

5 Steps

Regional Priorities Report

Provides the split of activities delivered across a selected date range in alignment to regional priorities.

Useful to track that you are delivering across all identified priorities within your region, highlights areas for focus if activity is low in a particular area.

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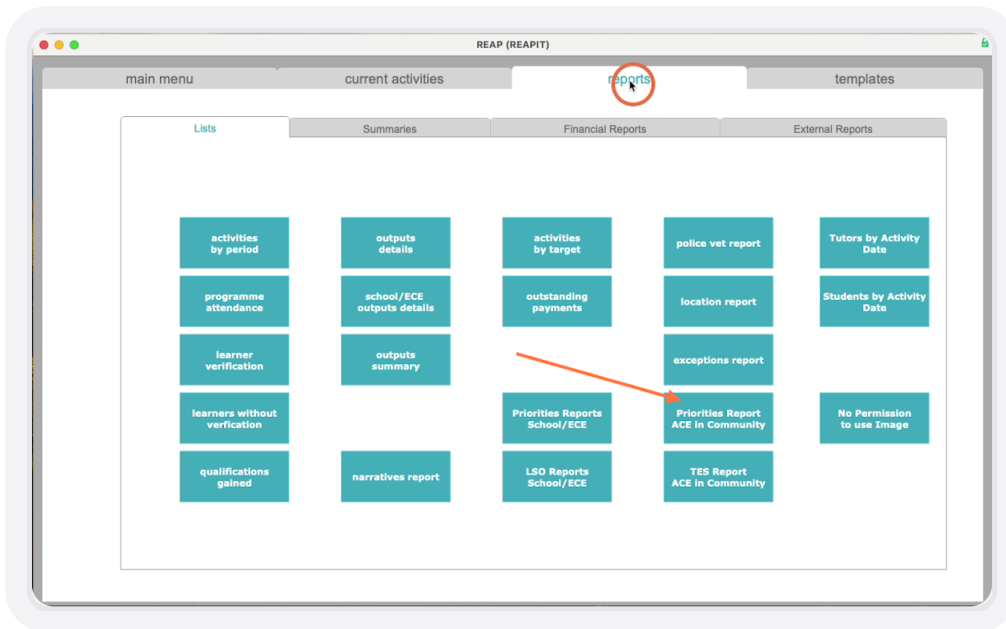
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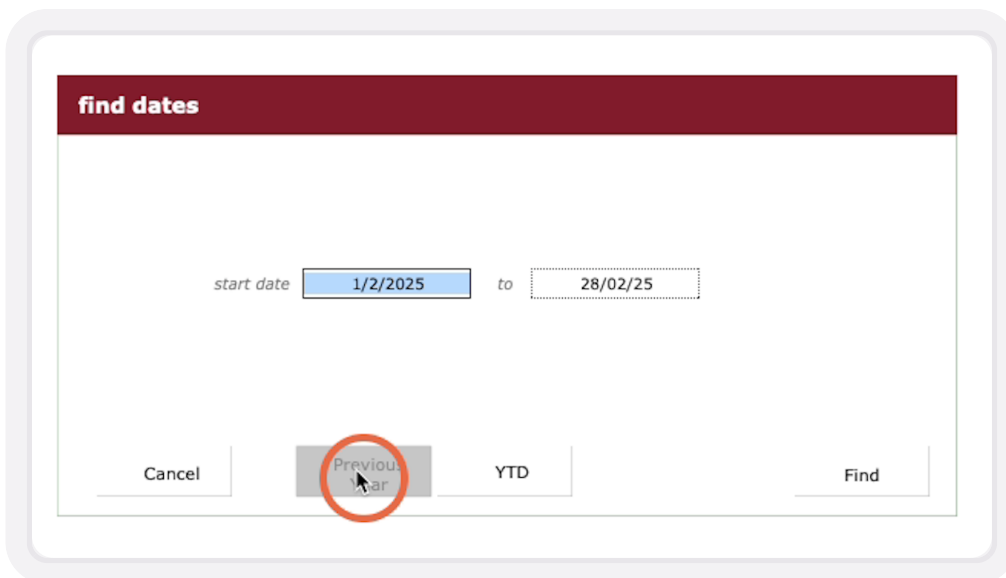
FileMaker Pro

