



How to use Analytics & Reports - October 2021 - v1

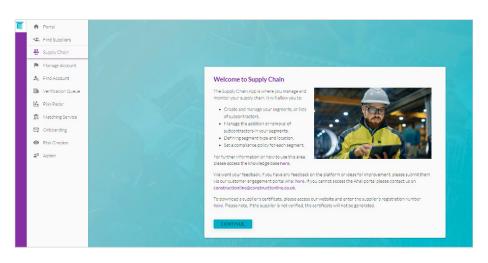
# Contents

#### How to Use Analytics & Reports

How to Use Analytics & Reports	.3
Target Subscription Level	.3
Search Filters	.5

#### How to Use Analytics & Reports

Our powerful Analytics & Reports application is the area of our platform that combines the data in Constructionline to give you and your business a wide range of insights into your supply chain. To access Analytics & Reports, you need to select Supply Chain app on the left-hand side menu. If you do not yet have this application available, **please contact us**.



Once you are within the Supply Chain app, click on Analytics & Reports. You will see tabs along the top and along the bottom of the page. The tabs at the top separate out all the various areas that have access to reporting, including the supply chain reports and COVID-19 Questionnaire responses. Along the bottom of the page shows you all the reports available within that section.

#### **Target Subscription Level**

The example below is a view from the 'Target Subscription Level' report which sits in the tab 'General Analytics'. Other reports within this section include, Verification by Compliance Level, Head Office Geomap.

n Portal	Supply Chain: Constr	uctionline - Ur	hit								
*2. Find Suppliers	Compliance			lupplier Segr	enta			Documen	ta Ar	alytics & reports	Messi
🖶 Supply Chain	GENERAL ANALYTICS										
Manage Account	GENERAL ANALYTICS	COVID-19   C	зк   м	IOJECTS	FINAN	ICIAL CHE	CKS   NO	THECATION	NO		
A Find Account											
b Verification Queue		Target S	ubsc	iption	Lev	el					
🛃 Risk Radar		Organization Unit	Dage	ant Type	Degre	ant Name	Level	Varith	is allow Main Work Cale.	Enterprise Dan	Range No Emplo.
🙃 Matching Service		48	~ 40		48		-	v 44		v 4 v	M ~
🛱 Onboarding		Supplier Nome	OL Rey Norther		Level	Verification Distan	Mondership Renewal Date	Turnever	2277 22 1276	No Suppliers By Subcess 2100 (13.54%)	
Risk Checker					Silver Silver	Unvertied	16/05/2022	62.013.006			(44,39%)
4 <sup>■</sup> Admin					20ver	Verified	10/10/2021	62 013,096			
					Silver	Unvertied	27/09/2021	673,887	N29 (21N)		<b>_</b>
								61.334.200	2629 (2FN)		
					Diver	Gryanited	29/05/2022	£1,324,210	(51.7%)	4821 (05.51%)	
					Silver	Unvertied	2040/2122	(0.042.706	ja nu	4021 (01:31%)	
									Ne Supplers by Temerer Bushel	#124 (01:3324)	
					Siver	Verified	05/06/2121	63,142,716		6121 (01.51%) Over 15,000,000	Nett Proved
					Silver Silver	Verified Verified But	654562921 654552922	63,142,716	No Suppliers by Terrorier Buskel	401003741	NET Provid
					Silver Silver Associate	Verified Verified But completed Univerified Not	65-66-2924 66-65-2922 47-42-2922	63.142.716 65.350.034	No Suppliers by Terrorier Buskel	401003741	Net Provid
					Silver Silver Associate Silver	Verified Verified Not completed fast completed fast	054942921 054952922 474229022 154952922	63.042.700 65.350.034 640,001	No Suppliers by Terrorier Buskel	401003741	Net Provid.
					Silver Silver Associate Silver Associate Associate	Verified Verified Not completed Unverified Not completed	054662924 054552922 17/12/0822 164662821 15/16/2822 17/45/2922	63.042,700 65.350.034 840,001 8347,457 8477,454	No Suppliers by Terrorier Buskel	Over 15,000,000	
					Silver Silver Associate Silver Associate	Verified Verified Not completed Univerified Not Completed Verified Not	004062029 064052022 474020422 164062021 164062021	63.042,706 65.358.034 640,001 6347,677	No Exaplice by Teneror Bashel 0 - 2,000,000	Over 15,000,000	-
					Silver Silver Associate Silver Associate Silver Associate	Verified Verified Not completed Univerified Not completed Verified Not completed	604662921 064652922 171422922 1666629221 16762922 17462922 274672922 04662922	63.842.786 65.358.834 646.881 6347.67 6477.654 61.911.470	He Toppflers by Yaconce Bushel 0 - 2/00/300	Over 15,000,000	
					Silver Silver Jasociałe Jasociałe Jasociałe Jasociałe Silver Jasociałe Asociałe	Verified Verified But completed Unverified Nat completed Nat completed Nat completed	60-66-2022 66-65-2022 17/12/20/02 16-66-2022 17-65-2022 27-67-20422 64-66-2022 65-66-2022	63.842,786 65.358.834 646.881 6349.407 6479.464 61.581,470 61.750,786	No Exaplice by Teneror Bashel 0 - 2,000,000	4000001 - 10,000,000	-
					Silver Silver Associate Silver Associate Silver Associate	Verified Verified But completed Conselled Stat completed Verified But completed But completed But	604662921 064652922 171422922 1666629221 16762922 17462922 274672922 04662922	63.842.786 65.358.834 646.881 6347.67 6477.654 61.911.470	He Toppflers by Yaconce Bushel 0 - 2/00/300	0vvr 15,000,000	-

