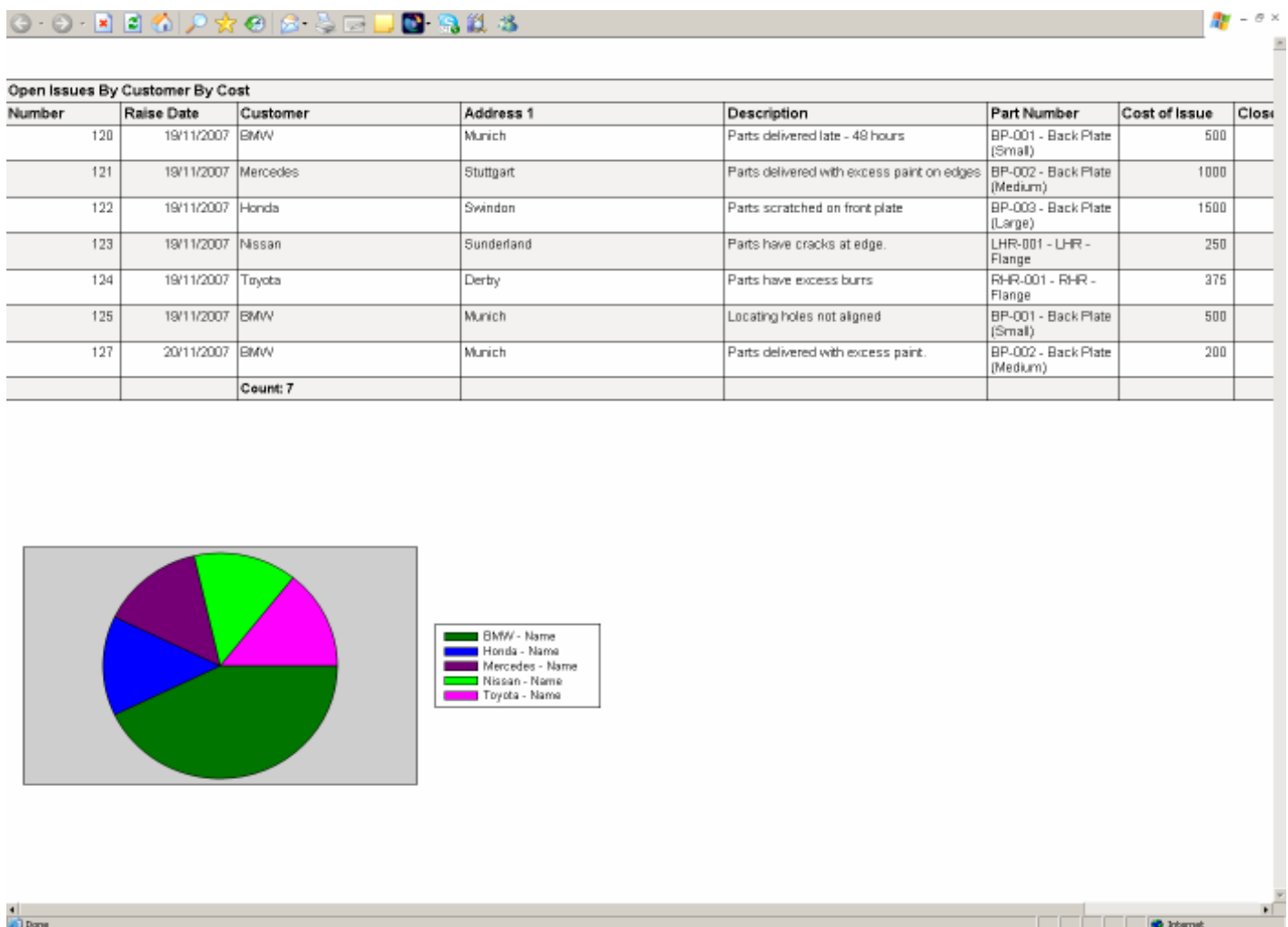


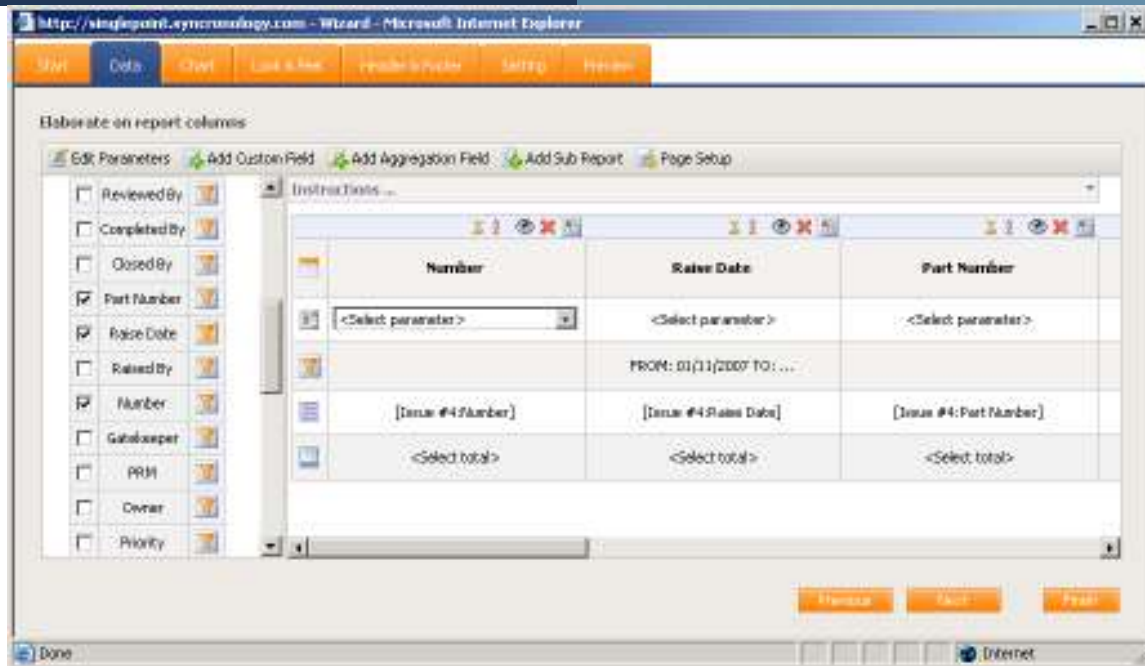
**Singlepoint Absolute Reporting** allows you to create custom management reports that reflect your exact processes and KPI's.

If you've already read about the main Singlepoint application you'll know that we have set out to develop a piece of software that is flexible and powerful enough to track and manage the exact way that your key processes work. So, if that's how your information gets into Singlepoint the question is how do you get your data out of it? The answer is Absolute Reporting.



## Flexible

Singlepoint allows you complete freedom to include all of the various items of data that you need to capture within your processes. So long as you have captured this data in the process it will be there to report on within Absolute Reporting. After that it's a simple task of deciding on what data you want to include, whether to show it graphically or as text (or both) and then designing the look and feel of the report such as logos etc.



## Report Creation

The screen shot shown above is taken from the Data area of the report creation interface. (The example being used is that of a report into customer complaints).

Notice on the left hand side the series of attributes available to report on – do you also notice that three have them have been selected with a check mark in the respective boxes? The right hand side shows those attributes as columns in your report – nice and simple!

Obviously, there is more to building to a report than simply selecting the columns you wish to show and to that end there are many sophisticated features that allow you to manipulate the data you have selected; you can apply a range of filters, you can hide certain columns from view yet use them to calculate data in your report, you can add aggregation fields, you can nest reports within reports and so on.

The thing you'll enjoy most about using Absolute Reporting is the way the work you have already done earlier in designing your processes is available here to report on. For example – you can create any number of Custom Attributes when you are creating your own processes within Singlepoint. Those same Custom Attributes appear in this interface for reporting purposes making the task of building the reports much quicker, much simpler and much more powerful.

