

How to Use Analytics & Reports

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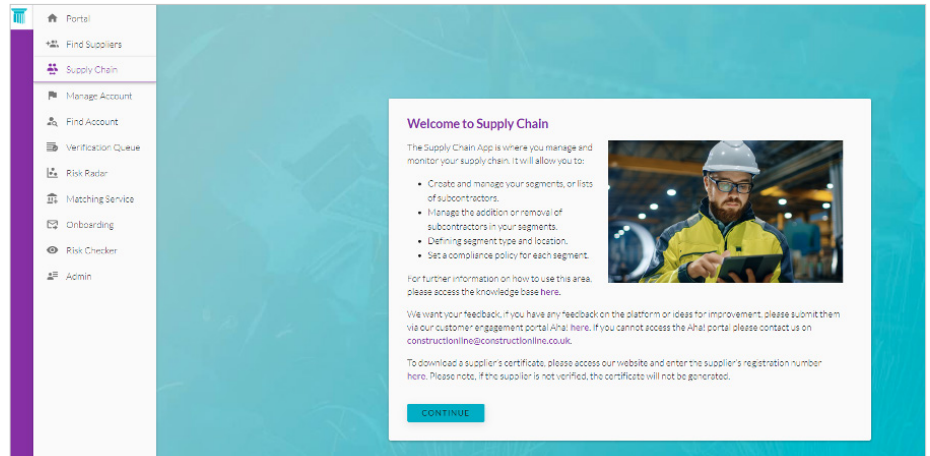
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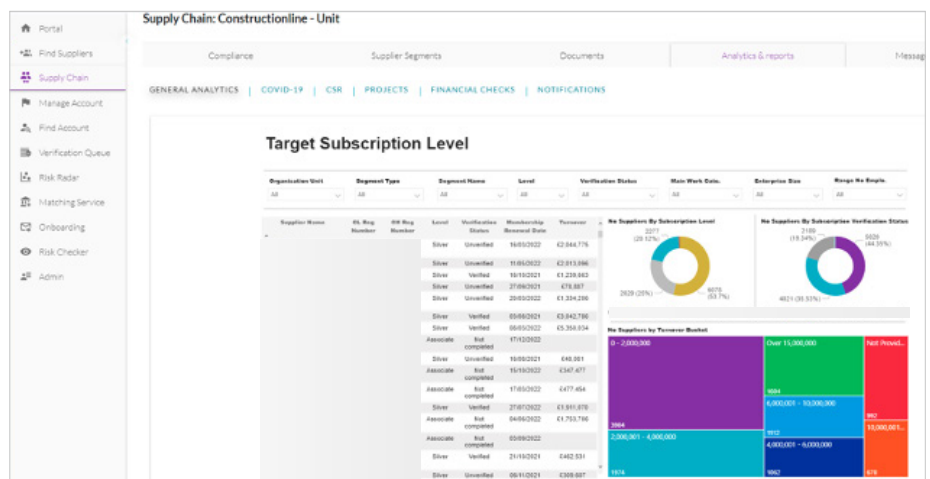
Our powerful Analytics & Reports application is the area of our platform that combines the data in Constructionline to give you and your business a wide range of insights into your supply chain. To access Analytics & Reports, you need to select Supply Chain app on the left-hand side menu. If you do not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



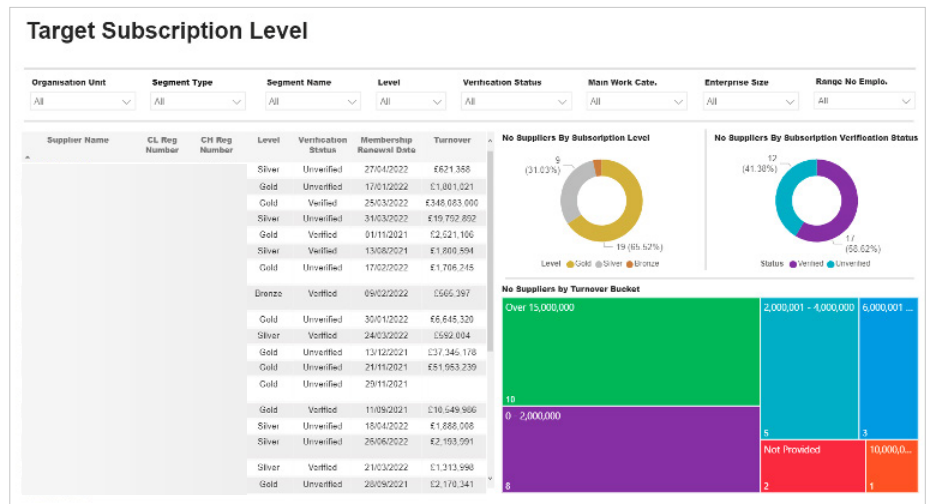
Once you are within the Supply Chain app, click on Analytics & Reports. You will see tabs along the top and along the bottom of the page. The tabs at the top separate out all the various areas that have access to reporting, including the supply chain reports and COVID-19 Questionnaire responses. Along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

