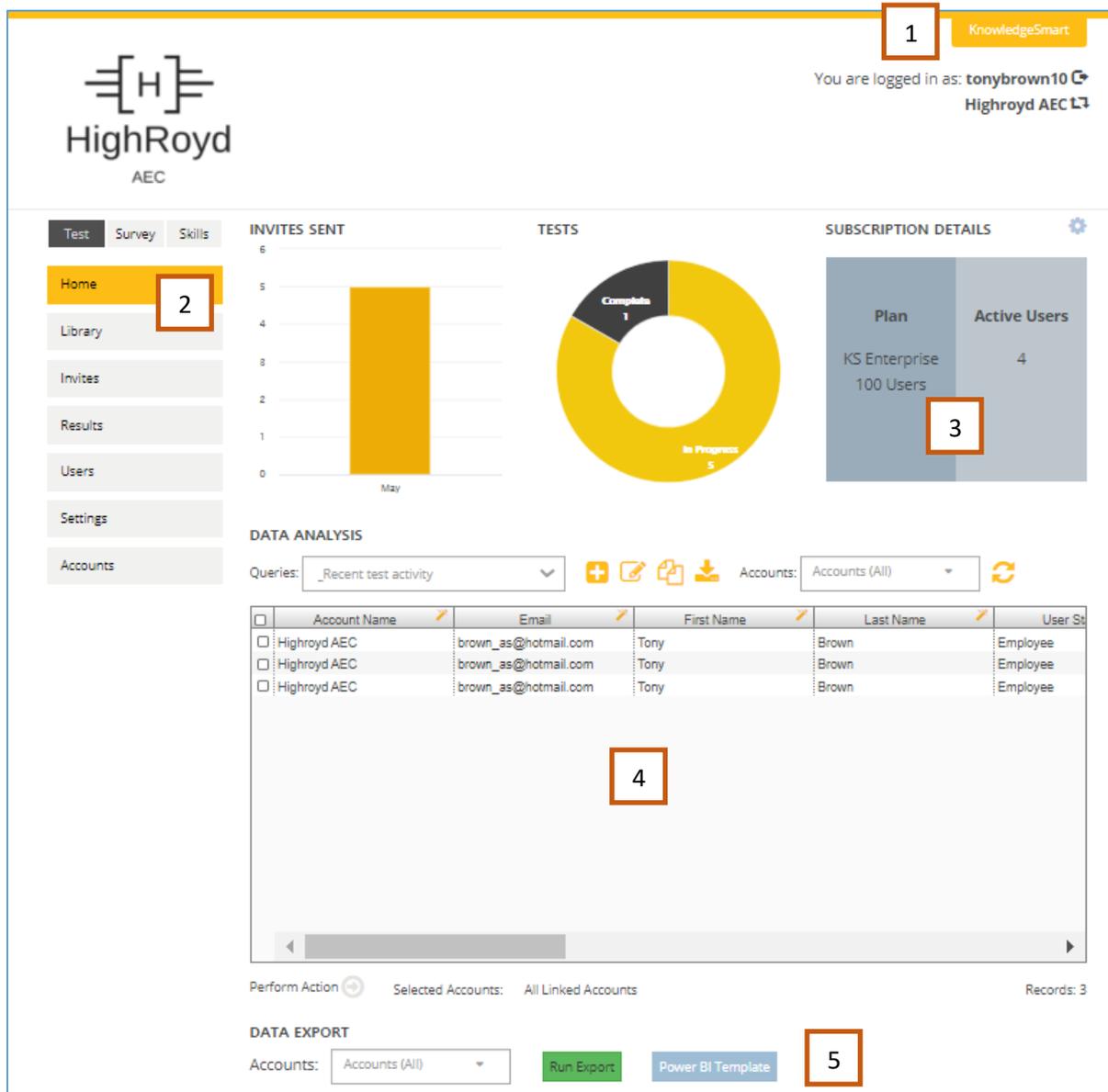# KS HOME PAGE AND DATA ANALYSIS TOOL

When you log in to your KnowledgeSmart account you will automatically be taken to the **Home** page. These help notes explain more about the **Home** page and the **Data Analysis Tool**, which is used for filtering and analysing your KS data.

Here is a typical Home page view:

1. Logging out and switching accounts:

Here you are shown logged in with your KS username. The icon on the right of your username is for logging out.

The account name is the one which you are currently viewing. The icon to the right of the account name will allow you to switch accounts if you have more than one.

