VRental Quicksight Reporting

User Guide

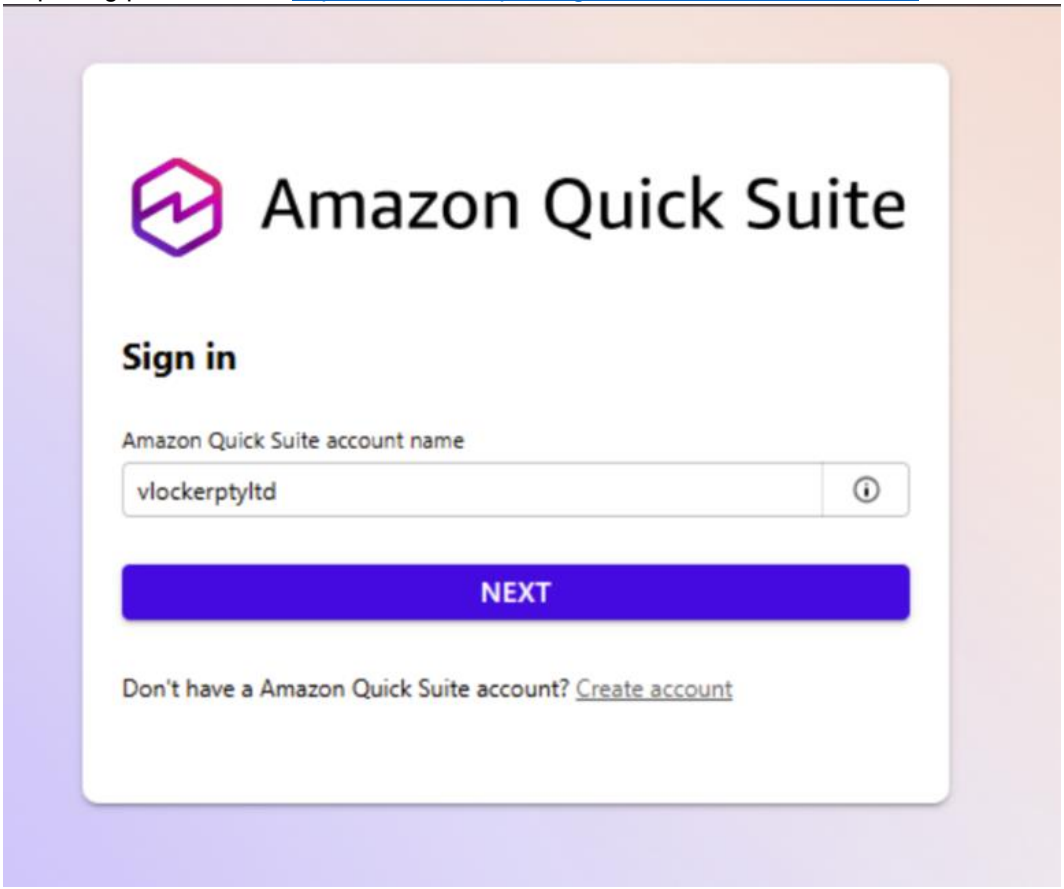
REPORTING PORTAL

Vlocker uses Amazon cloud hosted Quicksight reporting portal for all locker sites.

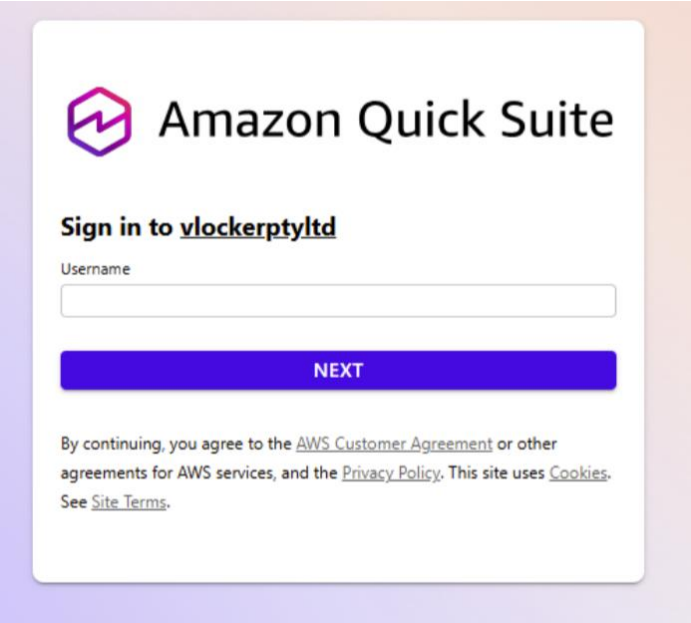
Admin staff will receive an email invite to obtain access to the portal. One portal account per site will be allowed. If not setup during site commissioning, access credentials can be requested by emailing support@vlocker.com and requesting reporting portal access. Please provide the nominated email account that will be granted access.