Target Subscription Level

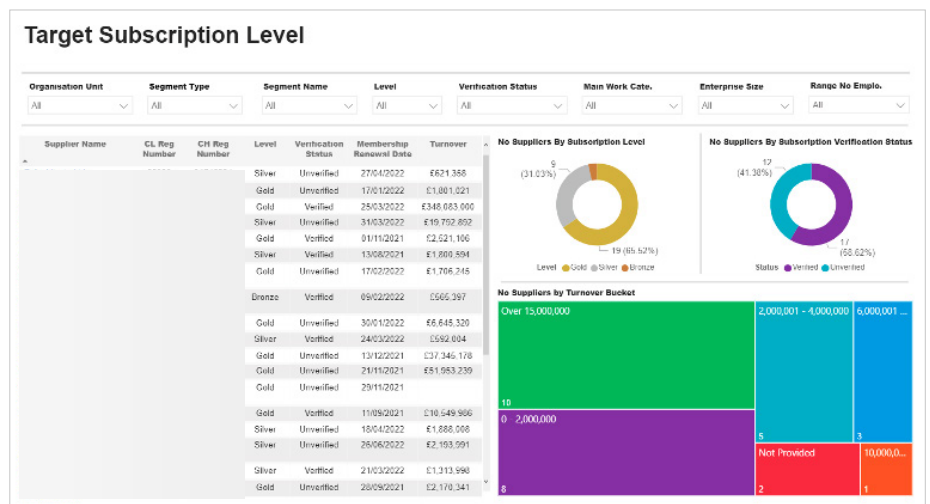
The example below is a view from the 'Target Subscription Level' report which sits in the tab 'General Analytics'. Other reports within this section include, Verification by Compliance Level, Head Office Geomap.



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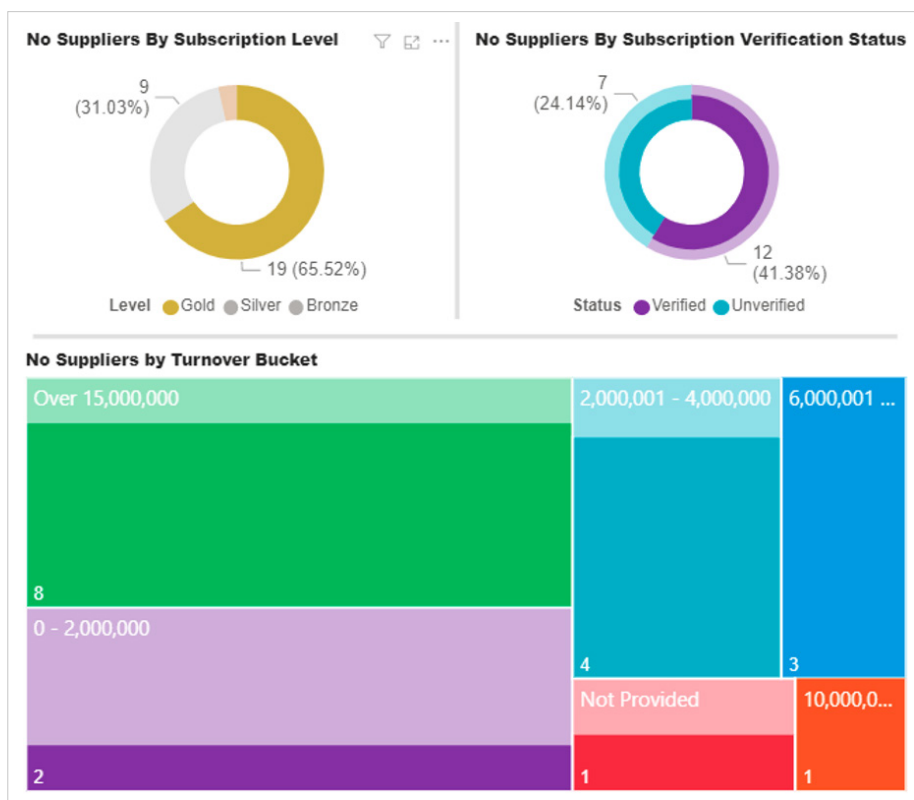
Within each report, you can apply extra filter criteria relevant to your needs. This may be to view a report for a particular business unit, project or to identify which suppliers are verified or un-verified for example. There are two areas in which these options appear, the first is at the top of the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



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The search filters vary with each report.

- 1. 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.

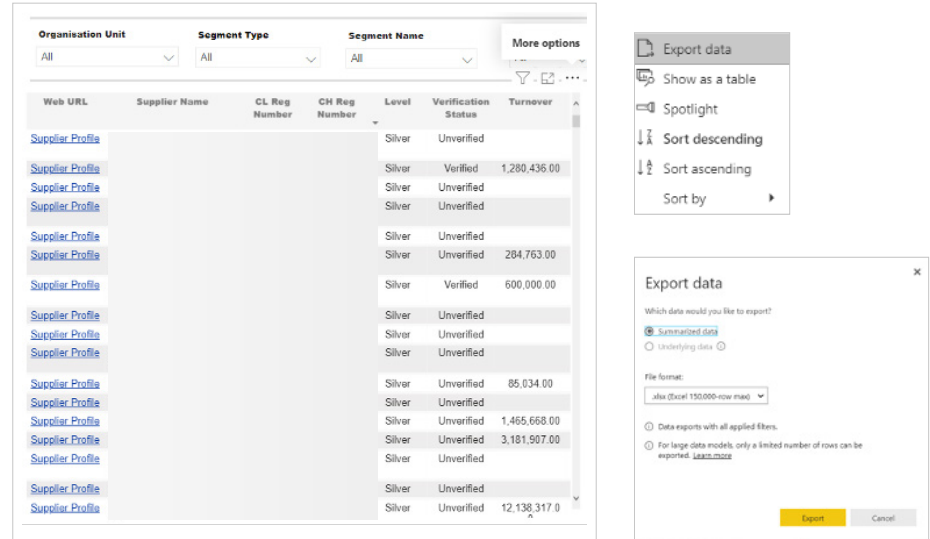


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Where graphs and charts are provided, these can also be used to update the results in the General Analytics report. This could be used to filter by verification status or based on a particular response to a question. For example, click into Gold on 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:**

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.



Hover the cursor 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.