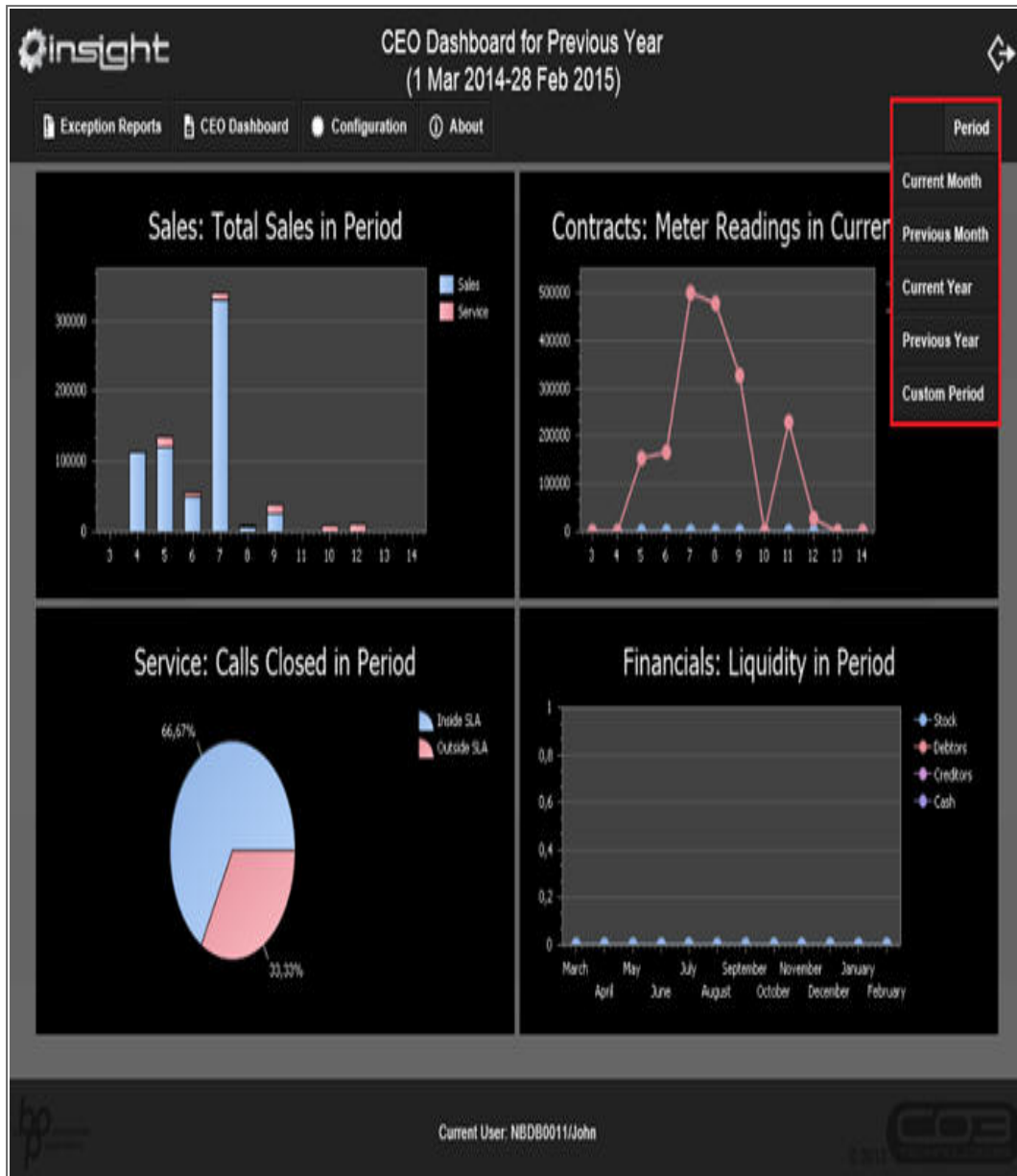
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- Click on the 'CEO Dashboard' link.
- Give the screen a moment to calculate the charts.



