

blacklinesafety

Blackline Analytics

Technical User Manual

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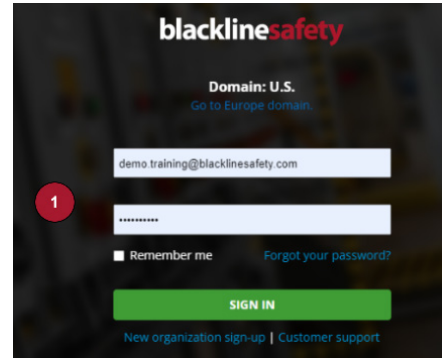
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1 ACCESSING BLACKLINE ANALYTICS

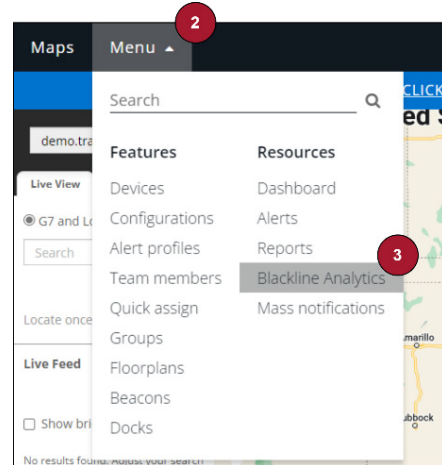
Blackline Live includes a built-in suite of analytics reports that help you to understand the data being collected from your device fleet.

To access Blackline Analytics:

- 1 Navigate to live.blacklinesafety.com (U.S. domain) or eu.live.blacklinesafety.com (European domain), depending which domain your organization is registered in.

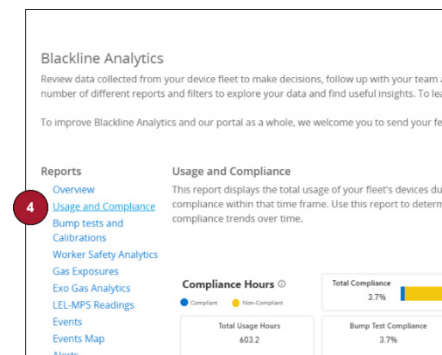


- 2 Select **Menu** to bring up the navigation pane.



- 3 Select **Blackline Analytics**.

- 4 Select the report of interest. **NOTE:** Blackline Analytics reports are updated every 3 to 24 hours, depending on the report.

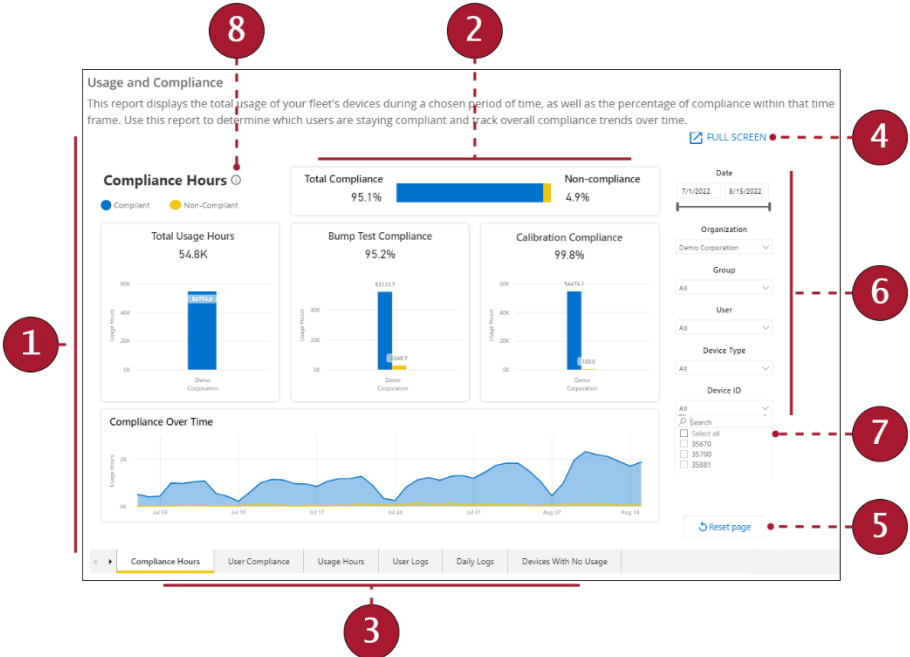


IMPORTANT: Another way to conveniently access Blackline Analytics is to create a bookmark in your browser at <https://live.blacklinesafety.com/ng/analytics> (U.S. domain) or <https://eu.live.blacklinesafety.com/ng/analytics> (European domain).

