



## Data Analytics

Maintain a strong pulse on your business with the use of data analytics. At WorkChores, we create powerful and user-friendly dashboards in Microsoft Excel that transform business data into actionable insights. Here, we will discuss the importance of good data, our KPI dashboard capabilities, and how to view our work.

### Good Data

Good data is the foundation for driving actionable insights. The analyses are only as good as the given data. There are five components of good data, see below:

1. Accuracy – data should tie out to its source.
2. Completeness – data should not include any blanks or not-applicable data for crucial fields.
3. Consistency – customer names, SKU descriptions, etc. should not change from download to download.
4. Timeliness – collect data around the time of the transaction (invoicing, order-taking, production, etc.)
5. Validity – fields like date, zip code, state name, and country should only have permitted data.

### Key Performance Indicator's Dashboard Capabilities

Each client we service receives a unique dashboard that meets their analytic needs. Many dashboards share the same concepts but are presented in different ways.

- Dashboards – dashboards measure as many KPI's as the client specifies during our scope call.
- Data Management – we typically manage the data inputs on a weekly to monthly basis for a small fee.
- Reporting – clients can create reports using the dashboard and can send to Excel, pdf, or PowerPoint.

### View Our KPI Dashboards

To see our work, click the button labeled, "See our Work", at the bottom right of the pdf. The button will take you to our Microsoft Excel file, "Excel Help" located on our One Drive. To use the workbook and see our dashboards live, please do the following:

1. Click, "See Our Work" located at the bottom right.
2. On the Excel File that pops up, click, "File" and "Save As"
3. Click, "Download a Copy". This should save the workbook to your downloads.
4. Open the downloaded file and click, "Enable Editing" followed by "Enable Content".
5. Use each of the sheets as directed. Please note, the "WorkChores" image has a link back to our site.

*If you are using a Mac, you may experience some glitches with certain formulas, pivot tables, and coding.*

[Schedule a Meeting](#)

[WorkChores.com](https://www.workchores.com)

[See Our Work](#)