PORTAL LOGIN

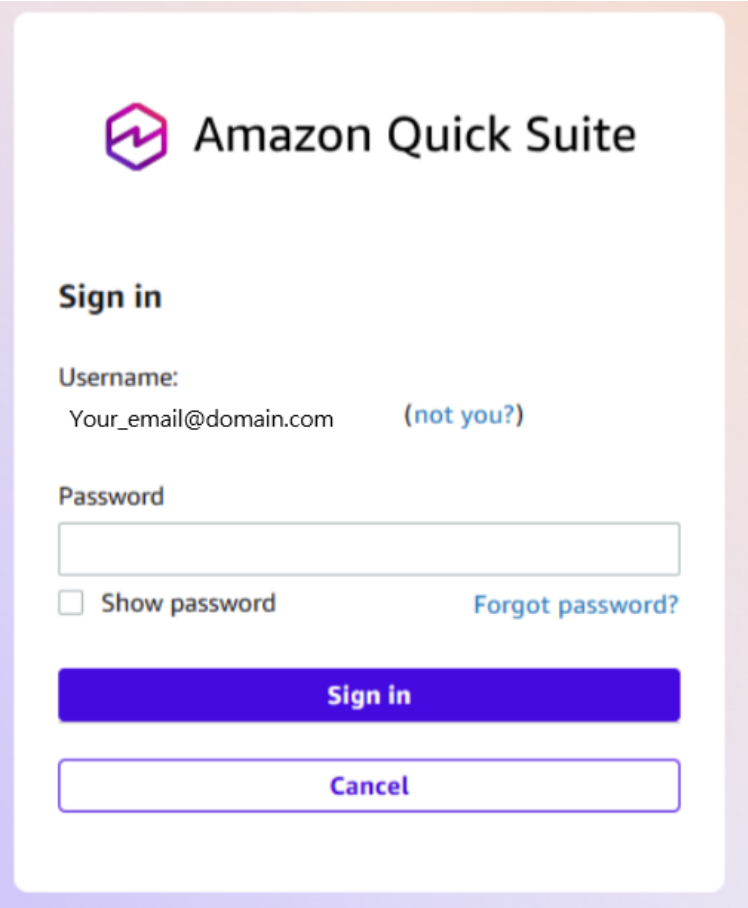
Reporting portal URL https://us-east-2.quicksight.aws.amazon.com/sn/start



