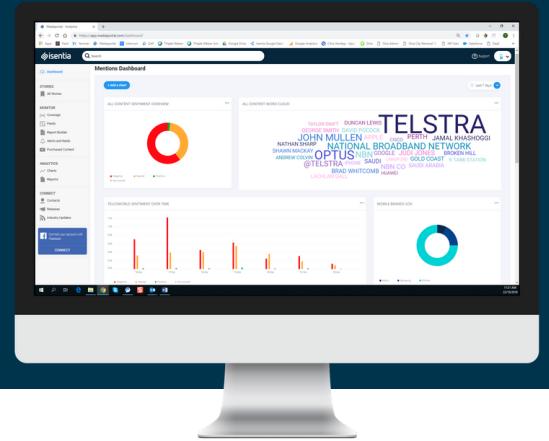


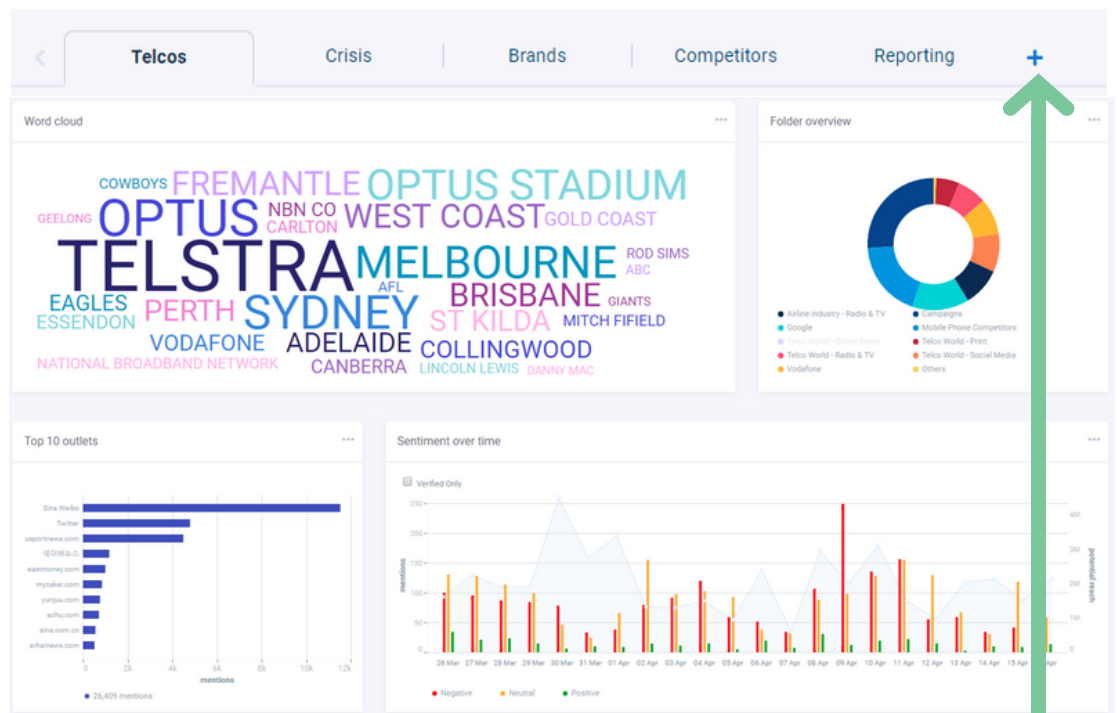
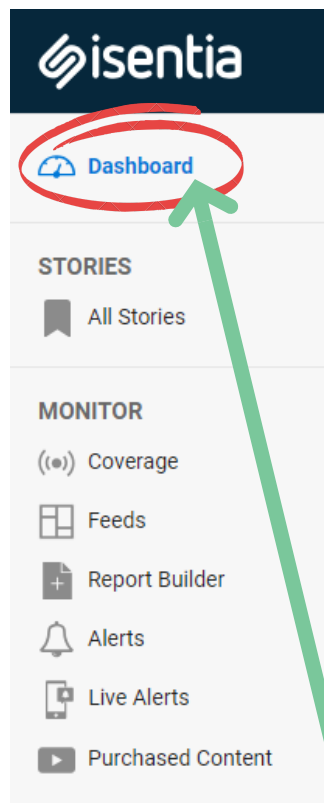
Mediaportal Dashboard



Our Dashboard offers you powerful and customised analytics to help visualise your coverage, measure your impact and uncover and report on actionable insights.

