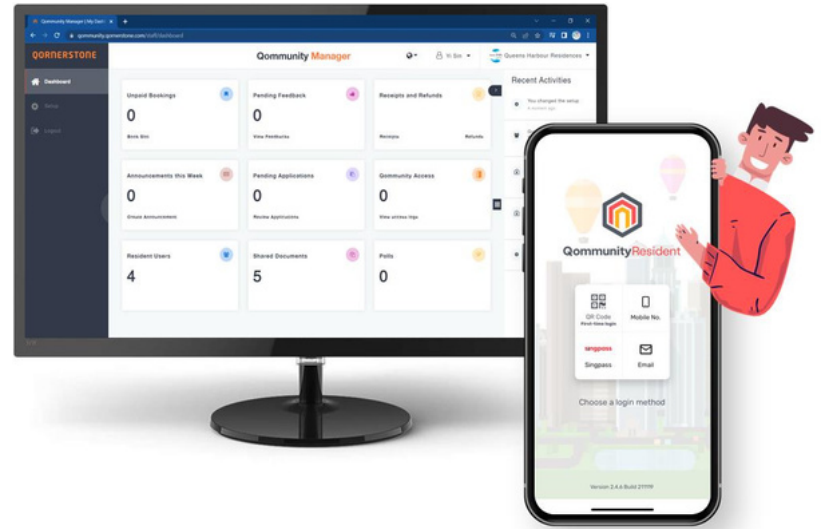




**QORNERSTONE**



Community Manager

## **How to Create Dashboard Reports**

# Create Dashboard Reports Via Qommunity Manager

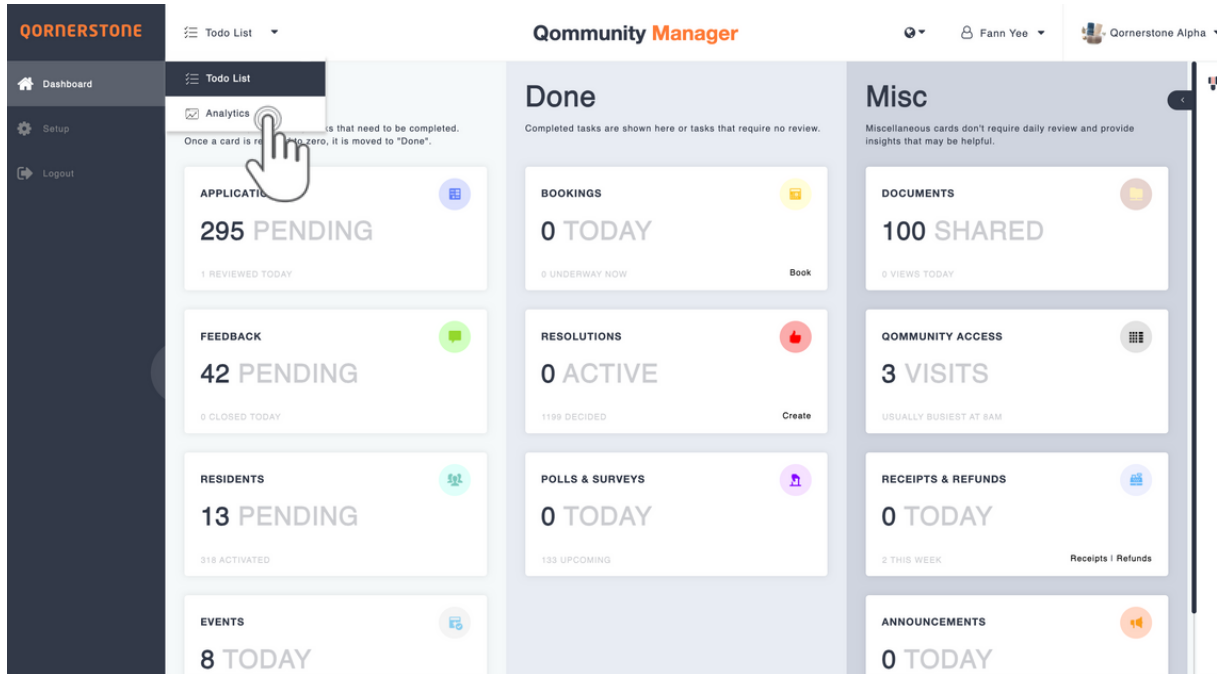
## How to create Dashboard Reports

*Creating custom Dashboard Reports on  
Qommunity Manager*

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# Create Dashboard Reports via Qommunity Manager

To access the dashboard, click on **Dashboard** and select **Analytics**. The results shown will be charts that were previously created.

