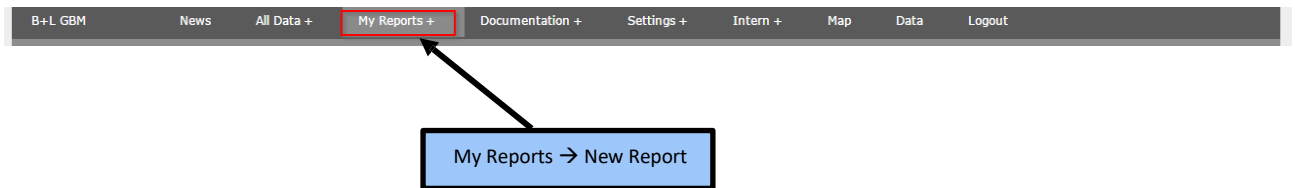
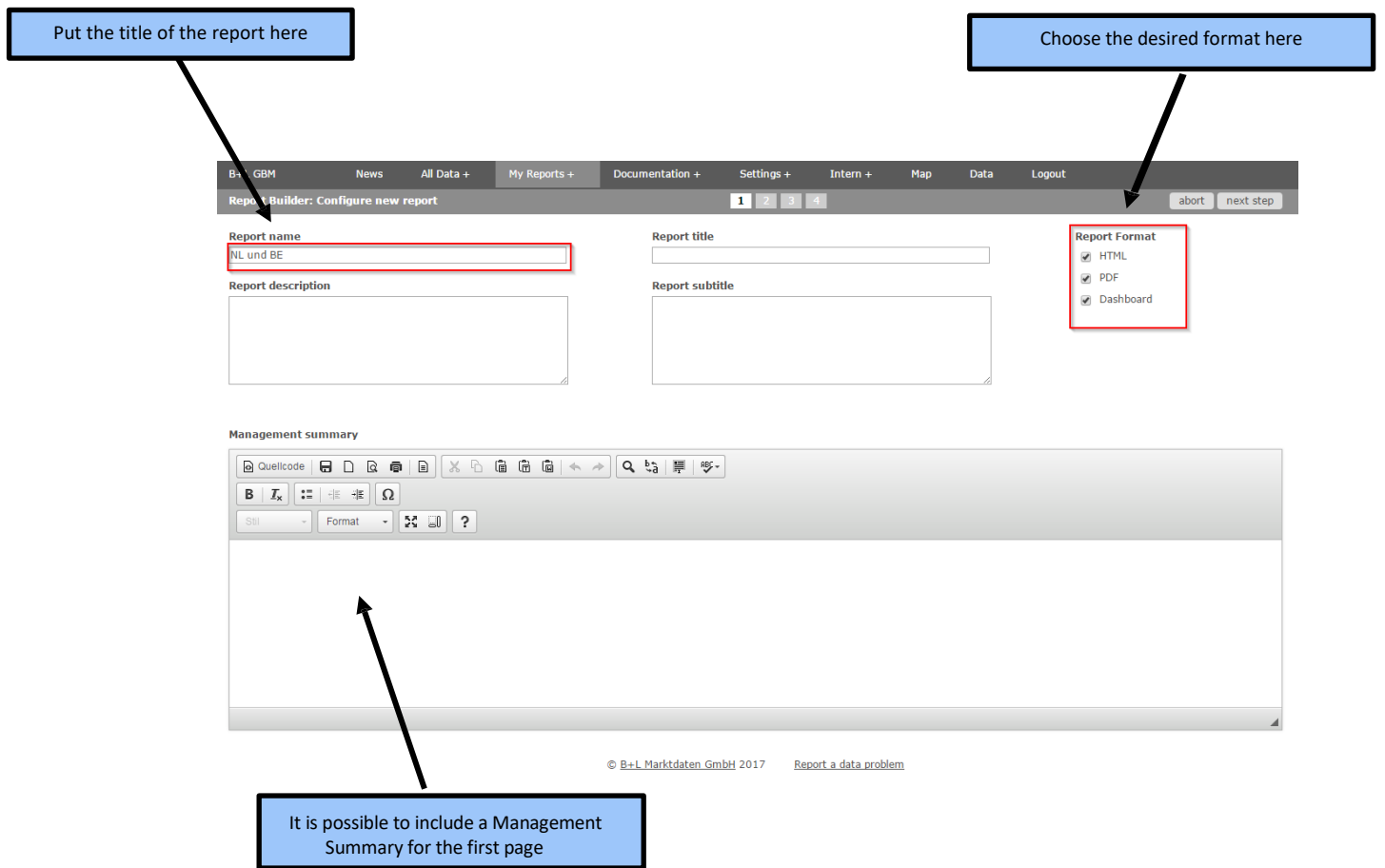


