HOW TO USE ANALYTICS
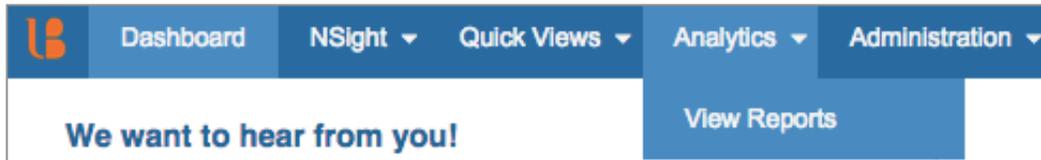
A simple guide to start using Lighting Bolt's Analytics features.

Analytics is great tool to help you find additional information for topics such as assignments, personnel, requests modifications, schedule changes, and more.

1. **Click Analytics, then select View Reports.**
   Note: you can only access Analytics if your administrator has enabled it.

2. **Click on the category (Assignments, Personnel, etc.) to expand the section.**
   Note: if you know the name of a specific report, you can use the search bar at the top

Select a report or search the list

Search...

▾ Assignments

Assignments that are Mapped	❓
Default Assignment Start and Stop Times	❓
Details of Assignments	❓
Details of Assignments with Categories	❓
Personnel Who are Eligible for Each Assignment	❓

▸ Personnel

▸ Requests

▸ Schedule

▸ Schedule and Request Logs

▸ Schedule Management

▸ Tallies

3. **Click on the question mark on the right side of the report's name to see details of the report.**

Push Esc to close this help pane   ✕

Details of Assignments

This report will show a detailed list of all assignments.

Fields in this report:

- **Assignment** – all scheduled and non-scheduled assignments
- **Display Name** – the assignment name that is shown on the schedule
- **Compact Name** – the shortened assignment name
- ****Department** – all selected departments from the required filter
- ***Template** – all templates from the departments which are selected
- **Schedule Type** – manual versus auto-scheduled
- **Default Start Time** – the time the assignment begins
- **Default Stop Time** – the time the assignment ends
- ***Type** – the type associated with each assignment (if no type is specified, then it will be Default) e.g. Call, Off, Clinic
- **Location** – the location associated with each assignment (if specified)
- **Start date** – the date that the assignment begins
- **End date** – the date that the assignment finishes

Fields that have (**) are required filters in the report.
Fields that have (*) are optional filters in the report.

4. **Click on the specific report to open it.**

5. **Select the appropriate options for the required filter.**
   Note: you will not be able to generate a report if this field isn't filled out

FILTERS

*Required (Generate new report)

Department   [Department ▼]

6. **Click Close & View Report in the lower right corner to populate the report.**

7. **To search for a specific provider/assignment/etc., use the search bar at the top right corner.**

8. **If you would like additional filters, click Advanced Filters at the bottom**

9. **The filters box should appear again. Select the additional filters on the right side and click the X at the top right corner of the box.**
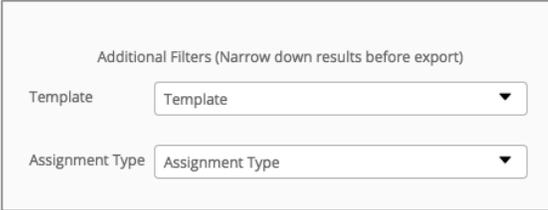
10. **You can also export the report by clicking Export to Excel in the lower right corner**