2 BLACKLINE ANALYTICS REPORT STRUCTURE

NOTE: Blackline Analytics reports are best viewed on a desktop computer or laptop.

Blackline Analytics reports help you to visualize the data collected from your device fleet. Each report is focused on different applications of your Blackline Safety devices, including event and alert counts and location, usage and compliance data, and trends over time. Blackline Analytics reports are composed of:



- 1 Report pages** A collection of related report visuals that delivers information about your device fleet.
- 2 Report visuals** Charts, maps, and tables that provide visual representations of the data collected by your devices.
- 3 Report tabs** Navigate between report pages.
- 4 Full screen button** Make the report full screen and remove menus and navigation panes. Press ESC to exit full screen display.
- 5 Reset page button** Remove all report filters and return the page to its default state.
- 6 Report filters** Apply filters to only show the selected data across the entire report. Multiple filters can be applied at the same time and can be removed individually (e.g., filter by a date range, username, device ID, or alert type).
- 7 Search field** Find specific information by entering a search term to filter the report on.
- 8 Tooltips** Display information about a chart, table, or tool by hovering your mouse over the information icon.

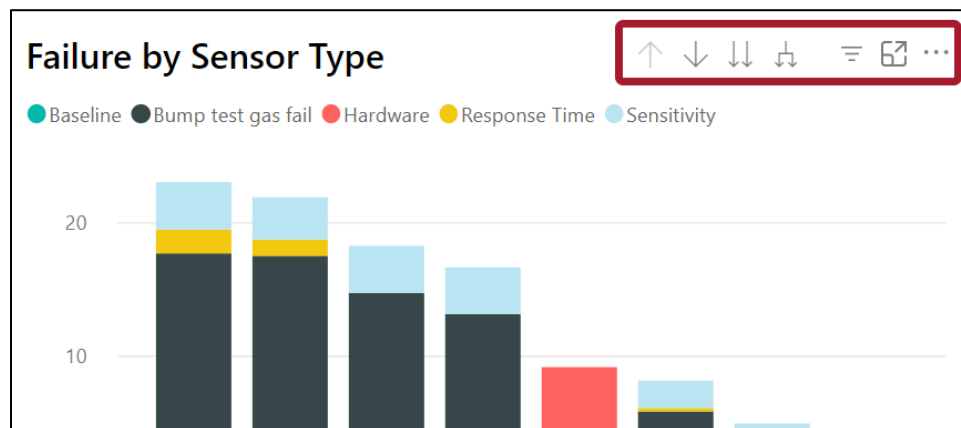
3 NAVIGATING REPORT VISUALS








Interact with each visual (customized chart, map, or table) to get detailed insight about some aspect of your device fleet's performance and behavior using the Visual toolbar, Tooltip previews, or Additional options menu.

IMPORTANT: You can only see data for devices that you have access to in Blackline Live. For example, if you can only see one group in your organization, you can only see data for those devices in Blackline Analytics.

3.1 VISUAL TOOLBAR

Click anywhere on a visual to access tools that allow you to interact with the data. Depending on the visual, tools that are available include:



- | | | |
|---|----------------------------|--|
|  | Drill up | Display the visual organized one level up in the hierarchy. |
|  | Drill down | Display the visual organized one level down in the hierarchy. |
|  | Drill down on click | Click to activate; select a visual to drill down on only the selected data. |
|  | Expand hierarchy | Display the visual with an additional level of hierarchy applied. |
|  | Filters | Display the filters that are currently applied to the selected chart or table. |
|  | Focus mode | Expand the size of the visual to the full screen to interact with the data more precisely. |
|  | Additional options | Access additional reporting tools for the visual. For more information, refer to the Additional Options section. |



3.1.1 UNDERSTANDING HIERARCHIES

Hierarchies are pre-configured sets of information organized in a structure so that one level is the parent of another. Examples of hierarchies include dates (year > month > day) or business categories (organization > group > user).

