

# Bulletin #2022/2 (Indico.UN)

## Analytical Module

16 November 2022  
Indico.UN Team

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### Introduction

The **Analytical Module** is the Indico.UN reporting tool. Released in April 2022, it was developed after three months of consultations with users and developed by using the UN standard Microsoft Power BI.

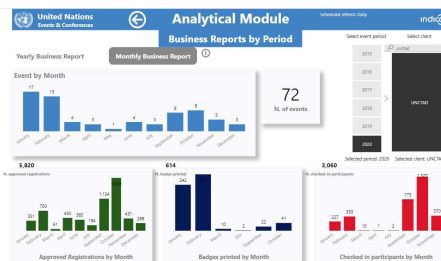
The analytical module provides users with visualizations of key indicators (number of events, registrations, check-in participants, badges printed, etc.) by an organization, sub-entity, event, or series of events, by period or location, addressing the needs of all Indico.UN user groups.

The data comes directly from Indico.UN and it is refreshed every twenty-four hours. It is accessible by Indico.UN reporters nominated by the client. Thanks to role-based access controls, reporters can only view the data limited to their organization, or sub-entity based on the granted rights.

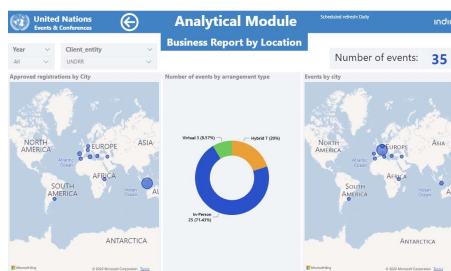
## Available reports

Not all reports may be accessible to you as access is granted based on business needs.

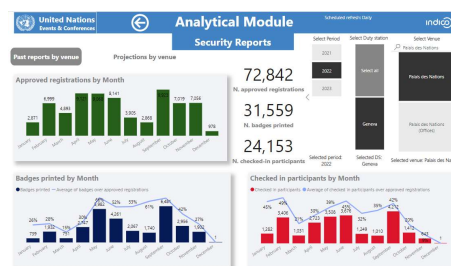
1. Business report by period – two sub-pages: this set of high-level visuals and cards is mainly intended for conference management. It provides an overview of the key event details by year and month.



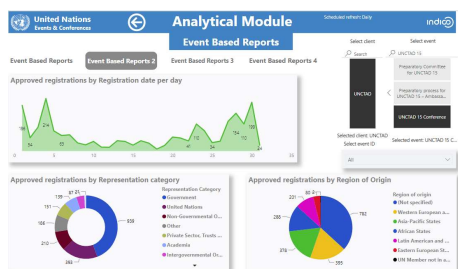
2. Business report by location – one page: this set of high-level visuals is mainly intended for conference managers. It provides an overview of the event's footprint and arrangement type.



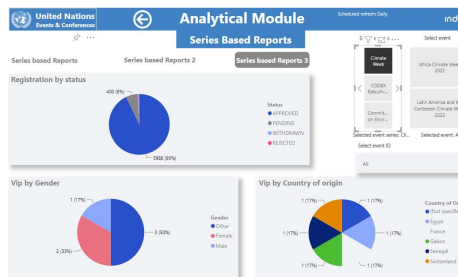
3. Security reports - two sub-pages: this set of visuals is mainly intended for Security Officers or Conference Managers. It provides detailed figures by event duty station and/or venue. The visuals are both backward and forward-looking.



4. Event-based reports – four sub-pages: this set of visuals is mainly intended for Event Managers. It provides detailed figures by the event. The visuals focus on event-approved registrations, approved VIPs, badges printed, and check-ins.



5. Series-based reports – three sub-pages: this set of visuals is mainly intended for Event Managers organizing recurrent events. It provides detailed figures by event series. The series is a concept recently introduced by Indico.UN. Events shall be set as part of a series on the



management area of the Indico.UN event interface.

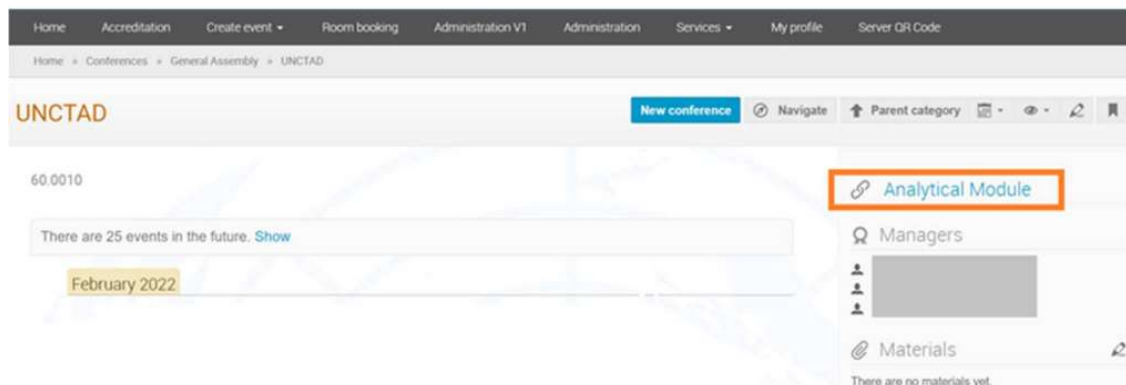
6. Client-specific reports: visuals specifically created for clients with specific reporting needs that are not covered by the reports listed above.

