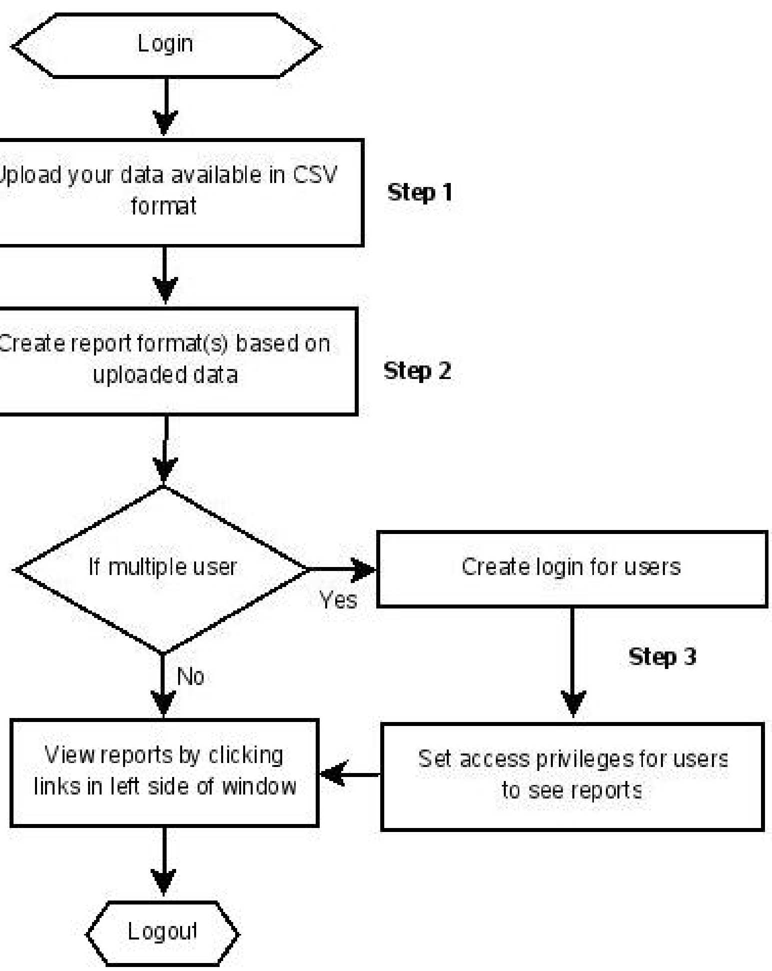
Dear Customer,

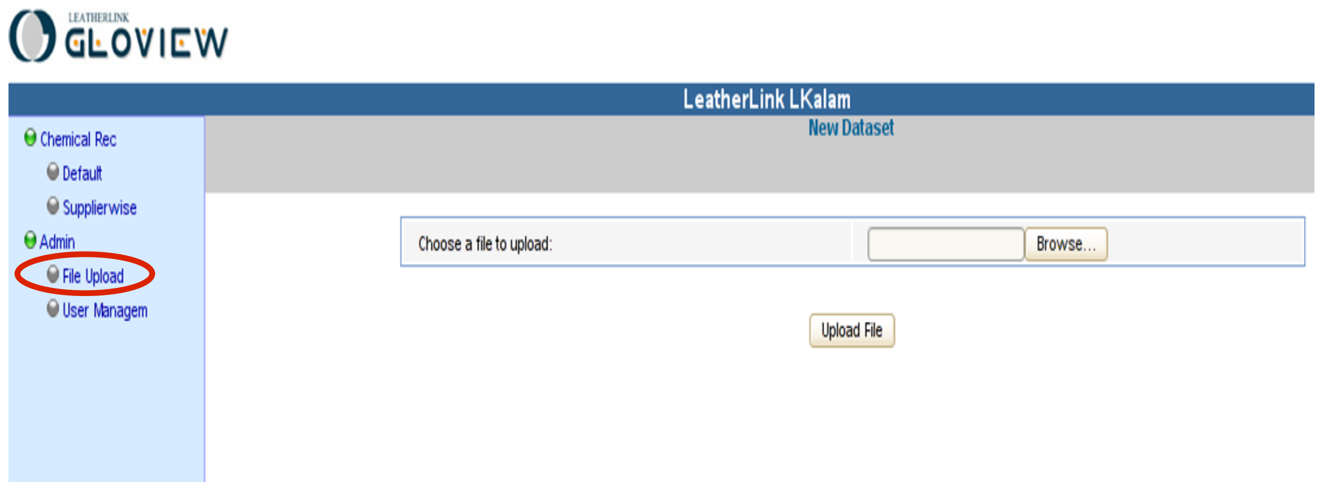
We, at BSG LeatherLink, thank you for subscribing to one of the world class on-line reporting tools. We are pleased to serve you and committed to work on continuously to enrich your experience in working with Gloview.

