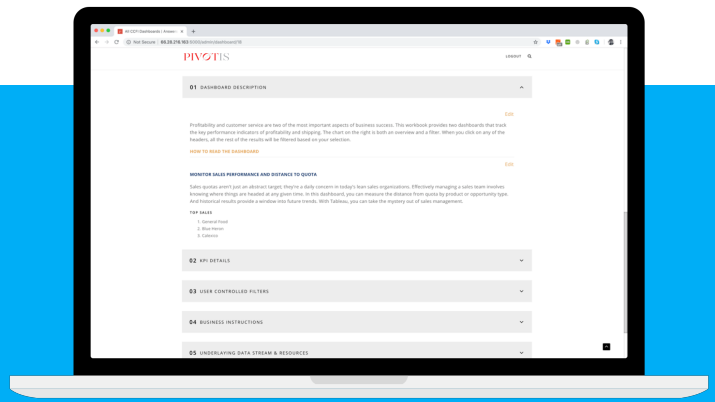


# GUIDEBOOK REPORT DOCUMENTATION COMPANION



## About

Not sure of a report's purpose? Can't keep track of how often reports are examined? Wish you didn't have to spend so much time training new report analysts? Wasting resources tracking down KPI definitions?

**Meet Guidebook.** A companion tool to your BI reports that puts a how-to guide at a user's fingertips. Enables a customizable filing system to meet department priorities and review schedule to facilitate monitoring frequency.

**Designed for Business Users & Developers in Mind.** Finally a documentation manual that gets used, is simple to create, and won't get misplaced.

## Who needs this?

Organizations with:

- Ever-changing user communities
- Report monitoring requirements
- Decentralized report developer groups
- One or more BI applications

## Helps to

- Save development hours creating documentation
- Review reports on time
- Shorten user learning curve
- Increase report usage
- Organize reports by department
- Keep track of users who access the reports
- Find reports with Powerful Agora Search

## Noteworthy Features



### AUTO CURATE GUIDEBOOKS

Automatically curate business and technical guidebooks



### DEPARTMENTALIZE REPORTS

Creating a custom list of reports specific to the function's need



### REVIEW CADENCE

Customized report review scheduling at a department level



### PROPRIETARY AGORA SEARCH

Locate reports and dashboards across your BI environment



### BUSINESS KPI DEFINITIONS

Dictionary of business definitions of KPIs and business abbreviations



### BUSINESS INSTRUCTIONS

Edit/compose business instructions and definitions for review of reports



### SAFE AND SECURE

Secured access based on user entitlement and SSO (single Sign on) compliant



### POWERFUL ADMIN PANEL

An extensive control panel for user interface and content customization