3 Steps

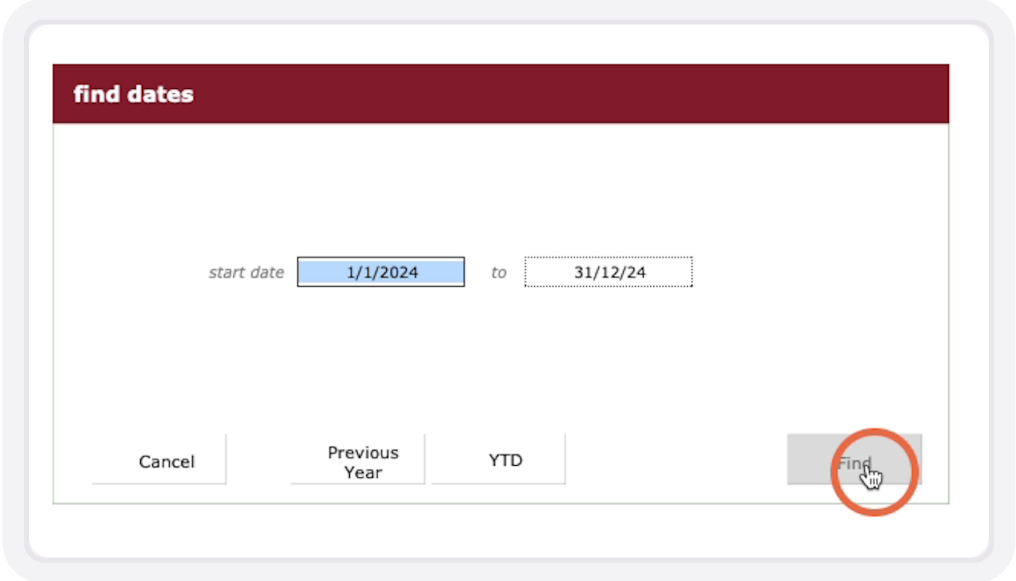
1 Click here to select the Regional Priorities report



2 Select the date range that you wish to search.



3 Click here to run the report



Microsoft Excel

2 Steps

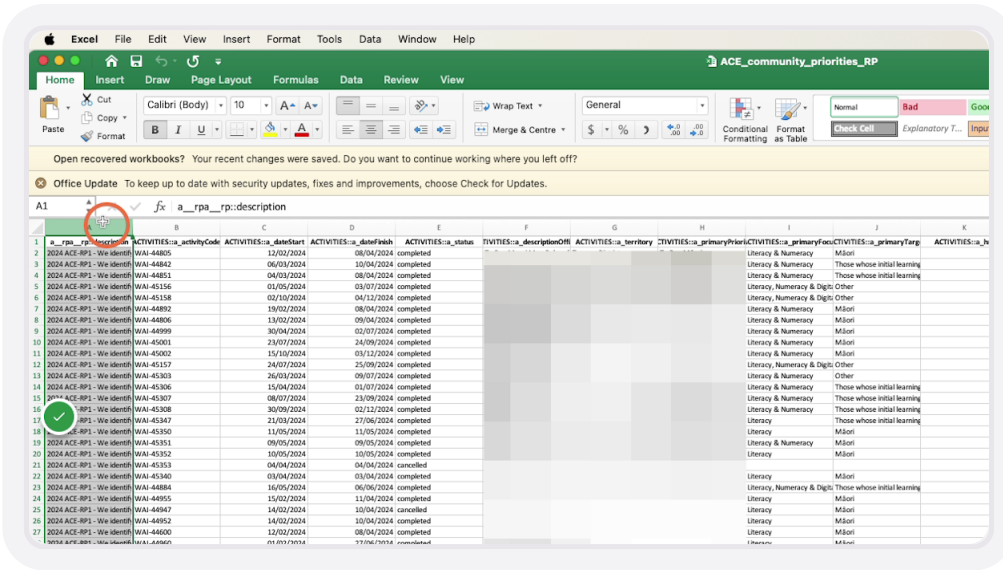
Regional Priorities Report

4 The report will export and open as an excel document

Column A shows the regional priority that has been aligned to each activity.

You may notice that an activity shows multiple times on the report, this is because an activity can have more than one regional priority aligned to it.

This report pulls through all activities, be sure to filter column E if you are only wanting to include completed activities.



5 Drag to highlight the each regional priority grouping

This will tell you how many activities a particular priority has been aligned to.