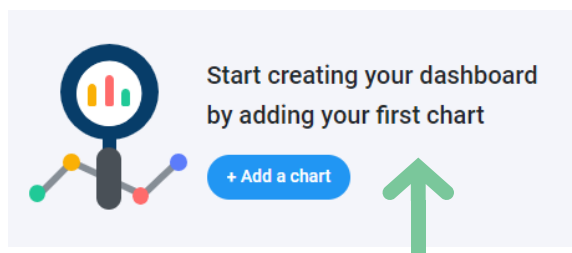
Accessing your new Mediaportal Dashboard

Your Dashboard appears as a new module in the left navigation panel of your Mediaportal.



Create more dashboard pages to visualise even more
(Please check the availability of this feature with your account team)

Access the tool via the *Dashboard* tab. This will open the Dashboard page where you can start slicing and dicing your media data and content.



The first time you access your new Dashboard, you will see three default charts, or be prompted to create your one.

Creating a chart

Selecting the **Add a chart** button will open the chart builder window, where you can choose how you would like to visualize your content in **4 simple steps**.

The screenshot shows the 'Edit a Chart' interface with four numbered steps overlaid in green callouts:

- 1. Select your chart type.** Points to the 'Select chart type' panel on the left.
- 2. Select the content you want to analyse. You can select both coverage briefs and/or personal folders.** Points to the 'Select folders' panel in the middle.
- 3. Select your metric: Volume, Potential reach or ASR.** Points to the 'Preview' panel on the right, specifically to the metric dropdown menu.
- 4. Hit Add to Dashboard.** Points to the 'Add to Dashboard' button at the bottom right.

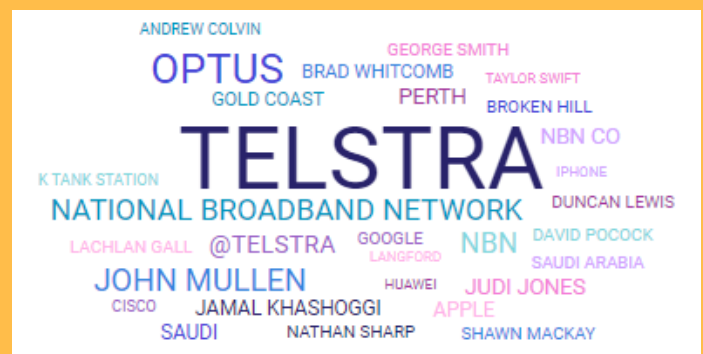
Tip: Use the drop down arrow next to a parent folder if you want to analyse content by sub folders.



Analytics on a whole new level!

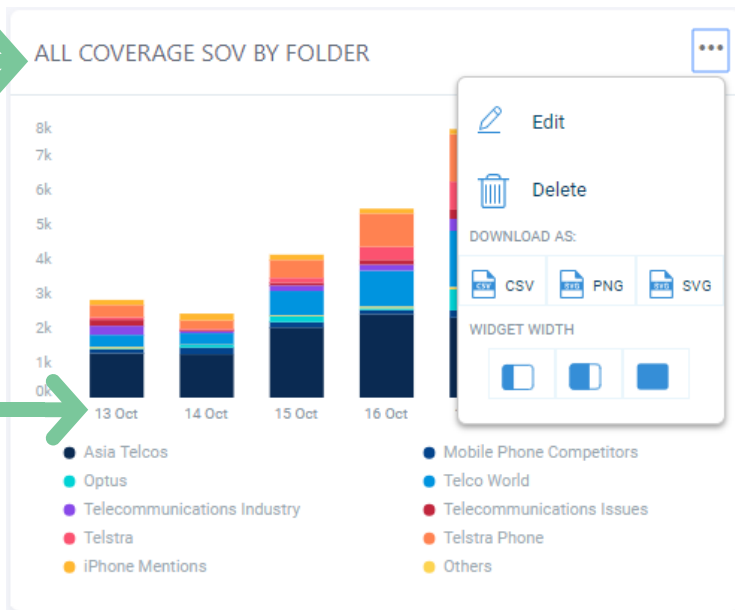
Your new Dashboard offers a wide variety of new & exciting charts, such as:

- **Share of voice charts** - to easily compare coverage
- **Word clouds** - to identify hot topics in the media
- **Sentiment analysis charts** - to quickly assess the tone of your coverage at a glance