More details on how to view and share the report can be found on the [Indico.UN Analytical Module help pages](#).

## Accessing the Analytical Module

Access via Indico.UN (for all users of Indico.UN given access by their Category managers)

Once you have been granted access to the module, on your category/subcategory page or 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 dashboard.

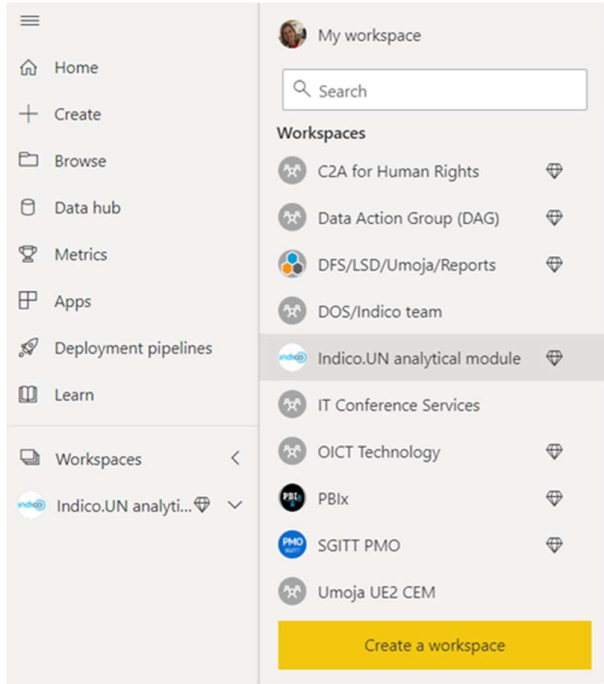
The system may ask for your Unite Identity credentials when accessing the module. Please enter them as required. Please note that you will only see the Link to the Analytical module if your organization's category manager has given you access. If you require access, please contact your organization's category manager or the Indico.UN User Support Team.

Access via Power BI workspace (Only for UN secretariat staff)

Only Indico.UN users who have already been granted a reporter role in Indico.UN and with a @un.org email address can access the Analytical Module via the Power BI workspace.

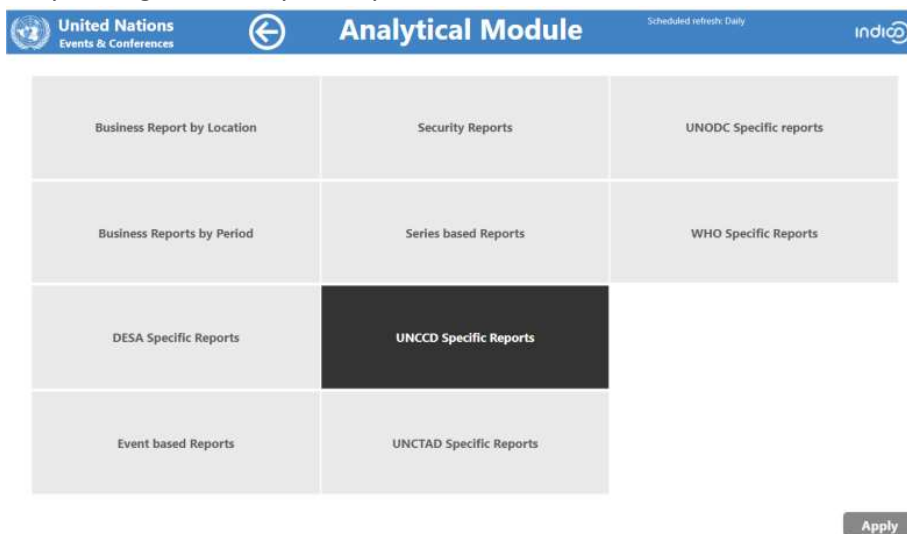
To access the workspace.

1. Open the Power BI webpage (app.powerbi.com).
2. From the navigation pane, select **Workspace** and choose the **Indico.UN Analytical Module workspace**.



This prompts you to the list of Indico.UN AM workspaces, reports, and datasets.

3. Select the report named **Indico.UN AM** to open the report and the following page should appear. However please note that if client-specific reports have been created for your organization, you may have a different view.



More details on how to access the report can be found on the [Indico.UN Analytical Module help pages](#).

## Future developments and support

The Analytical module will continue to be improved based on user feedback. Among the future developments in the pipeline, we plan to work on a real-time update of the data shared on the Analytical Module, on integrating registration data coming from the Access Authorization Module and data related to the number of visitors to Indico.UN event pages.

We will also soon be sharing a video tutorial on how to use the Analytical Module which will provide a step-by-step procedure on how to access the most useful functionalities.

The call for nominations for the reporter role is always open. Please nominate reporters to improve the reporting capabilities of your organization.

If you need any support for the Analytical Module or any other Indico.UN functionality please [contact our helpdesk](#).

Please share your suggestions for improvement. We, in the Indico.UN team are at your service, and we look forward to hearing from you.