2. Mode and Menu:
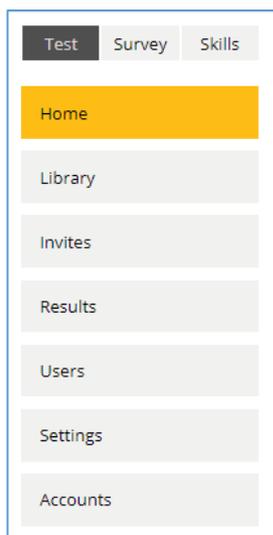
The top line buttons are for switching mode of operation. The default is **Test** indicated by being black. Click on the other buttons to switch mode. All KnowledgeSmart customers can view **Test** and **Survey** mode.

Skills mode is will be released in Summer 2020.

The main functions of KnowledgeSmart are accessed by using the vertical menu buttons. The live function is indicated by the button being orange.

3. Subscription and Activity:
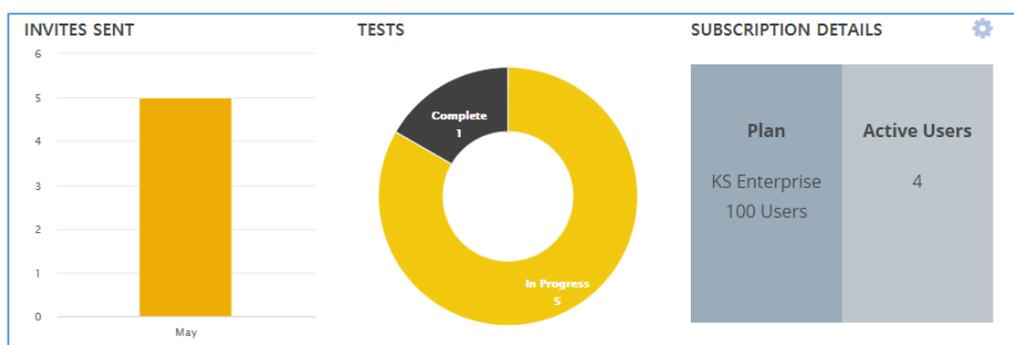
The current subscription plan for your organisation is shown in the darker grey box on the right, titled **Plan**. The light grey box shows the current number of 'active' users in a specific time frame, which has a default of 90 days. An 'active' user is someone who has completed one or more KS tests. To make changes click on the small gear wheel, top right.

Last 7 days
Last 30 days
Last 90 days
Last 180 days
Last 365 days
Summary Emails...

Here you may change the period for capturing active users.

Summary Emails are available to send you a summary of account activity by month, quarter or biannually.

4. Data Analysis using the Query Builder

The Query Builder function provides a comprehensive tool for analysing the data within your account, organising it with the structure you want.

There are several default queries and you have the option to create your own.

DATA ANALYSIS

Queries: _Recent test activity   Accounts: Accounts (All)

	Account Name	Email	First Name	Last Name	User St
☐	Highroyd AEC	brown_as@hotmail.com	Tony	Brown	Employee
☐	Highroyd AEC	brown_as@hotmail.com	Tony	Brown	Employee
☐	Highroyd AEC	brown_as@hotmail.com	Tony	Brown	Employee

Perform Action   Selected Accounts: All Linked Accounts   Records: 3

In the above screenshot the active query is shown in the box at top left. The columns and rows in the main window are responsive and change with the query selection.
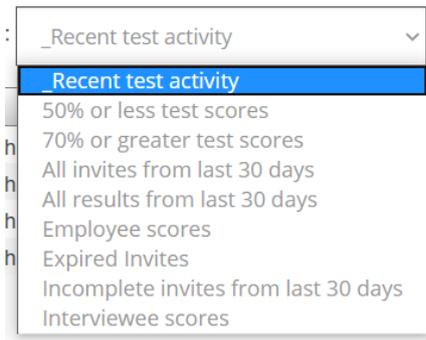
Use the dropdown to show the list of available queries.

Queries are ordered alphabetically.