#### Target Subscription Level

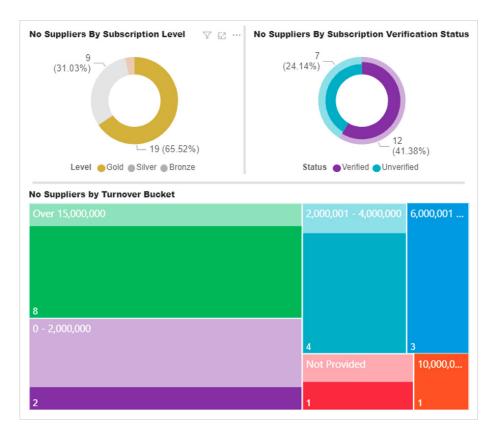
Organisation Unit	Segmen	t Type	Segm	ent Name	Level		Venti	cation Status	Main Work Ca	te.	Enterprise Size		Range No	Emplo.
Al v	All	~	All	~	All	$\sim$	ΛI	$\sim$	All	$\sim$	All	$\sim$	All	~
Supplier Name	CL Reg Number	CH Reg Number	Level	Verification Status	Membership Renewal Date	Turnov	ver	No Suppliers By Su	ubsoription Leve	I	No Suppliers	s By Subsor	iption Verif	leation Stat
			Silver	Unverified	27/04/2022	£621.3	58	(31.03%)			(41.38	196)		
			Gold	Unvertified	17/01/2022	£1,801,0	021							
			Gold	Verified	25/03/2022	£348,083	000,8							
			Silver	Unverified	31/03/2022	£19,792	892	L V						
			Gold	Vertfied	01/11/2021	£2,621,	106						17	
			Silver	Verified	13/08/2021	£1,800,5	594	100000000	- 19 (65.5					.62%)
			Gold	Unverified	17/02/2022	£1,706,3	245	Level 🕳 G	3old ⊜Silver ⊜Bro	128	s	tatus 🔵 Veni	ied Onveni	hed
			Bronze	Vertflod	09/02/2022	2565,3	97	No Suppliers by Tu	rnover Bucket					
			Gold	Unverified	30/01/2022	£6,645,3	320	Over 15,000,000					1,000,000	6,000,001
			Silver	Vertfied	24/03/2022	£592,0	04							
			Gold	Unverified	13/12/2021	£37,345	178							
			Gold	Unverified	21/11/2021	£51,953,	239							
			Gold	Unverified	29/11/2021									
			Gold	Vertiled	11/09/2021	£10,549	986	10						
			Silver	Unverified	18/04/2022	£1,888,	800	0 2,000,000						
			Silver	Unverified	26/06/2022	£2,193,9	991					not Provide		10.000.0
												Not Provide	20	
			Silver	Vertiled	21/03/2022	£1,313,9								
			Gold	Unverified	28/09/2021	£2,170.3	341					3		

Within each report, you can apply extra filter criteria relevant to your needs. This may be to view a report for a particular business unit, project or to identify which suppliers are verified or un-verified for example. There are two areas in which these options appear, the first is at the top of the page as a drop-down menu, the other is shown as a graph on the right-hand side, in the example above.