Account name is
vlockerptyltd

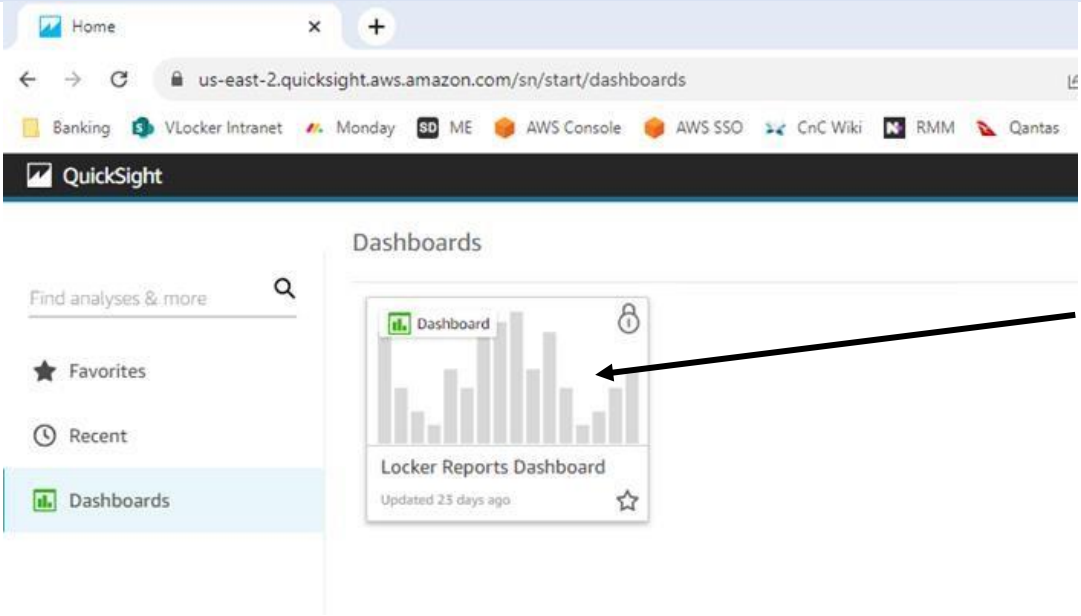


Enter email address as Username



Enter your password as you set when completing sign up

REPORTING DASHBOARD



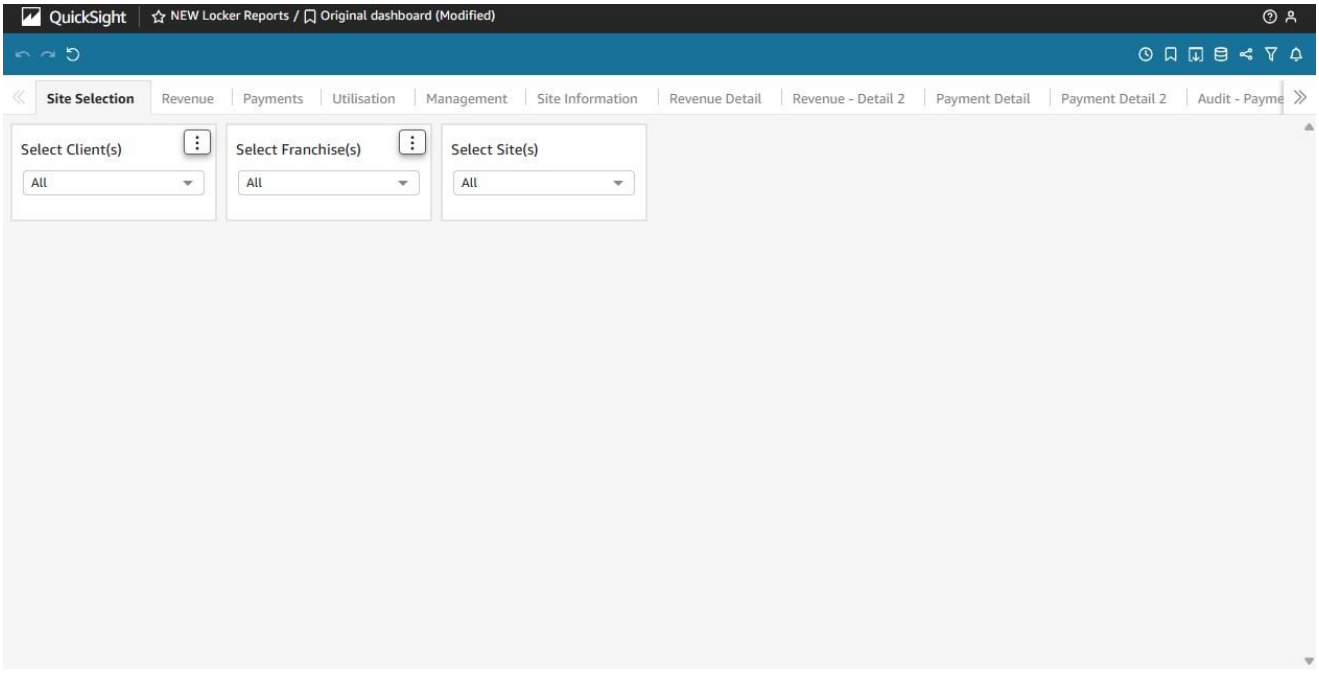
Clock on Locker Reports Dashboard to launch

After login you should see the above dashboard. If dashboard list is empty check the URL starting with https://us-east1.quicksight.aws.amazon.com

If you see us-east-1 please amend to us-east-2 and make sure you then save to favorites for future use.