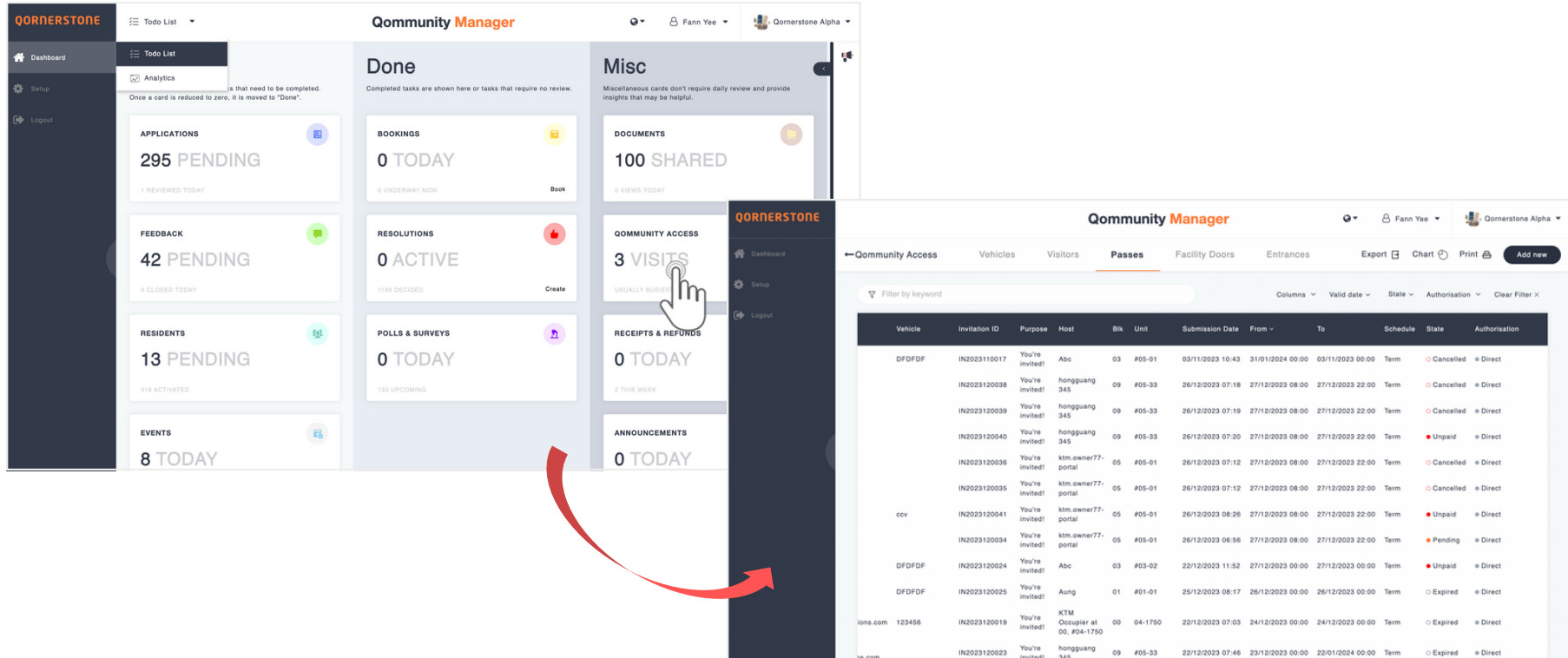


The screenshot displays the Qommunity Manager dashboard interface. On the left is a dark sidebar with navigation options: Dashboard, Setup, and Logout. The main content area is titled "Qommunity Manager" and features a "Todo List" dropdown menu with "Analytics" selected. A hand cursor points to the "Analytics" option. The dashboard is organized into three columns: "Done", "Misc", and a third column with four cards. The "Done" column contains cards for Bookings, Resolutions, and Polls & Surveys. The "Misc" column contains cards for Documents, Community Access, Receipts & Refunds, and Announcements. The third column contains cards for Applications, Feedback, Residents, and Events.

Category	Item	Value	Status
Applications	Applications	295	PENDING
	Reviewed Today	1	
	Feedback	42	PENDING
	Closed Today	0	
Residents	Residents	13	PENDING
	Activated	318	
	Events	8	TODAY
Bookings	Bookings	0	TODAY
	Underway Now	0	
	Resolutions	0	ACTIVE
Resolutions	Decided	1199	
	Polls & Surveys	0	TODAY
Polls & Surveys	Upcoming	133	
	Documents	100	SHARED
Documents	Views Today	0	
	Community Access	3	VISITS
Community Access	Usually Busiest At	8 AM	
	Receipts & Refunds	0	TODAY
Receipts & Refunds	This Week	2	
	Announcements	0	TODAY

# Create Dashboard Reports via Qcommunity Manager

- Select the Qcommunity Access to customise your report.