All V	All	$\sim$	All									
Supplier Name	CL Reg			`	All	∼ Al	$\sim$	All	$\sim$	All	∼ All	~
	Number	CH Reg Number	Level	Verification Status	Membership Renewal Date	Turnover	No Suppliers By St	ubsoription Level		No Buppliers I	By Bubserlption Ve	rification Stat
			Silver	Unverified	27/04/2022	£621,358	(31.03%)			(41.38%		
			Gold	Unverified	17/01/2022	£1,801,021						
			Gold	Verified	25/03/2022	£348,083,000						
			Silver	Unverified	31/03/2022	£19,792,892						
			Gold	Verified	01/11/2021	£2,621,106						1
			Silver	Verified	13/08/2021	£1,800,594		- 19 (65.52%)				58.62%)
			Gold	Unverified	17/02/2022	£1,706,245	Level 😑 G	iold 🐵 Sriver 😐 Bronze		Sta	lus . Venhed 🔵 Unv	enhed
			Bronze	Vertiled	09/02/2022	£665,397	No Suppliers by Tu	rnover Bucket				
			Gold	Unverified	30/01/2022	£6.645.320	Over 15,000,000				000,001 - 4,000,00	0 6,000,001
			Silver	Vertiled	24/03/2022	£592,004						
			Gold	Unvertiled	13/12/2021	£37.345.178						
			Geld	Unverified	21/11/2021	£51,953,239						
			Gold	Unverified	29/11/2021							
			Gold	Vertfled	11/09/2021	£10,549,986	10					
			Silver	Unverified	18/04/2022	£1,888,008	0 - 2,000,000					
			Silver	Unverified	26/06/2022	£2,193,991				5		13
										N	ot Provided	10,000,0
			Silver	Vertiled	21/03/2022 28/09/2021	£1,313,998 £2,170,341						

#### The search filters vary with each report.

- Organisation Unit: The new portal supports a multi-divisional set up. This means that for larger organisations, it is possible to manage the supply chain and report on different divisions e.g. FM, Construction, Rail etc.
- 2. Segment Type: Segments have a segment type, this is the kind of segment it is, for example, this may be a categorisation of your supply chain e.g. 'Strategic Suppliers', a project you are bidding for or a list for a DPS. This search filter allows you to search for your DPS suppliers or suppliers working on specific projects. This set up is managed through 'Supply Chain'.
- 3. Segment Name: This is the segment itself previously referred to as 'list'. This can be used to view Risk Radar for your suppliers on a particular project or part of your supply chain. If you do not yet have this application available, please contact us.
- 4. Level: This is the membership level that the supplier has signed up for, for example, Bronze, Silver, Gold or Platinum.
- 5. Verification Status: Allows you to view suppliers according to their verified or un-verified status.
- 6. Main Work Category: Gives you the opportunity to filter suppliers by work category.
- 7. Enterprise Size: This is the size of the organisation based on turnover, you can also filter using the coloured bars on the bottom right of the page 'No. Suppliers by Turnover Bucket'.
- 8. Range No. Employees: This filters by size of enterprise based on their number of employees.



Where graphs and charts are provided, these can also be used to update the results in the General Analytics report. This could be used to filter by verification status or based on a particular response to a question. For example, click into Gold on the graph, and your list will update with suppliers with all Gold membership level suppliers.

Once the search filters have been applied, the list of suppliers shown will be updated. There are further actions that can be taken here:

Organisation Un	it	Segmen	t Type		Segr	nent Name		More optio	S D France data	
All	$\checkmark$	All		~	All		$\sim$	7.62.	Show as a table	
Web URL	Supplier N	ame	CL Reg Number	CH		Level	Verification Status	Turnover	^ □ Spotlight	
Supplier Profile						Silver	Unverified		↓ Å Sort descending	
Supplier Profile						Silver	Verified	1,280,436.00	↓A Sort ascending	
Supplier Profile						Silver	Unverified			
Supplier Profile						Silver	Unverified		Sort by	
Supplier Profile						Silver	Unverified			
Supplier Profile						Silver	Unverified	284,763.00		
Supplier Profile						Silver	Verified	600,000.00	Export data	
Supplier Profile						Silver	Unverified		Which data would you like to export?	
Supplier Profile						Silver	Unverified		Summarized data	
Supplier Profile						Silver	Unverified		<ul> <li>Underlying data ③</li> </ul>	
Supplier Profile						Silver	Unverified	85,034.00	File format:	
Supplier Profile						Silver	Unverified		.alsx (bxcel 150.000-row max) 👻	
Supplier Profile						Silver	Unverified	1,465,668.00	① Data exports with all applied filters.	
Supplier Profile						Silver	Unverified	3,181,907.00	<ol> <li>For large data models, only a limited number of rows can be</li> </ol>	
Supplier Profile						Silver	Unverified		exported. Learn more	
Supplier Profile						Silver	Unverified			
Supplier Profile						Silver	Unverified	12.138.317.0	×	

Hover the curser on the top right-hand side of any list an ellipsis (three dots) will appear. This can be used to export search results in Excel. **Select 'Export data'**, from here you can select **'Export'**.

If you want to view a certain supplier profile, you can select the **'Supplier profile'** link to be taken to their profile page.

**Note:** Some of these lists will show more data than is displayed, where this happens you will see a scroll bar at the bottom of the page.