GRASP DATA

State of the Art Web-based Management Reporting Product

Recommended screen resolution 1024 x 768

(Locate on desktop under Control Panel / Display Settings)

Website:  www.graspdata.com

❖ Overview
  o View Trends At-A-Glance
  o Track Specific Companies
  o User Defined – Each User Has Individual Set-Up
  o HTML5 – iPad, iPhone And Android Viewable

❖ Logo
  o Provided By Client During Implementation
  o Preferred Type And Size:  300 DPI jpeg
  o Logo Stored In Settings – Agency
  o Logo Located In The Same Location On All Tabs (Upper Left)

Grasp Data Dashboard Instructions Page 1 – Continues on Page 2
Sync Information

- Located Upper Left (Below Logo) On Each Tab
- Controls Importing Of Data From The Back Office
- Verifies Incoming Data And Updates Records That Have Been Changed
- Optional: Automated Hourly Sync (Additional $$)
- Optional: Manual Sync (See Data Cafe – Data Import)

Header

- Hide Header – Allows You To Move Page Up Over Logo
  - Maximize Amount Of Viewable Space On Screen
- Show Header – Allows You To Move Page Down And Reveal Logo

Software Tabs

- Dashboard – Grasp Data Always Opens To The Dashboard Tab
- Reports – Grasp Data Library Of Reports
- Data Cafe – Search Engine Of Back Office Data
  - Print Invoice
  - Sync / Import / Export
- Settings – Agency, Corporations, And User Set-Ups

Edit Dashboard

- 3 x 4 Grid = 12 Maximum Charts
  - Bar – Vertical And Horizontal
  - Pie
  - News Feeds And Misc. Charts
- User Ability To Create Custom Interface Similar To A Home Page
- All 12 Grid Areas Are The Same And Can Be Used In Any Order
- Includes Snapshots, Reports, Graphs And Charts

OR Use The Plus Sign On The Dashboard

Grasp Data Dashboard Instructions Page 2 – Continues on Page 3
Grasp Data Dashboard Instructions Page 3

- **Dashboard**
  - Select Chart From Drop-Down List
  - Pie Charts, Bar Charts And News Feeds
  - Select “NONE” For No Items To Appear In Chart Area

- **Title**
  - Ability To Personalize Chart Title

- **Date Fields**
  - Issue Date, Depart Date, Return Date, Booking Date, Client Payment Date, And Vendor Payment Date

- **Date Range**
  - Wide Selection For Both Current And Previous Dates

- **Currency Option**, If Applicable, 160 Currencies Available

- **Data Filters**
  - HINT: ENTER FILTER INFORMATION INTO CHART TITLE
  - Corporation
    - Equals / Does Not Equal
    - Select One Or More Corporation Names From List
    - Hit Plus Sign
HINT: ENTER FILTER INFORMATION INTO CHART TITLE

- Account Type
  - Equals / Does Not Equal
  - Select Corporate Or Leisure
  - Hit Plus Sign
  - Save

Pie - Air Volume By Vendor

Legend Bar with Removable Slices
Currency Code
Date Range
Customizable Title
Enlarge Charts
Interactive Fields with Drilldown
Dashboard Results
- Chart Title Customized
- Interactive Chart
  - Move Mouse Over Bar Or Slice
- Ability To Add Or Remove Items From Chart
  - Tap Legend Field To Add Or Remove
- Filter Icon
  - Tap To See Filtered Fields
- Enlarge Icon
  - Tap To Enlarge Chart To Screen Size
- Currency Icon
  - If Currency Option Applicable
- Date Range
  - Date Range Selected For Chart

Removable Slices
- Click On Legend Item You Do Not Want in Chart (Example Above Is ALL OTHERS)
- Click On Legend Item To Add Back To Chart
- Chart will Resize Itself To Accommodate The New Data (Actual Numbers Do Not Change)
Drill Down
- User Defined
- Select Chart Slice By Left Click

Drill Down Results
- Chart Name – Upper Left Corner
- Ability To Hide Chart
- Slice Selected For Detail Report
- Ability To Change Slice Of Detail Report
- Detail Report

Detail Report Results
- (1) Drag Column Header To Sort Report
- (2) Type in Filter Desired – Example: 11/03/2014
  - Filter Options

Grasp Data Dashboard Instructions Page 6 – Continues on Page 7
(3a) Detail Report Options
- Refresh
- Reset – Returns To Default Settings

(3b) Print Options
- Excel
- CSV

- Ability To Add / Remove Fields
- Right Click In Column Area
- Select Columns
- Left Click In Box To Add Or Remove Field From Report

- Ability To Rearrange Columns
  - Left Click On Field Name
  - Drag To Desired Location
  - Drop Field Into New Location

- Report Remains Frozen In Last Selections Until Changed By User
What tab would you use to edit the dashboard?
  o ________________________________

How many graphs / charts can a user have on their dashboard at any given time?
  o ________________________________

The dashboard is user defined or global to all users?
  o ________________________________

Can a dashboard graph / chart be filtered by a specific company?
  o YES
  o NO

Name six things that appear on the dashboard charts.
  o ________________________________
  o ________________________________
  o ________________________________
  o ________________________________
  o ________________________________
  o ________________________________

Where does the sync information appear on the dashboard screen?
  o ________________________________

Where does the user information appear on the dashboard screen?
  o ________________________________

For what reason would a user place items on the dashboard screen?
  o ________________________________
  o ________________________________
  o ________________________________

What types of graphs / charts are available on the dashboard?
  o ________________________________
  o ________________________________
  o ________________________________
  o ________________________________

Can you print the dashboard charts?
  o YES
  o NO