Viewing and Creating Reports

Viewing Reports

To view analytics reports, navigate to the **Reports** section of the page. Here you will find customized reports on various features:

Customizing Reports

To add additional analytics information to a report navigate to the **Reports** sections and then click the button that says **Customize Report**. In the window that opens, select **Add a panel** at the bottom and then select all of the items you wish to add to the report.

Exporting a Report

To email a report navigate to the Reports sections and click the green **Email this Report** button. From the dropdown menu you can specify recipients, add a personal message, add automation of when reports are sent out (daily, wee, and specify the file format you would like the report sent in: Excel, CSV file or PDF.
To export a report navigate to the **Reports** section, click the **Export this Report** button, and then select how you would like the data exported.

Customer Feedback

If the customer feedback too is activated the platform will automatically send clients an email requesting feedback once an appointment is completed in the Dashboard. When a client clicks the button that says **Rate our punctuality**, they will be taken to a survey to give insights on their experience.
To view the results of customer feedback surveys, navigate to the **Reports** section and click **Customer feedback** on the left side of the screen. The next screen will display all of the ratings and comments your customers have left.