Hierarchies are used to visualize data at various levels granularity and enable you to identify trends more easily in your information.

Drilling Down vs. Expanding Hierarchies

The best use of these two actions depends on the visual you are viewing, and the amount of data within that visual:

- **Drill Down** shows you data while navigating through the selected hierarchy. Each step shows new information. There are two ways to drill down:
 -  Selecting **Drill down on click** and then selecting a single data point shows you more details about that data point. For example, drilling down from year to month will only show you data for the month in the year you selected.
 -  Selecting **Drill down** shows you all information at the next level in the hierarchy. For example, drilling down from year to month will show you all monthly data, regardless of which year it is in.
- **Expand Hierarchy** shows you all data with an additional level of hierarchy applied. Each expansion shows you the same information and adds on one level of new information onto it. For example, expanding the hierarchy from group level will show all groups, and which users are in each of those groups.

3.2 DRILLING THROUGH

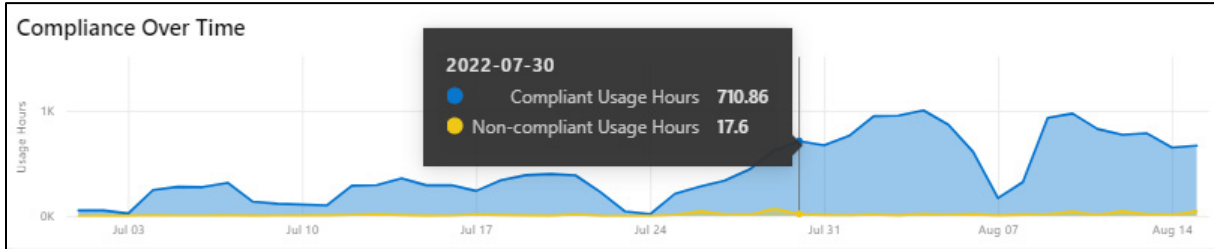
If available, you can right click on a visual and select **Drill through** to view more details about the selected information.

For example, right clicking in the Alerts table and selecting **Drill through** will take you to a page containing more specific details about the selected alert.

Alert ID	Date	Alert Type	Device ID	User
3749671	2022-07-28 07:07:00	Alert	3973005551	Roch R
3749771	2022-07-28 07:07:00	Alert	3973005551	Matt M
3750029	2022-07-28 07:07:00	Alert	3973005560	Dean F
3751294	2022-07-28 07:07:00	Alert	3973005531	Bill Tale
3751323	2022-07-28 07:07:00	Alert	3973008035	Michae
3751402	2022-07-28 07:07:00	Alert	3973006881	Matt M
3752076	2022-07-28 07:07:00	Alert	Alert Details	M
3752200	2022-07-28 07:07:00	Alert	3973008035	Dean F

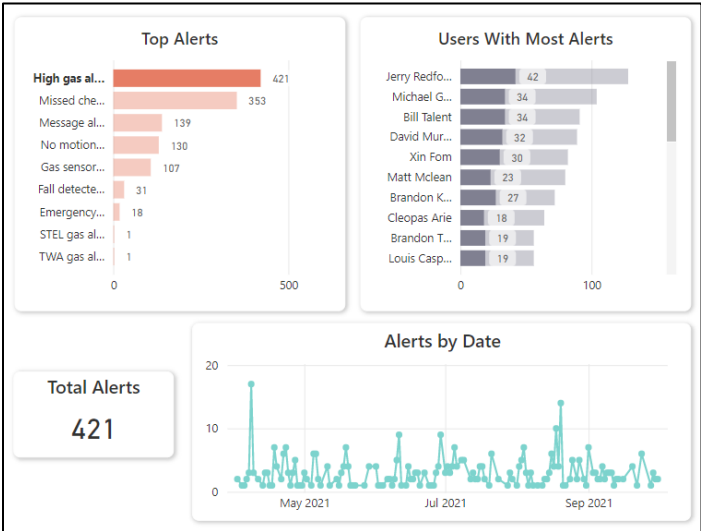
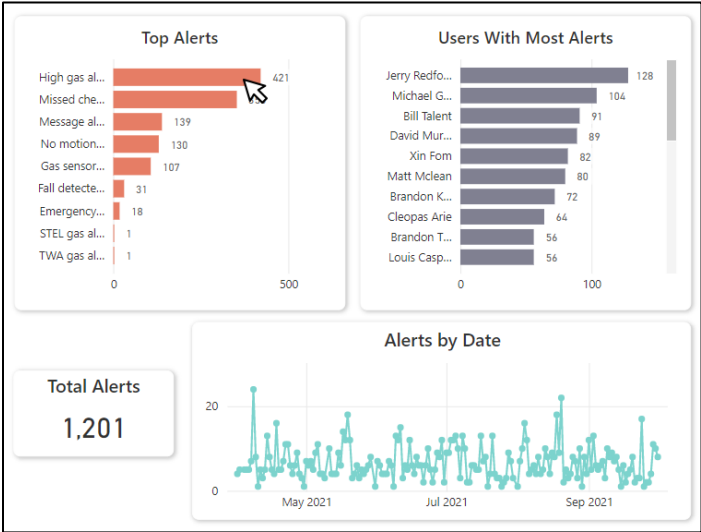
3.3 PREVIEW TOOLTIPS