Dashboard Actions - Updating, Arranging, Exporting

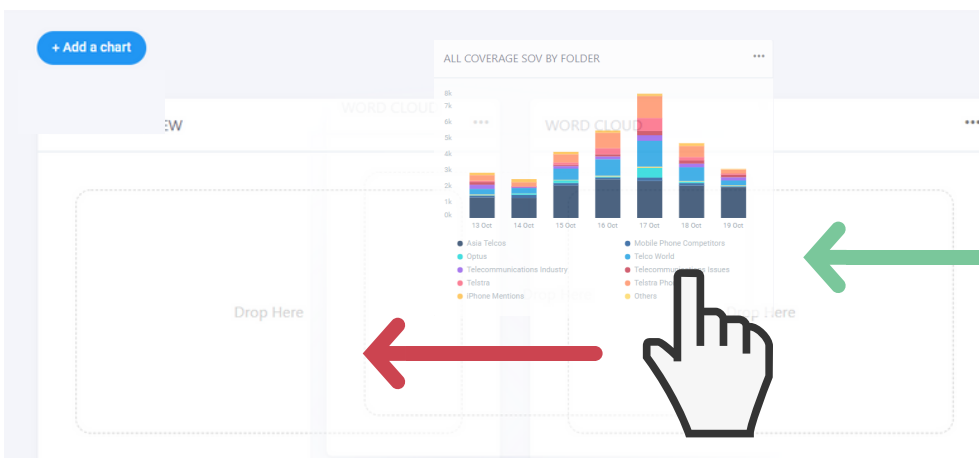
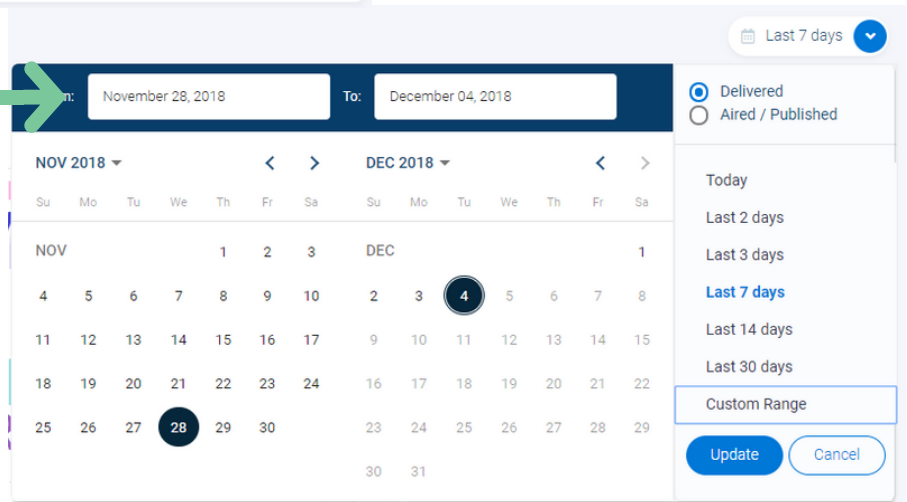
Click the title to edit.



Click the ellipsis (3 dots) to edit, delete or export your chart. Here you can also use the *Widget Width* toggles to stretch or collapse the chart on your Dashboard.

Click a chart section to view items.

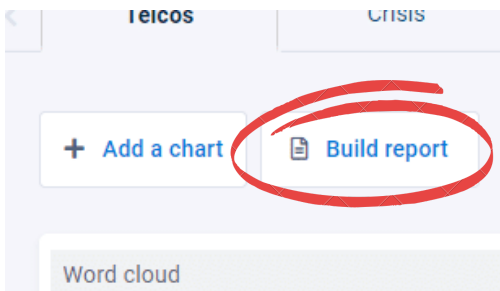
Use the calendar picker at the top right-hand corner of your Dashboard to adjust the time period being analysed.



Custom sort your Dashboard with drag and drop functionality. Click and hold anywhere on your chart to drag it into place.

