

**ANALYTICAL MODULE**  
**HELP FILE 1**

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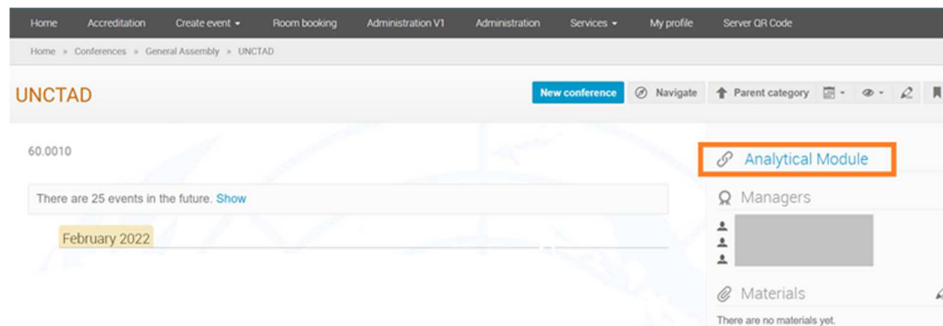
## HELP FILE 1- Access the Analytical Module

Indico.UN users shall be granted a *reporter* role to access the Analytical Module. Reporters may view data reports on a category, subcategory, or event depending on the level of permission granted.

A reporter may access the Analytical Module through the Analytical module link available on the Indico.UN interface or in other ways described below.

### Access via Indico.UN

On your category/subcategory page or an event page, you will see the Analytical Module link on the right side of the screen.



Click on the link to be redirected to the Analytical Module reports

Save the link to your Favorites to access the reports directly on your next visit.

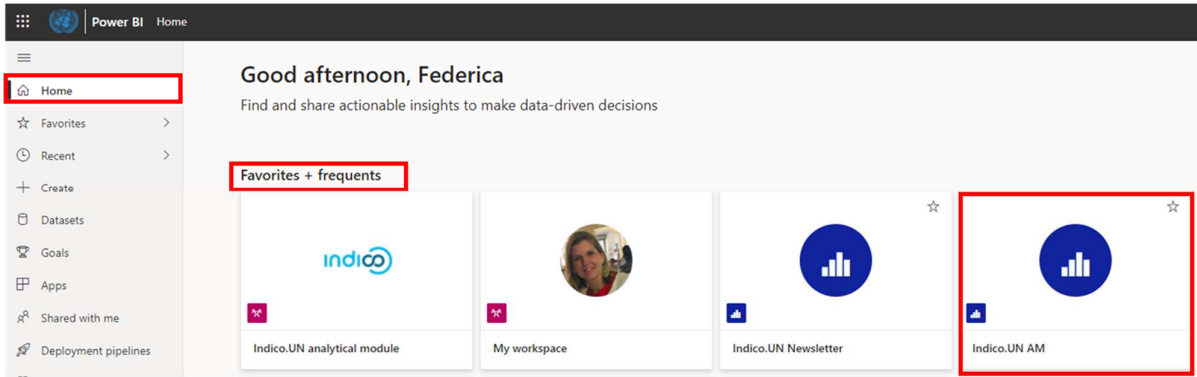
The system may ask for your United Identity credentials when you next access the Module. Please enter them as required.


### Access via Power BI

Only Indico.UN users who are granted a *reporter* role and with a UN domain account may access the Analytical Module via the PBI workspace.

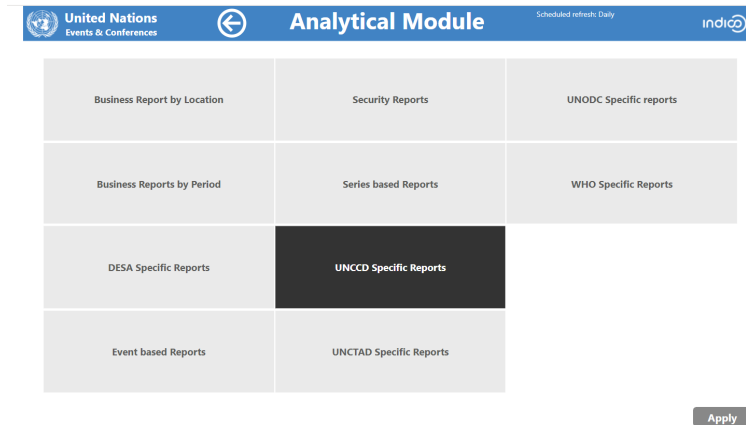
The Indico.UN team has provided you access to the Power BI content of the Analytical Module reports: *Indico.UN AM*.

1. To access the workspace, open the Power BI service (app.powerbi.com).
2. From the navigation pane, select **Home** to display your Home canvas.



Look for the report icon . In this screenshot we have two reports and two workspaces. The report is named *Indico.UN AM*.

Simply select the report name to open the report. This page shall appear.



If *client specific reports* have been created for your organization, you may have a different view.

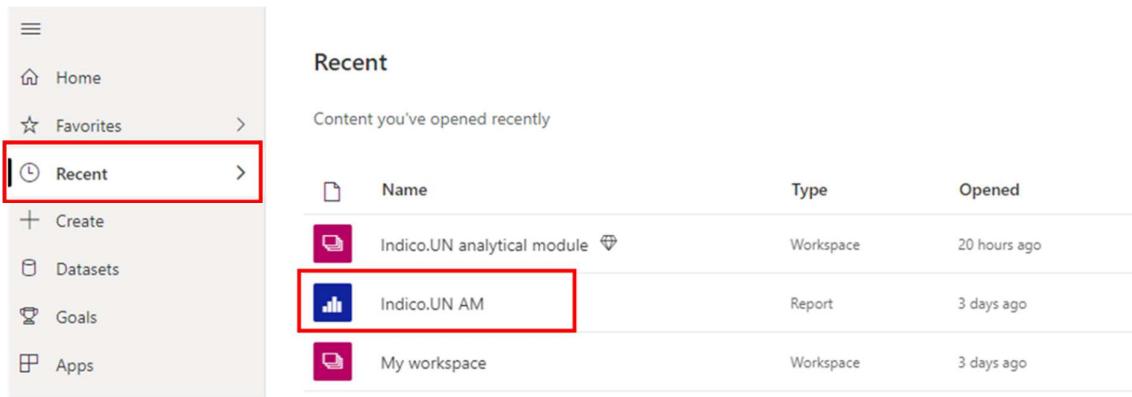
## Still more ways to open a report

A few other ways to access reports:

1. From the navigation pane using Favorites – only for UN domain users



2. From the navigation pane using Recent – only for UN domain users



3. From an email when you subscribe and set an alert (for more details click [here](#)).