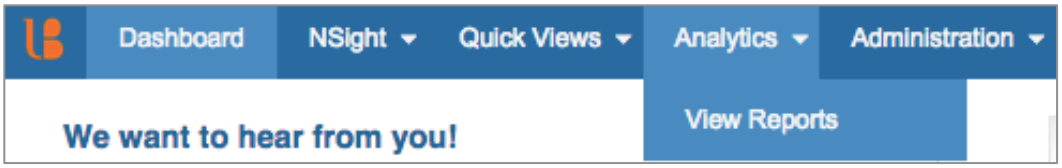
1.866.678.3279
support@lightning-bolt.com

HOW TO USE ANALYTICS

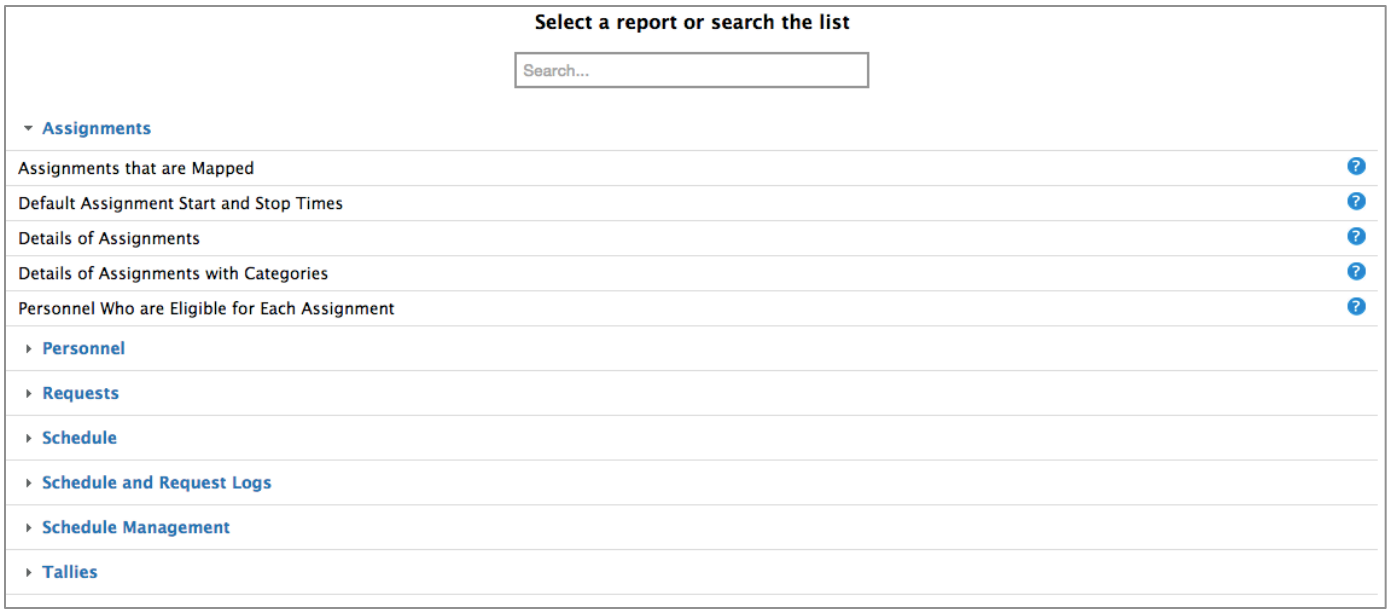
A simple guide to start using Lighting Bolt's Analytics features.

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

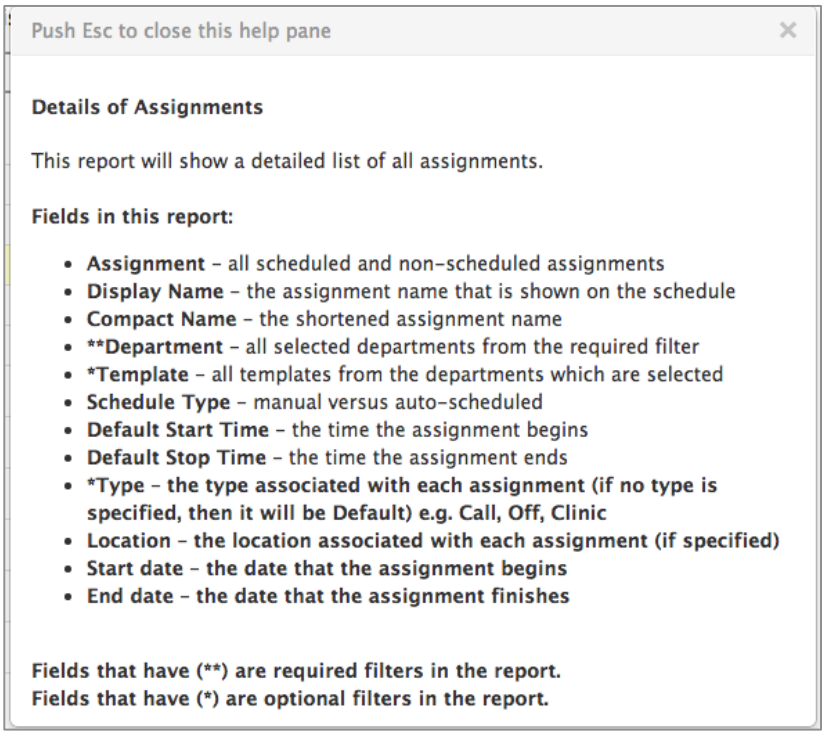
1. **Click Analytics, then select View Reports.**
   Note: you can only access Analytics if your administrator has enabled it.



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



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



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

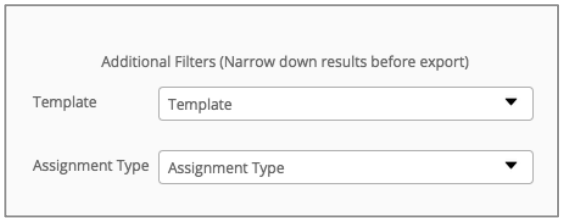
5. **Select the appropriate options for the required filter.**
   Note: you will not be able to generate a report if this field isn't filled out

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**