The screenshot displays the QORNERSTONE Community Manager dashboard. The left sidebar contains navigation options: Dashboard, Setup, and Logout. The main content area is divided into several sections:

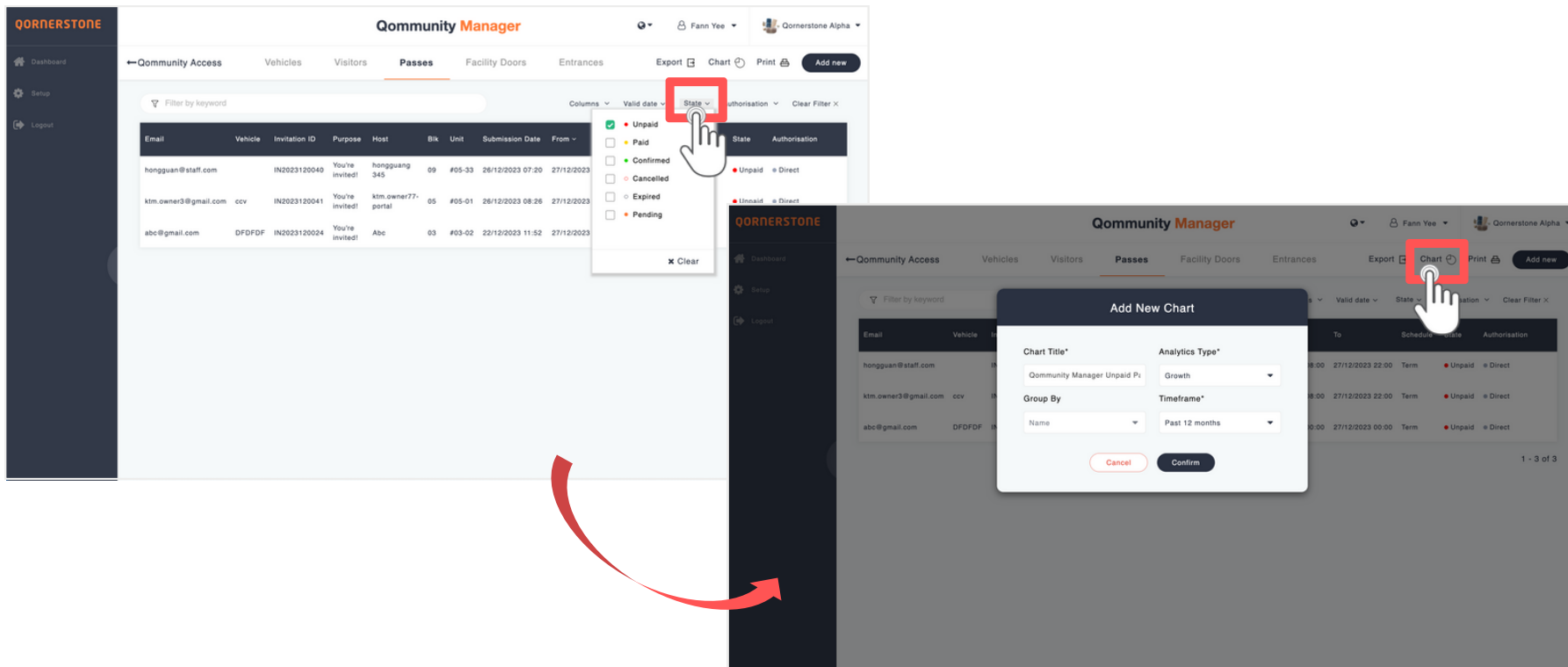
- Done:** Completed tasks are shown here or tasks that require no review.
- Misc:** Miscellaneous cards don't require daily review and provide insights that may be helpful.
- APPLICATIONS:** 295 PENDING (1 REVIEWED TODAY)
- BOOKINGS:** 0 TODAY (0 UNDERWAY NOW)
- DOCUMENTS:** 100 SHARED (0 VIEWS TODAY)
- FEEDBACK:** 42 PENDING (0 CLOSED TODAY)
- RESOLUTIONS:** 0 ACTIVE (1199 DECIDED)
- COMMUNITY ACCESS:** 3 VISITS (USUALLY BUSIER)
- RESIDENTS:** 13 PENDING (318 ACTIVATED)
- POLLS & SURVEYS:** 0 TODAY (153 UPCOMING)
- RECEIPTS & REFUNDS:** 0 TODAY (2 THIS WEEK)
- EVENTS:** 8 TODAY
- ANNOUNCEMENTS:** 0 TODAY

The right sidebar shows the 'Community Access' section with a table of passes. A hand cursor is pointing to the '3 VISITS' metric in the 'COMMUNITY ACCESS' card. A red arrow points from the '3 VISITS' card to the 'Community Access' table.