Guide for creating reports in GBM

Step 1. Open the page for creating reports



Step 2. Create a title and choose the desired format



„Next Step“



Step 3. Choose the indicators to be included in the report

Open the contents of a section here

Choose the desired indicators

It is possible to change the order of the indicators

Control the display of charts, tables, and/or comments in the report

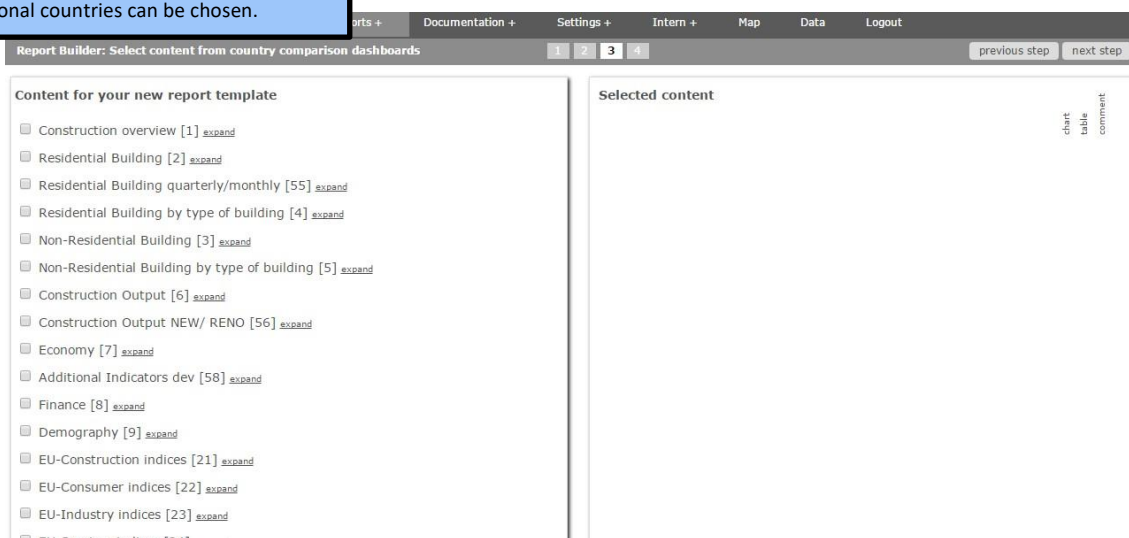
Recommendation:
For annual data → charts
For monthly data → charts, tables, comments

„Next Step“



Step 4. Option “Country Comparison”

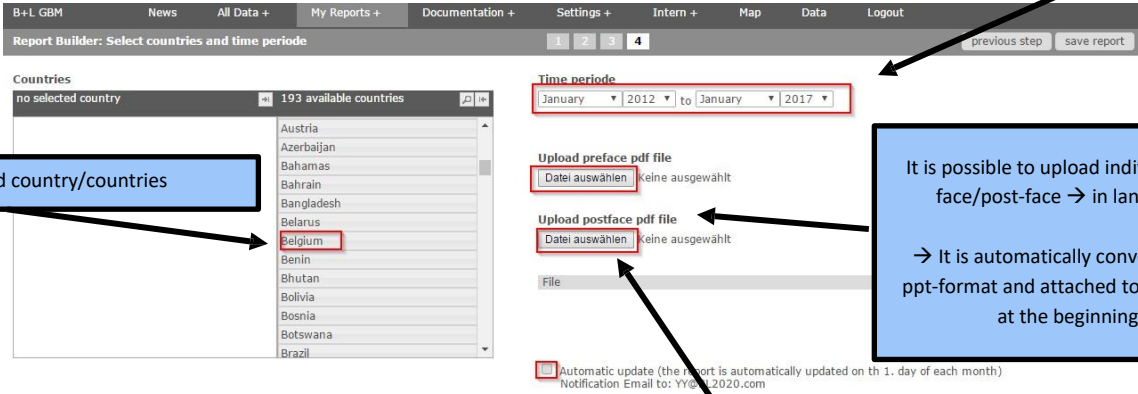
If desired, two or more countries can be compared with one another. Here the options for other indicators for the additional countries can be chosen.



„Next Step“



Step 5. Choose countries and time periods



Set the time period

Click on the desired country/countries

It is possible to upload individual preface/post-face → in landscape
→ It is automatically converted into ppt-format and attached to the report at the beginning

Automatic update function → every month the updated report is sent via e-mail, if desired

„Save Report“



Step 6. Create report