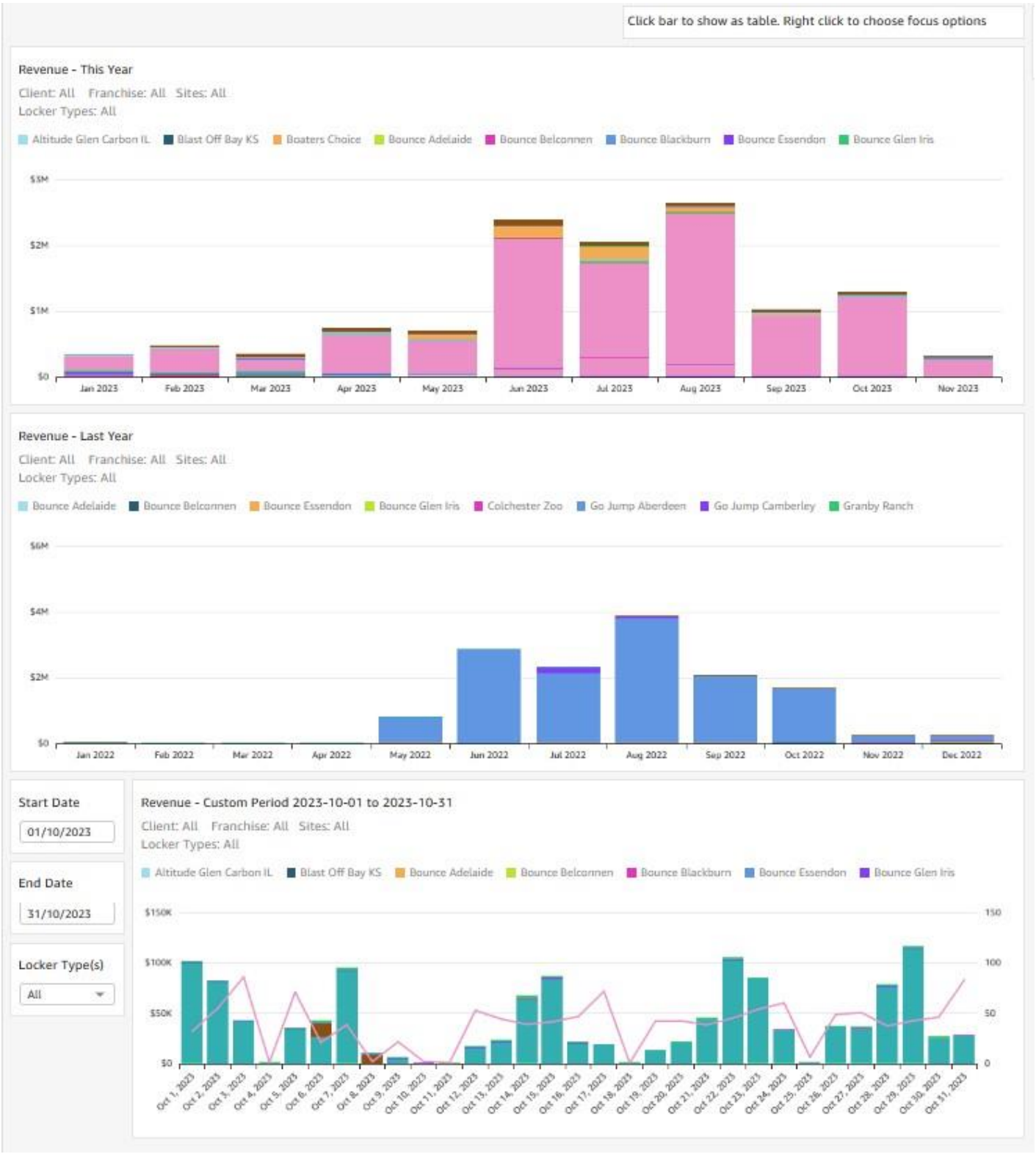
SITE SELECTION

The dashboard contains 1 tab for site selection and an additional tab for each report in the portal. Additional reports may be periodically added.