It would be natural to think that Absolute Reporting can only report on data being handled within Singlepoint's own modules – but you would be wrong. Absolute Reporting is capable of reporting on data that exists in other legacy systems such as your ERP system. Data can either be combined with Singlepoint data or presented as reports entirely from a third party system. With this in mind, Absolute Reporting has the potential to become one of the key information hubs in your organisation and just like the rest of Singlepoint it is designed to be administered by non-technical people.

## Report Delivery Options

Once you have designed your reports you will need to distribute them or make them available to the right people. There are a variety of ways we can help in this regard. Being 100% web based you can host your reports on a corporate intranet site and present links to the live reports or you can also present links to reports on the Singlepoint Dashboard.

However, one of the most popular ways to distribute reports is to use the Subscription feature. The screen shot below shows the simplicity of the interface – this user has set this report to automatically run once a week at a specific time and to then be e-mailed to a specified group of users. You can even choose the format the report is sent in as Absolute Reporting can export reports into any of the following formats – Microsoft Excel, PDF, XML, TIFF, CSV and web archive.

http://singlepoint.synchronology.com - Create new subscription. - Microsoft Internet Explorer

**Fill schedule general properties**

Delivered by: Report Server E-Mail

Description: Send Report to @Recipients

**Set up schedule**

Time Basis:  Hour  Day  Week  Month  Once

Weekly Schedule: Repeat after 1 of week(s)

On day(s):  Sun  Mon  Tue  Wed  Thu  Fri  Sat

Start time: 02 : 00  AM  PM

**Provide Send To information**

To: quality.mgr@yourcompany.com; engineering.mgr@yourcompany.com; md@yourcompany.co  
Use "," to separate multiple e-mail addresses.

Subject: @ReportName was executed at @ExecutionTime

Format: Excel

Save Cancel

Done Internet