Create a Report in Alchemer Pulse

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Use a report to start digesting and breaking down your feedback. Learn about the metrics that you can analyze.

Start a report

1. Sign in to your account on Alchemer Pulse.
2. On the left, click **Reports**.
3. Click **Create a new report from scratch** . You can also select a template to help you get started.
4. Select the metric and dates to analyze.
5. Choose to split your data by selecting a Breakdown.
6. Under the Filters tab, add your filters and data source.
7. To change how data is presented, on the lower right, click the type of graph (line graph, data table, or bar chart).

Compare your data with another set of data

Once you have your first set of data under Filters:

1. Click New series.
2. Change or add filters on your new series.

This will allow you to compare multiple sets of data (Filter group 1 vs Filter group 2) with one another.

Understand your filters and metadata

Your filters are based on the types of feedback that you receive.

The metadata in each feedback will depend on where the feedback came from. For example, feedback from Twitter will have different metadata from any feedback that came from Trustpilot. It

may also depend on things like:

- Your settings
- How much information you have on your users/
- If you or anyone on your team adds any extra metadata.

To add or change filters or metadata, reach out to Alchemer Support.

Share your report

When you're happy with your analysis, share it with key stakeholders.

1. On your report, click **Share**.

2. Choose who or how you want to share your report.

To export your report, select **More**.

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