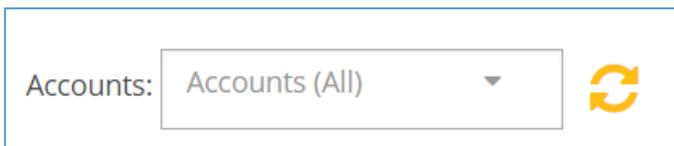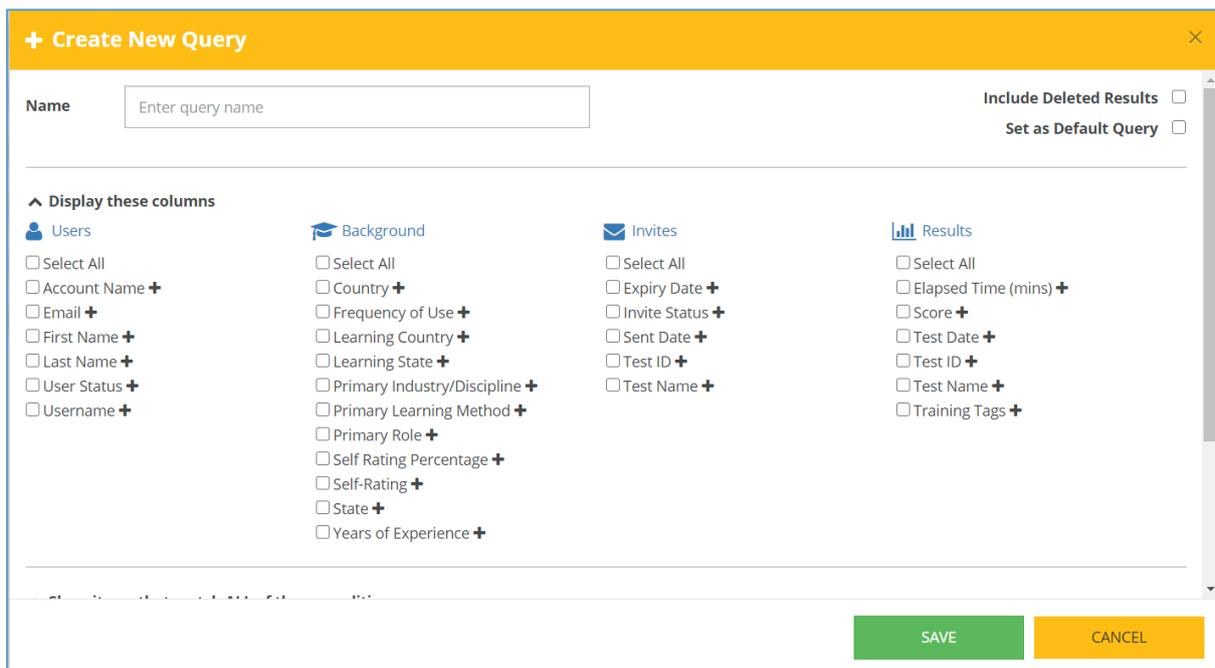The first icon on the left creates a new query.
The pencil icon allows editing of the active query.
The third icon along is for copying the active query.
The last icon downloads the query data to a CSV or MS Excel file.

Select on which account the query applies. Default is **all** accounts.

When creating a new query, you have the choice of all the data fields shown below.

✚ Create New Query ✕

Name	Enter query name		Include Deleted Results ☐
			Set as Default Query ☐

⌃ Display these columns

👤 Users	🎓 Background	✉ Invites	📊 Results
☐ Select All	☐ Select All	☐ Select All	☐ Select All
☐ Account Name ✚	☐ Country ✚	☐ Expiry Date ✚	☐ Elapsed Time (mins) ✚
☐ Email ✚	☐ Frequency of Use ✚	☐ Invite Status ✚	☐ Score ✚
☐ First Name ✚	☐ Learning Country ✚	☐ Sent Date ✚	☐ Test Date ✚
☐ Last Name ✚	☐ Learning State ✚	☐ Test ID ✚	☐ Test ID ✚
☐ User Status ✚	☐ Primary Industry/Discipline ✚	☐ Test Name ✚	☐ Test Name ✚
☐ Username ✚	☐ Primary Learning Method ✚		☐ Training Tags ✚
	☐ Primary Role ✚		
	☐ Self Rating Percentage ✚		
	☐ Self-Rating ✚		
	☐ State ✚		
	☐ Years of Experience ✚		

SAVE   CANCEL

Filters can be applied to the raw data to extract precise values and create sub-groups of your data.

When starting to use the Query Builder we recommend copying and editing some of the default queries. This will give you a good insight in how to construct a valid query.

5. Power BI exports:

Here you can export the Power BI Excel file for your account by clicking on the green button. To access the Power BI template, click on the grey button.

(Refer to the help sheets **Power BI Template** and **Home Page** for more information about analysing KS results data).