Dashboard Reports

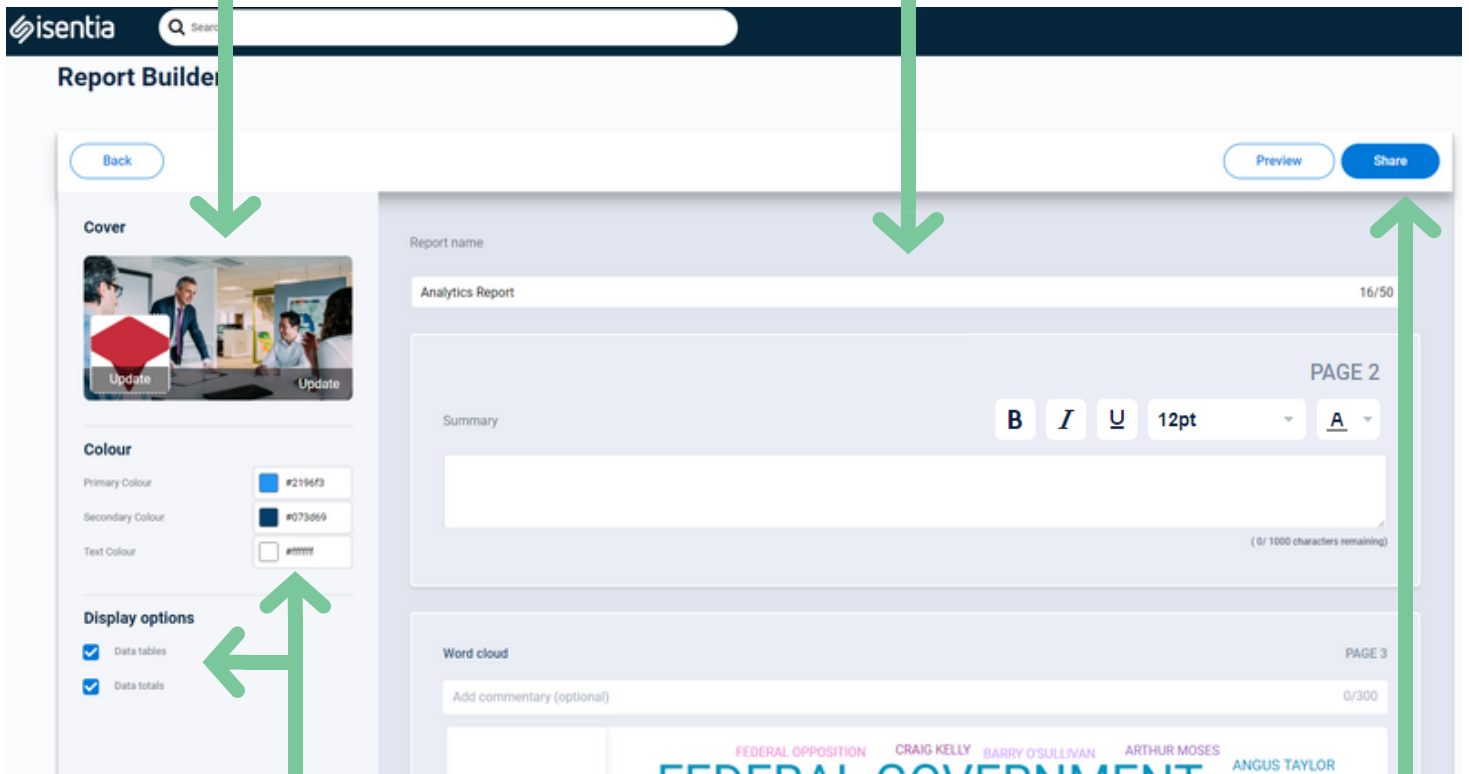
Share your analytics with stakeholders via a **customisable Analytics Report** built right inside Mediaportal. Share your report as an **email, URL link or PDF**.



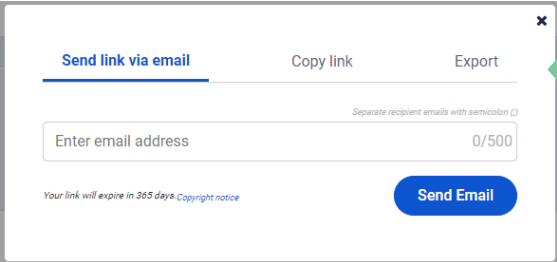
1. Select the *Build Report* button to start creating your Analytics report.

2. Upload your logo and custom cover image.

4. Add a report name, summary, and chart commentary.



3. Customise your theme colours and choose how much data your charts display.



5. Click the Share button to email your report as a web link, copy the report URL or download as PDF.