

## BluSKY Reporting and Analytics Guide for Tenants

BluSKY offers a versatile, user-friendly suite of reporting and analytics tools tailored for tenant needs in commercial office buildings. This guide breaks down how to access, use, and customize reports and analytics to suit security, visitor management, elevator controls, and other tenant functions.

### 1. Accessing the Reporting and Analytics Tools

#### Navigation Path:

- Log into BluSKY.
  - Go to the Intelligence tab on the top menu.
  - Choose between Reports or Analytics based on your needs.
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### 2. Using the Reports Section

#### Overview of BluSKY Reports:

The Reports section contains 105 pre-configured reports covering various tenant needs. The reports are categorized into functional areas, including:

- Access
- Credentials
- Events
- Visitor
- Vendor
- System
- Occupancy

#### Key Report Types:

- **Pre-canned Reports:** Ready-to-use, default reports.
- **Saved Reports:** Frequently used reports that you can save for easy access.
- **Scheduled Reports:** Automated reports based on saved templates, sent to designated users at specified intervals.
- **Stale Reports:** Saved reports that have not been used recently.
- **Failed Reports:** Reports that were scheduled but did not generate.

#### Running and Customizing Reports:

- **Selecting a Report:** Click the report name. Default values, such as system and facility, will auto-fill.
- **Setting Parameters:** Adjust parameters (date range, building, or tenant group) specific to your needs.
- **Output Formats:** Select from options such as Excel or CSV for data export.
- **Saving and Scheduling:**
  - Convert ad-hoc reports to Saved Reports by naming and storing them.
  - Use Scheduled Reports to automate recurring reports, sending them to specified emails or distribution lists.

## Searching Reports:

Use the search box to locate reports by typing in part of the report name. This is helpful when accessing reports by name or functionality.

## Sharing and Access Permissions:

Reports can be shared across various levels:

- Private (visible only to you)
- Company-wide
- Group or System
- Facility-specific

Ensure you have the necessary permissions to access specific reports.

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## 3. Using the Analytics Section

The Analytics section, built using Taboosky, provides 58 interactive, built-in analytics reports across categories such as:

- Elevator
- Event
- People
- Visitor

### Generating and Customizing Analytics:

- **Selecting an Analytic:** Choose a category (e.g., Visitor) and pick the specific analytic.
- **Setting Parameters:** Define the group, system, facility, and any other applicable parameters.
- **Date Range:** Adjust the date range for viewing analytics in the upper right corner.
- **Generate Analytic:** Hit Generate to view the analytics on the right side.

### Interactive Features

- **Hover for Details:** Hover over data points to see details.
- **X-Axis Control:** Toggle specific categories on or off to customize your view.
- **Highlighting:** Highlight individual X-axis items for focused analysis.
- **Timeline Adjustment:** Use the timeline below the chart to filter data by specific periods.

### Display Options

- Use the hamburger menu (three horizontal lines) to:
- View full screen
- Print the report
- Download it as a PNG or JPEG image

## 4. Building and Managing Dashboards

Dashboards allow you to create a customized view of various analytics in one location.

### Creating a Dashboard

Access Dashboard Beta: Under the Control menu, select Dashboard Beta.

- **Adding Analytics:**
    - Use drag-and-drop or double-click to add analytics from the left-side list to the dashboard.
  - **Adjusting Filters:**
    - Use the Filter option in the top-right corner of each analytic to fine-tune data.
  - **Saving Dashboards:**
    - After customizing, save the dashboard by clicking the Save button, naming it, and setting visibility permissions.
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## 5. Tips for Optimal Use

- **Recurring Reports:** Set relative dates for scheduled reports if running regularly.
  - **Date Customization:** For one-time reports, use fixed dates. For regular tracking, opt for relative dates.
  - **Permissions:** Ensure your account has the right permissions for each report or analytic. Contact your admin if needed.
  - **Saved Reports and Analytics:** Frequently accessed reports or analytics are best saved for efficiency.
  - **Full-Screen Mode:** Use full-screen mode for better visibility when presenting analytics.
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## 6. Troubleshooting Common Issues

Access Dashboard Beta: Under the Control menu, select Dashboard Beta.

- **Missing Report or Analytic:** If you can't access a specific report or analytic, check permissions.
- **Stale or Failed Reports:** Stale reports are those you haven't used recently, while failed reports are those that encountered an issue when generating. Verify parameters and try running them again.
- **Parameter Errors:** Ensure correct selections for parameters like group, system, or facility to avoid errors.

This guide provides a comprehensive view of BluSKY's reporting and analytics tools, empowering tenants to efficiently monitor and manage security, access, visitor, and occupancy data within commercial office buildings. Leverage these tools for timely insights, recurring tracking, and on-demand data access.