Vehicle	Invitation ID	Purpose	Host	Blk	Unit	Submission Date	From	To	Schedule	State	Authorisation
DFDFDF	IN2023110017	You're invited!	Abc	03	#05-01	03/11/2023 10:43	31/01/2024 00:00	03/11/2023 00:00	Term	Cancelled	Direct
	IN2023120038	You're invited!	hongguang 345	09	#05-33	26/12/2023 07:18	27/12/2023 08:00	27/12/2023 22:00	Term	Cancelled	Direct
	IN2023120039	You're invited!	hongguang 345	09	#05-33	26/12/2023 07:19	27/12/2023 08:00	27/12/2023 22:00	Term	Cancelled	Direct
	IN2023120040	You're invited!	hongguang 345	09	#05-33	26/12/2023 07:20	27/12/2023 08:00	27/12/2023 22:00	Term	Unpaid	Direct
	IN2023120036	You're invited!	ktm.owner77-portal	05	#05-01	26/12/2023 07:12	27/12/2023 08:00	27/12/2023 22:00	Term	Cancelled	Direct
	IN2023120035	You're invited!	ktm.owner77-portal	05	#05-01	26/12/2023 07:12	27/12/2023 08:00	27/12/2023 22:00	Term	Cancelled	Direct
ccv	IN2023120041	You're invited!	ktm.owner77-portal	05	#05-01	26/12/2023 08:26	27/12/2023 08:00	27/12/2023 22:00	Term	Unpaid	Direct
	IN2023120034	You're invited!	ktm.owner77-portal	05	#05-01	26/12/2023 06:56	27/12/2023 08:00	27/12/2023 22:00	Term	Pending	Direct
DFDFDF	IN2023120024	You're invited!	Abc	03	#03-02	22/12/2023 11:52	27/12/2023 00:00	27/12/2023 00:00	Term	Unpaid	Direct
DFDFDF	IN2023120025	You're invited!	Aung	01	#01-01	25/12/2023 08:17	26/12/2023 00:00	26/12/2023 00:00	Term	Expired	Direct
ions.com	123456	You're invited!	KTM Occupier at 00, #04-1750	00	04-1750	22/12/2023 07:03	24/12/2023 00:00	24/12/2023 00:00	Term	Expired	Direct
ve.com	IN2023120023	You're invited!	hongguang 345	09	#05-33	22/12/2023 07:46	23/12/2023 00:00	22/01/2024 00:00	Term	Expired	Direct

# Create Dashboard Reports via Qcommunity Manager

- Select the **State** and choose what you want to add to the report.
- Select **Chart** to create the report for the dashboard. Fill in the **Chart Title**, **Analytics Type**, and **Timeframe** and click on **Confirm**.



The screenshot illustrates the process of creating a dashboard report in Qcommunity Manager. The interface shows the 'Passes' section with a table of passes and a dropdown menu for 'State' being opened. The bottom part shows the 'Add New Chart' dialog box with fields for 'Chart Title', 'Analytics Type', 'Group By', and 'Timeframe'.

Email	Vehicle	Invitation ID	Purpose	Host	Blk	Unit	Submission Date	From	State	Authorisation
hongguan@staff.com		IN2023120040	You're invited!	hongguan@345	09	#05-33	26/12/2023 07:20	27/12/2023	Unpaid	Direct
km.owner3@gmail.com	ccv	IN2023120041	You're invited!	km.owner77-portal	05	#05-01	26/12/2023 08:26	27/12/2023	Unpaid	Direct
abc@gmail.com	DFDFDF	IN2023120024	You're invited!	Abe	03	#03-02	22/12/2023 11:52	27/12/2023	Unpaid	Direct