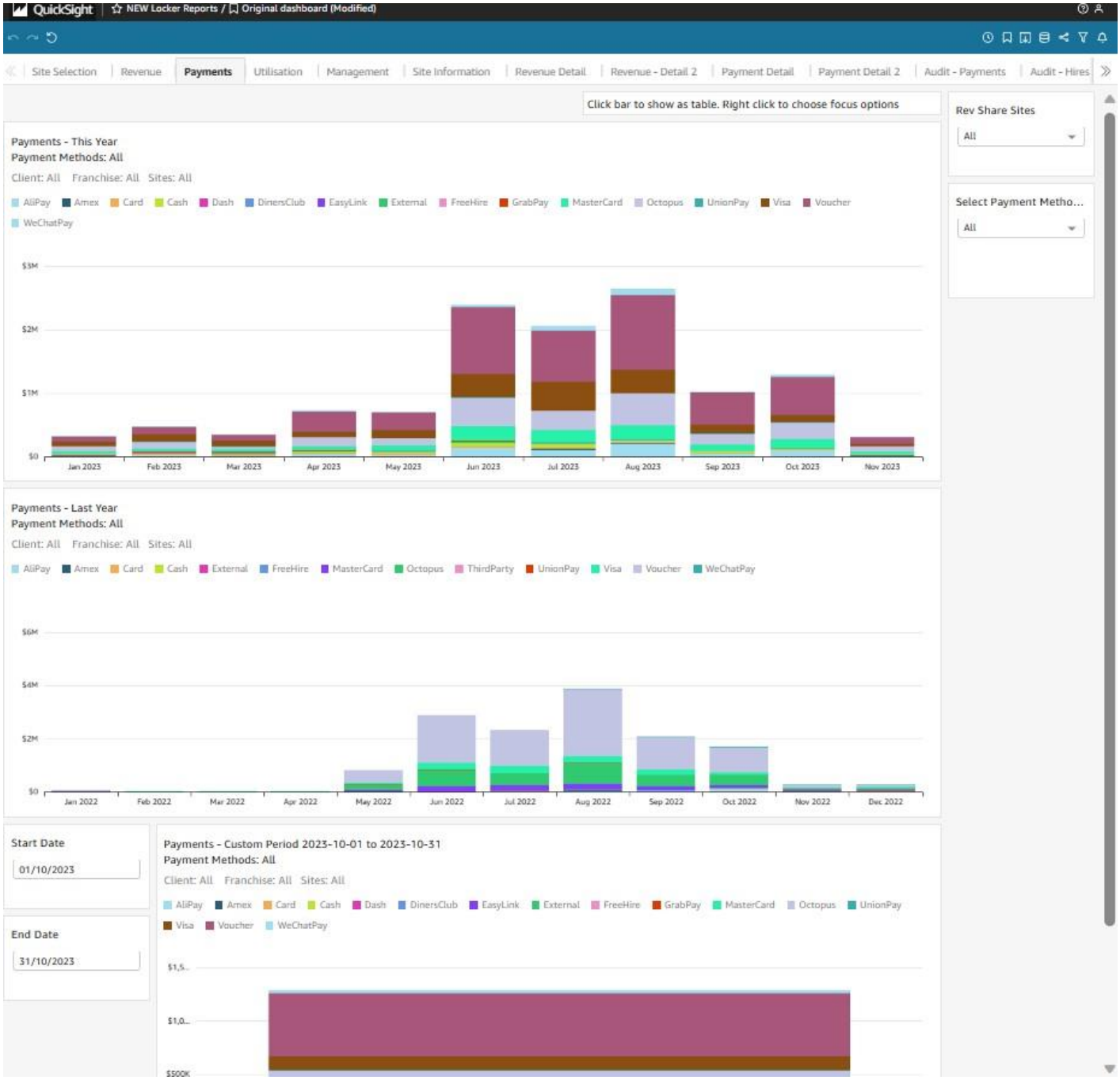


EXAMPLE REPORTS

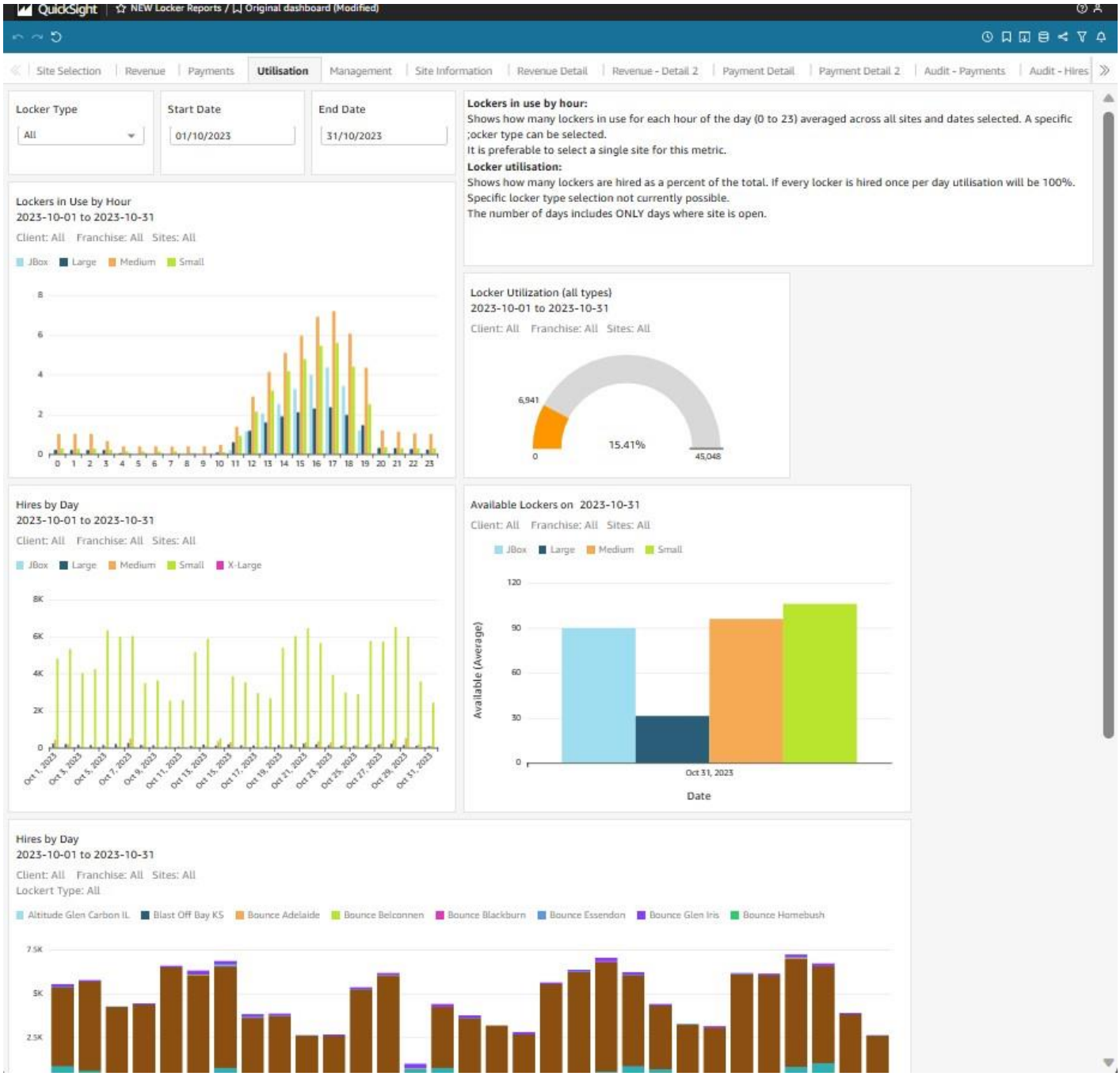
REVENUE REPORT



PAYMENTS REPORT



UTILISATION REPORT



OTHER REPORTS AVALIABLE

- Management Report - Locker counts, Disabled Doors, Any Data Sync Issues
- Site Information – General Site information for all locations you have access to
- Revenue Detail – Revenue by Day and month summarised or each site you have access to
- Payment Detail – Detailed information about the amount received each day and month by payment method
- Audit Reports – Detailed information about the payments and hires completed at each location.