Hover over the visual to reveal more information about the data being reported.



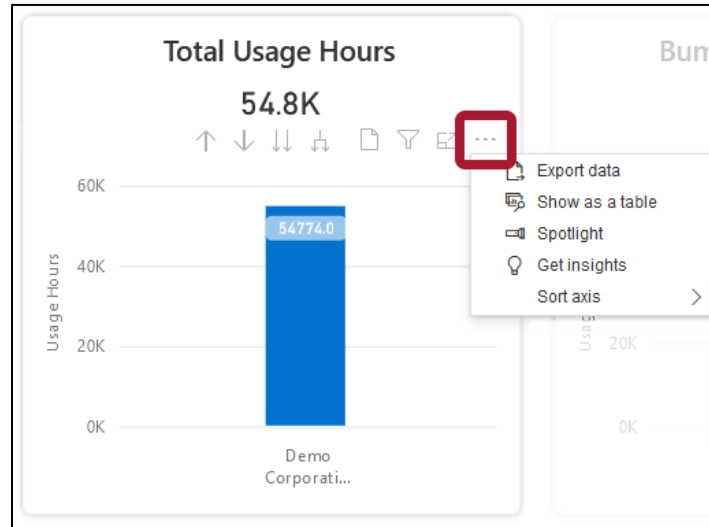
3.4 CROSS-HIGHLIGHTING

Select any part of a visual to filter the other visuals on the page by the same value. Hold down the CTRL key to cross-highlight multiple elements at the same time. Select the white space of any visual to remove the filter and exit cross-highlighting mode.









3.5 ADDITIONAL OPTIONS

Select the **Additional options** ellipsis menu at the top of a visual to access additional functionality for investigating your data.



Depending on the selected visual, options include:

-  **Export data** Save the data behind the selected visual as a comma-delimited (.csv) or Excel file (.xlsx).
-  **Show as a table** Display the selected chart as a table.
-  **Spotlight** Highlight the selected visual, simultaneously reducing the visibility of other elements on the page.
-  **Sort axis** Sort the visual by the selected category (e.g., Organization, Usage Hours, or Device ID).
-  **Sort descending** Sort the selected visual in descending order.
-  **Sort ascending** Sort the selected visual in ascending order.

3.5.1 UNDERSTANDING EXPORT DATA

Export data enables you to access the data used to generate a visual and gives you more flexibility to sort and filter information. In addition, exported data can be directly added to your own internal documents and reporting tools.

You can choose to export either of the following data subsets:

- **Summarized data** — Only show the data that is visible in your visual based on the applied filters. Any applied filters will be listed in your exported data file.
- **Data with current layout** — Export a table or matrix in the exact arrangement you see within the report, with all formatting removed.

4 SUPPORT

4.1 GLOSSARY

For more information on important Blackline Analytics terms, refer to the [Blackline Safety Glossary](#).

4.2 LEARN MORE

Visit support.blacklinesafety.com to find support and training materials for Blackline Analytics.

4.3 TECHNICAL SUPPORT

Contact our Technical Support team for assistance.

North America (24 hours)

Toll Free: 1-877-869-7212 | support@blacklinesafety.com

United Kingdom (8am-5pm GMT)

+44 1787 222684 | eusupport@blacklinesafety.com

International (24 hours)

+1-403-451-0327 | support@blacklinesafety.com