**Add New Chart**

Chart Title\*  
Community Manager Unpaid Pa

Analytics Type\*  
Growth

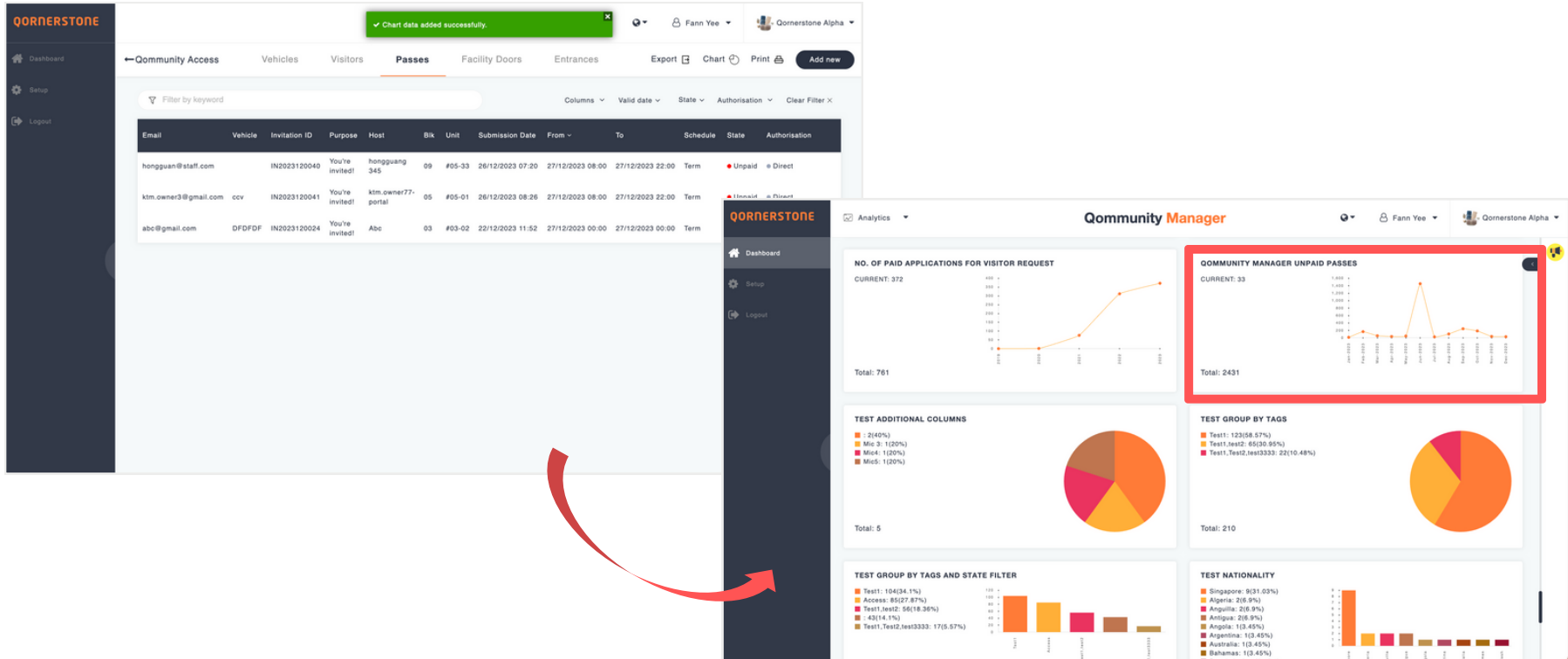
Group By  
Name

Timeframe\*  
Past 12 months

Cancel Confirm

# Create Dashboard Reports via Qcommunity Manager

- A “Chart data added successfully” message will show when you have successfully created your report (the chart version was selected in the **Analytic Type** selection).
- The reports are displayed alphabetically. The report just created is shown in the right image.



The image displays two screenshots of the QORNERSTONE Community Manager interface. The left screenshot shows a table of passes with columns for Email, Vehicle, Invitation ID, Purpose, Host, Blk, Unit, Submission Date, From, To, Schedule, State, and Authorisation. A green notification banner at the top reads "Chart data added successfully." The right screenshot shows the Community Manager dashboard with several charts:

- NO. OF PAID APPLICATIONS FOR VISITOR REQUEST:** A line chart showing current (372) and total (761) counts.
- COMMUNITY MANAGER UNPAID PASSES:** A line chart showing current (33) and total (2431) counts, highlighted with a red border.
- TEST ADDITIONAL COLUMNS:** A pie chart showing the distribution of test types: 2 (24.0%), M3 (1 (20%), M4 (1 (20%), and M5 (1 (20%).
- TEST GROUP BY TAGS:** A pie chart showing the distribution of test groups: Test1 (123 (58.57%), Test1.test2 (85 (30.95%), and Test1.test2.test3333 (2 (10.48%).
- TEST GROUP BY TAGS AND STATE FILTER:** A bar chart showing the distribution of test groups by state.
- TEST NATIONALITY:** A bar chart showing the distribution of test groups by nationality.