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FOCUSING ON VISUAL ELEMENTS

When viewing visuals, you can choose data that you want to focus on or exclude. To perform this choice, choose an element such as a bar or bubble, or a row or column header.

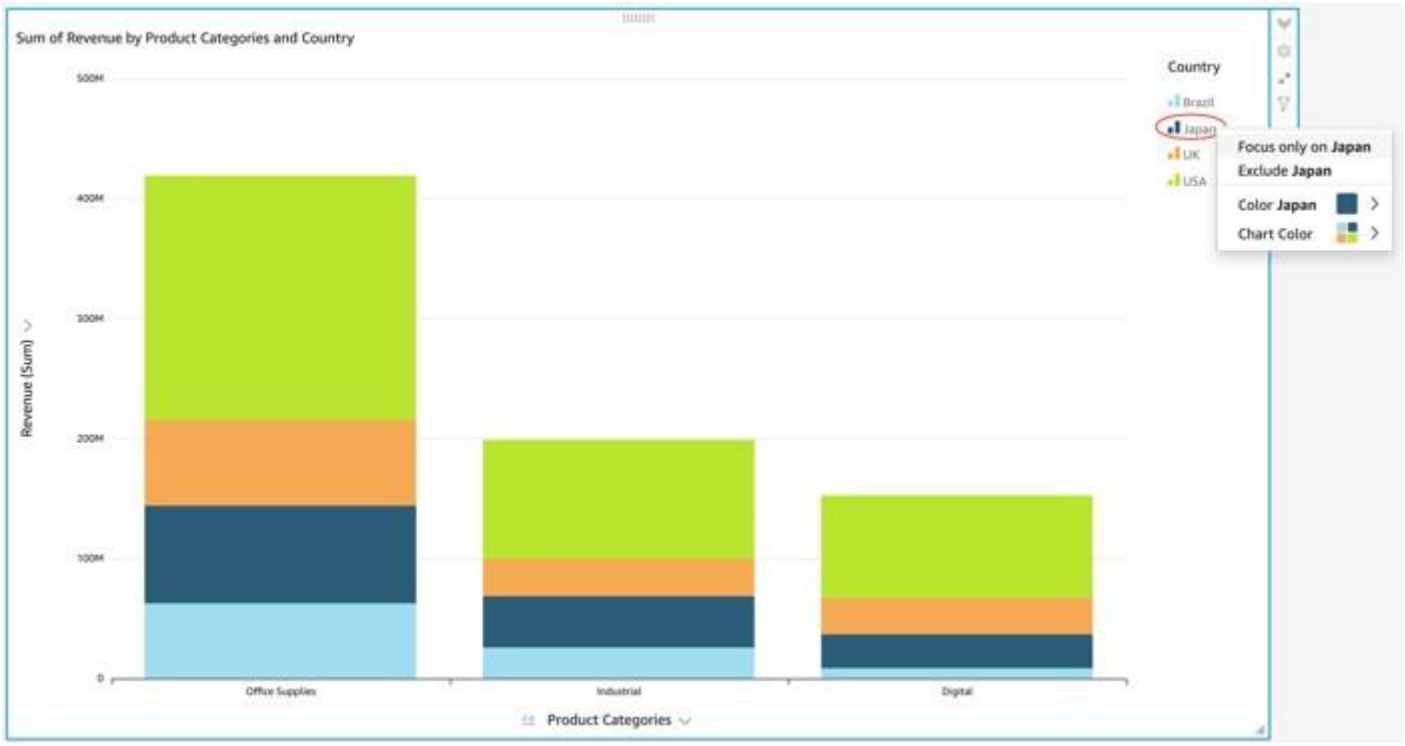
Focusing on or excluding data causes Amazon QuickSight to create a filter and show only the data that you selected.

To remove the filter, choose Filters at left and then disable or delete the filter. You can also use Undo to remove a filter.