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

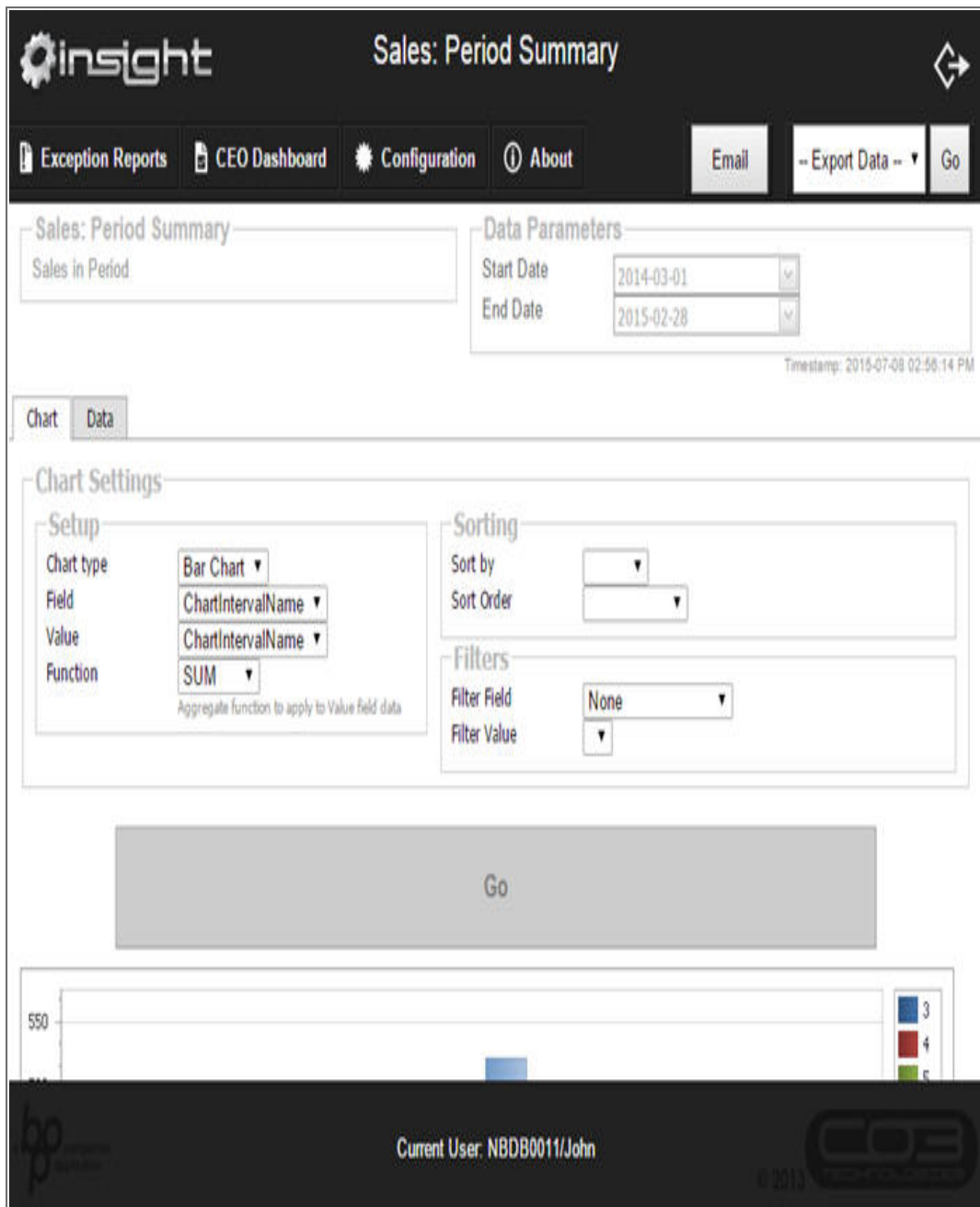
- Previous Year
- Custom Period



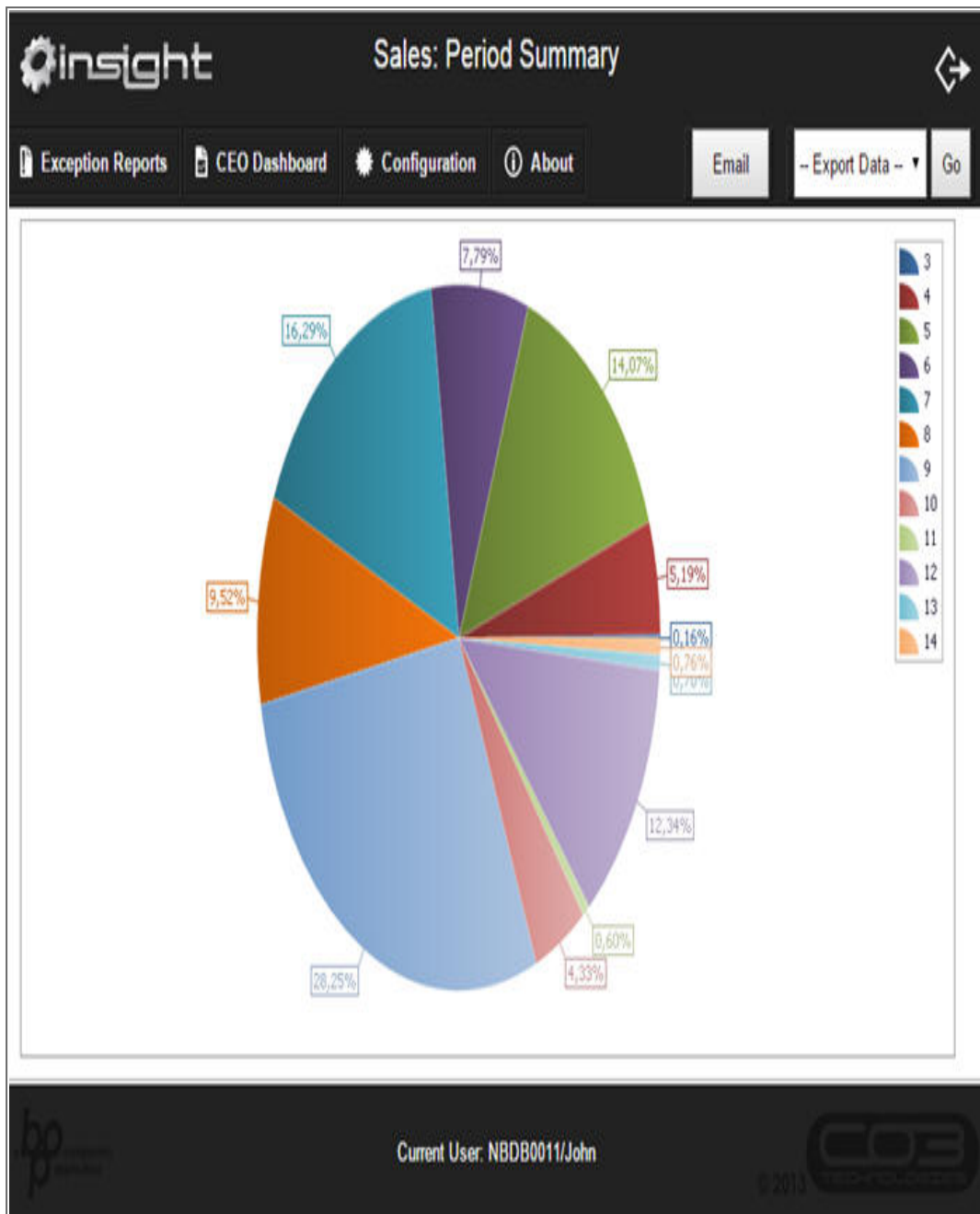
- To pull a more specific chart / view the report data - click on the report you want to view.



- 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'




- 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](#)



## Sales: Period Summary



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### Sales: Period Summary

Sales in Period

### Data Parameters

Start Date:


End Date:

Timestamp: 2015-07-08 02:58:14 PM


[Chart](#)
[Data](#)

Drag a column header here to group by that column

Chart Interval Name	Employee Name	Document No	Doc Status	Doc Type	Document Date	Document Month	Document Year	Site Name	H
3					1900-01-01	0	0		
4	Belinda Sharman	INV0000001	P	Parts Invoice	2014-04-03	4	2014	Durban	
4	Belinda Sharman	INV0000002	P	Parts Invoice	2014-04-03	4	2014	Durban	
4	Belinda Sharman	INV0000003	P	Parts Invoice	2014-04-03	4	2014	Durban	
4	Belinda Sharman	INV0000004	P	Parts Invoice	2014-04-04	4	2014	Durban	
4	Belinda Sharman	INV0000005	P	Parts Invoice	2014-04-07	4	2014	Durban	
4	Belinda Sharman	INV0000006	P	Parts Invoice	2014-04-07	4	2014	Durban	



Current User: NBDB0011/John



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