If your visual has a legend that shows categories (dimensions), you can click on the values in the legend to see a menu of available actions. For example, suppose that your bar chart has a field in the Color or Group/Color field well. The bar chart menu displays the actions that you can choose by clicking or right-clicking on a bar, such as the following:

- Focusing on, or excluding, visual elements
- Changing colors of visual elements
- Drilling down into a hierarchy
- Custom actions activated from the menu, including filtering or URL actions

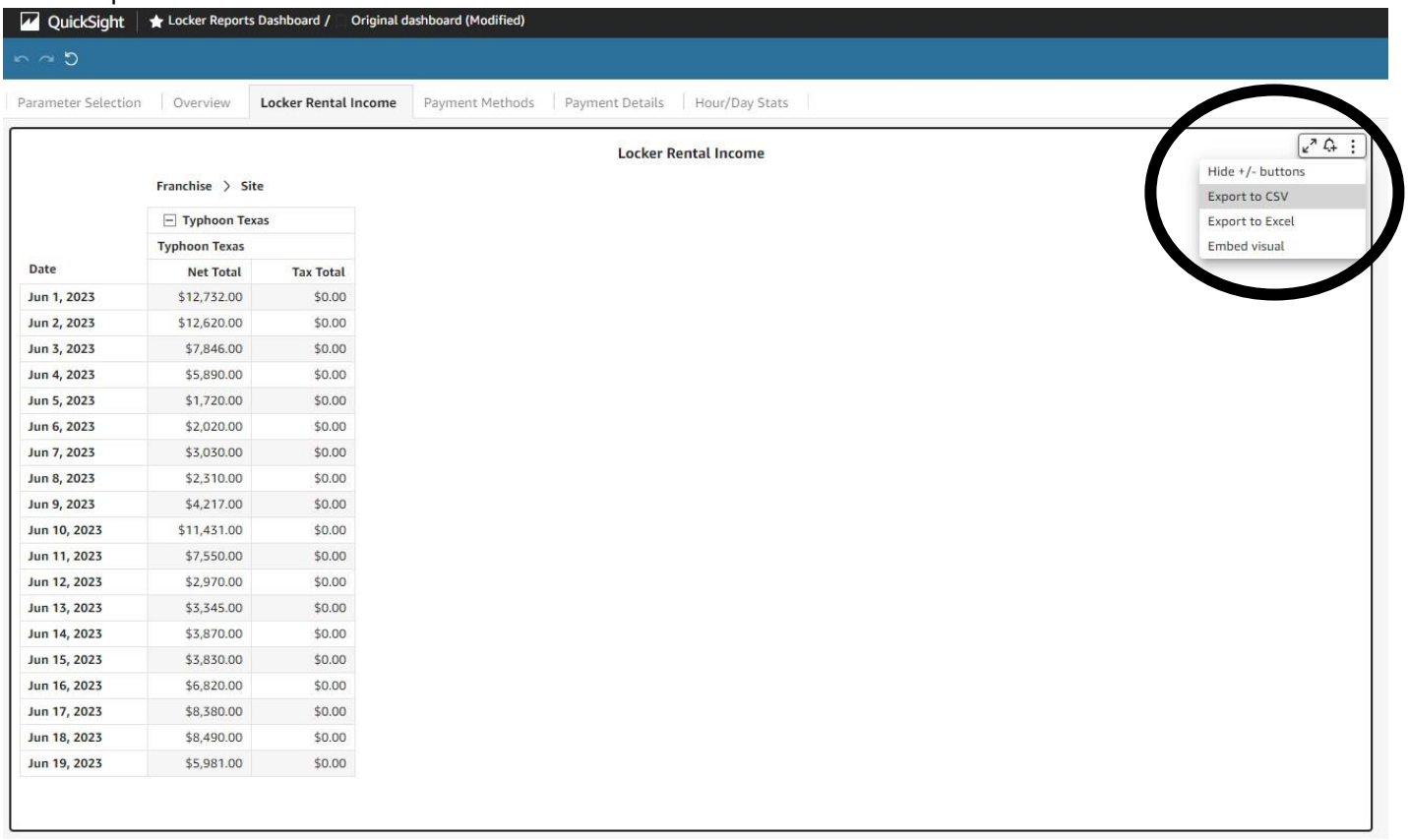
The following screenshot shows how to use the legend for focusing on, or excluding, a dimension.



EXPORTING REPORTS

All reports can be exported by clicking on the 3 dots that appears when mouse moved to top right corner of report.

Select export file format.



Franchise > Site

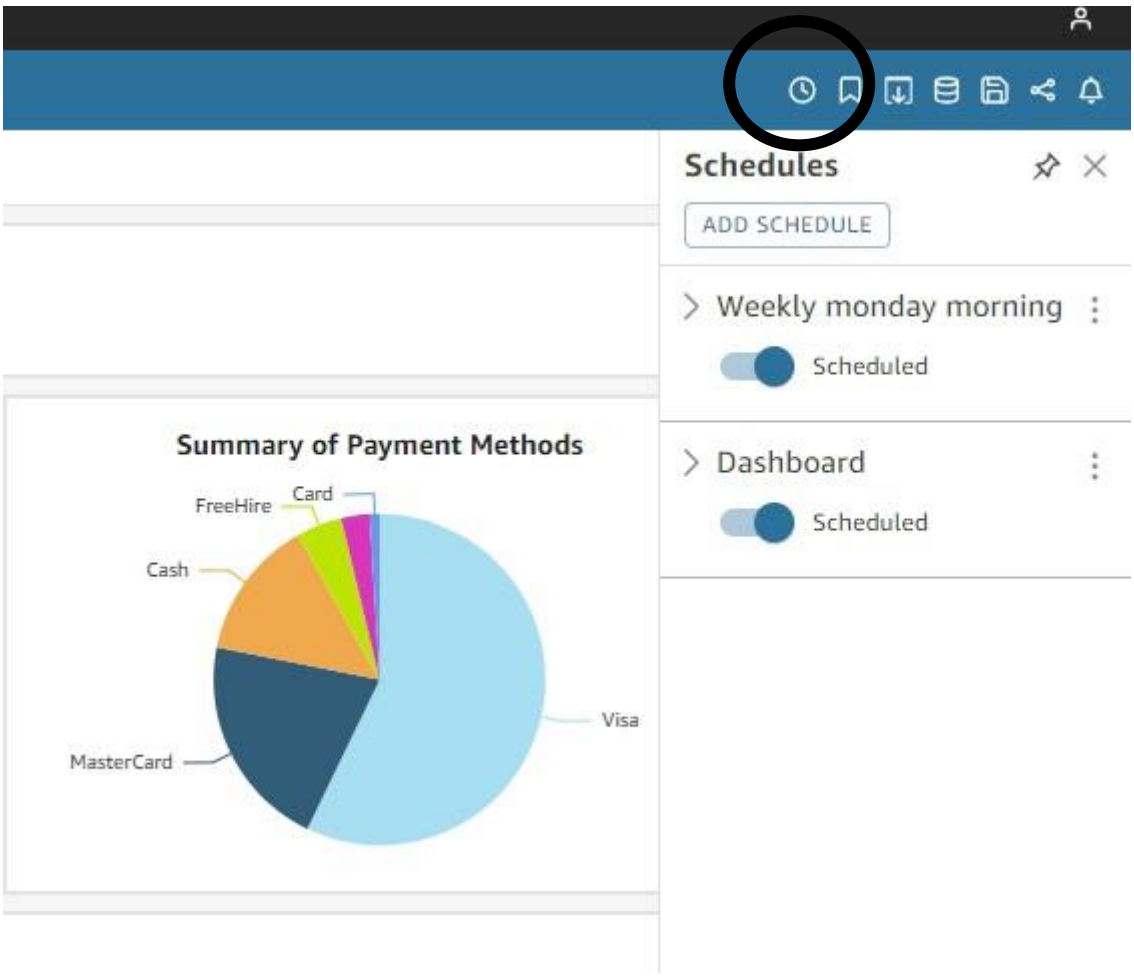
	Typhoon Texas	
	Typhoon Texas	
Date	Net Total	Tax Total
Jun 1, 2023	$12,732.00	$0.00
Jun 2, 2023	$12,620.00	$0.00
Jun 3, 2023	$7,846.00	$0.00
Jun 4, 2023	$5,890.00	$0.00
Jun 5, 2023	$1,720.00	$0.00
Jun 6, 2023	$2,020.00	$0.00
Jun 7, 2023	$3,030.00	$0.00
Jun 8, 2023	$2,310.00	$0.00
Jun 9, 2023	$4,217.00	$0.00
Jun 10, 2023	$11,431.00	$0.00
Jun 11, 2023	$7,550.00	$0.00
Jun 12, 2023	$2,970.00	$0.00
Jun 13, 2023	$3,345.00	$0.00
Jun 14, 2023	$3,870.00	$0.00
Jun 15, 2023	$3,830.00	$0.00
Jun 16, 2023	$6,820.00	$0.00
Jun 17, 2023	$8,380.00	$0.00
Jun 18, 2023	$8,490.00	$0.00
Jun 19, 2023	$5,981.00	$0.00

SCHEDULING REPORTS

Quicksight includes a built-in scheduler for setting up automated emailing of reports.

To create schedules, click on the clock icon on the right hand action selectors.

The schedule added will only apply to the currently displayed report, so different schedules can be created for different reports.


Schedules
ADD SCHEDULE
Weekly monday morning
Scheduled
Dashboard
Scheduled
Summary of Payment Methods
FreeHire
Card
Cash
Visa
MasterCard