Having subscribed to the service, you are just few clicks away to start viewing your own reports using Gloview. Please follow the below given procedure to upload your data and create reports on-line.

Gloview Process Flow

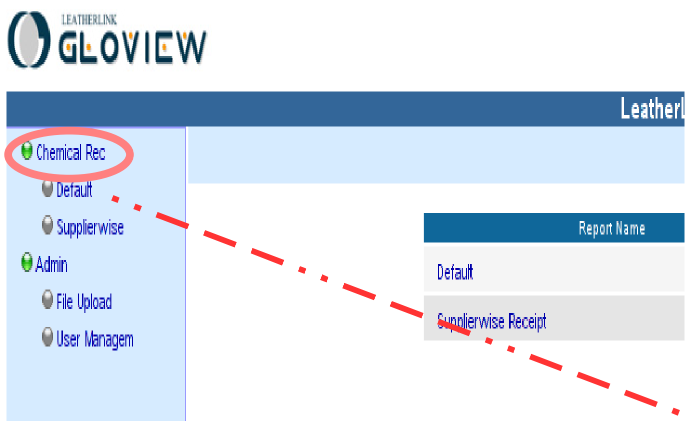


Step 1:



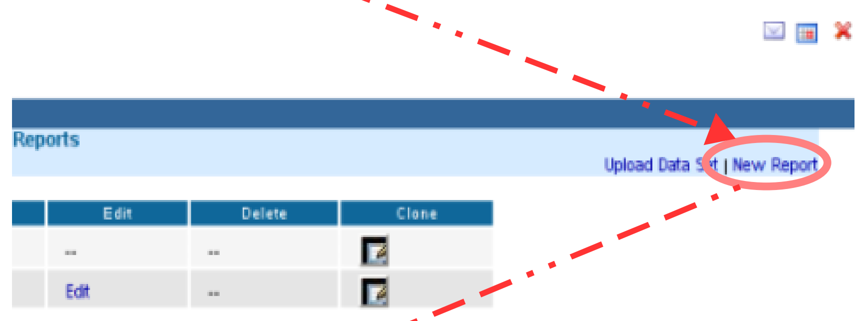
1. The data to be uploaded must meet the following conditions
   1. The input file must be in CSV format (e.g. reportdata.csv)
   2. The 1st row of the CSV file should represent report column heading
   3. The 2nd row of the CSV file should represent data type of the report column. The column data type must be from any of the following list only.
      - Varchar - alphanumeric & special characters
      - Date - dd/mm/yyyy format
      - Integer - any whole number
      - Numeric - decimal separator ".", thousand separator ","
2. While generating CSV file, the following instructions must be followed
   1. Character Set – Unicode (UTF-8)
   2. Field delimiter must be "," only
   3. Empty columns value should not be surrounded by double quotes (")
   4. Fixed column width must be disabled
3. File upload size must be 2MB onlyWhile uploading user should say whether data needs to be appended to the existing data or to be replaced.

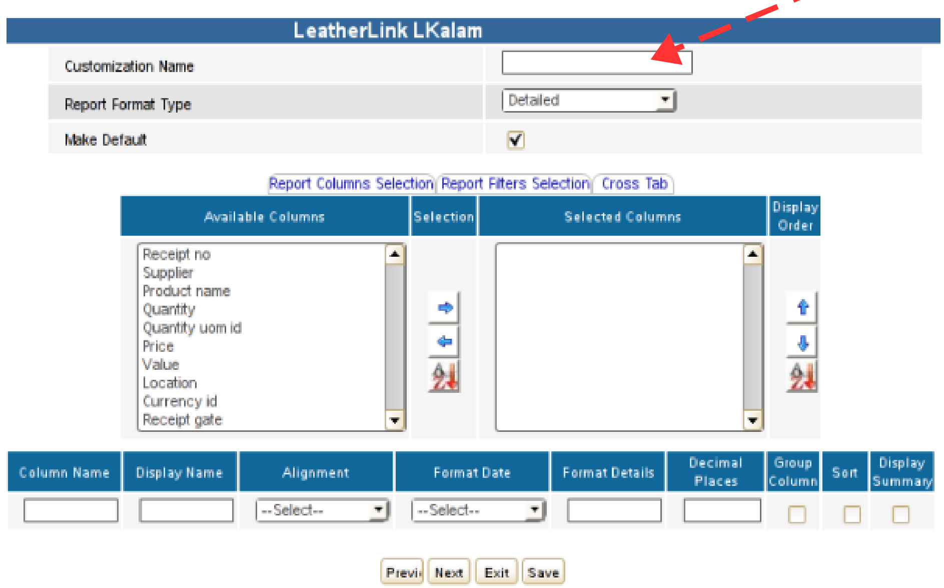
Step 2:



1. After uploading, click on report name provided as link on left side of window to create new report format

2. Click on the new report link

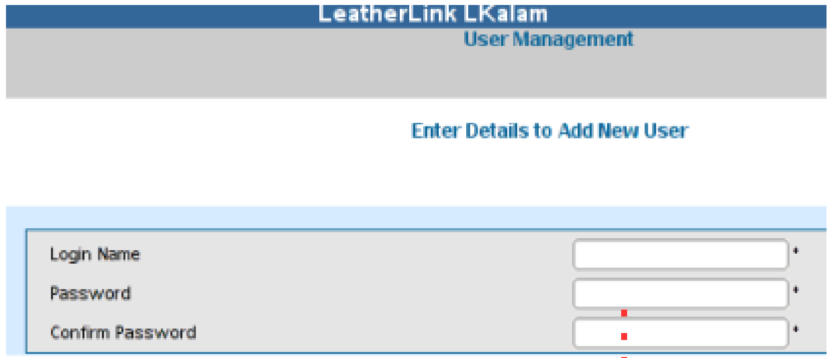




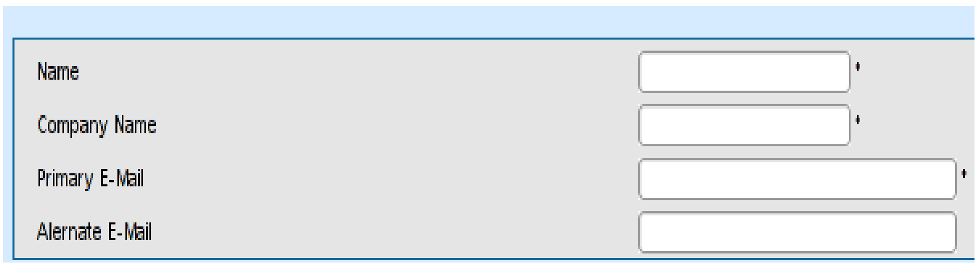
3. Enter name of the report format

4. Select data columns to be seen in report format and set properties (display name, alignment, group, sorting etc)for the same and click save button to create new report format

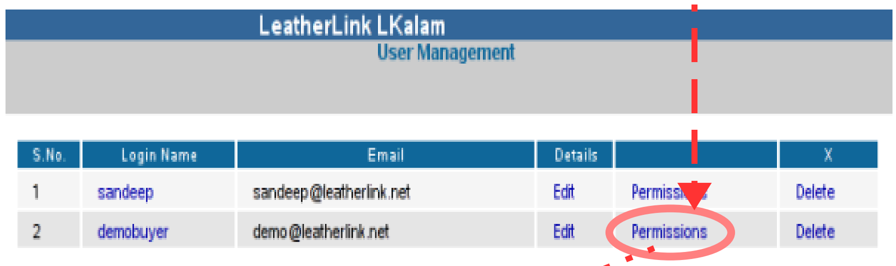
Step 3:

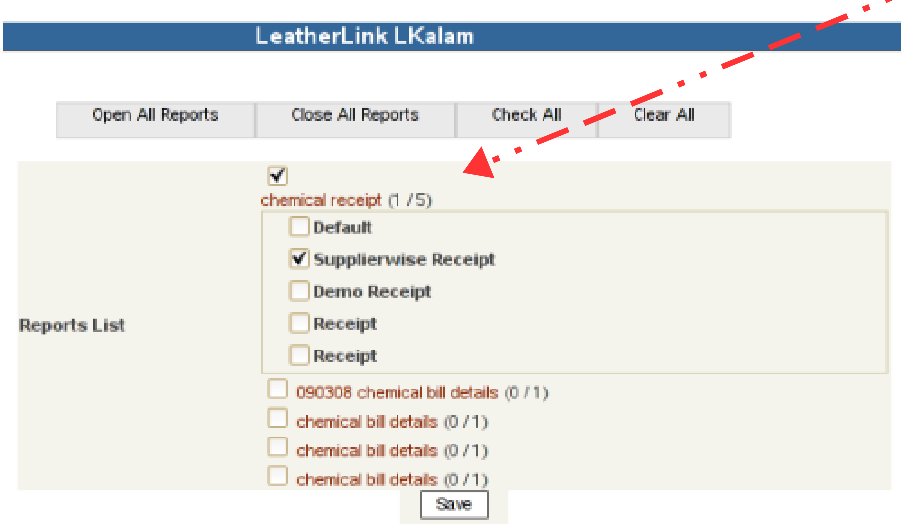


1. Enter login name and password for new user. Also, enter company name and email ids of each user to send mails from system.



2. Click on permissions link to give access permission to users for various reports





3. Click each of the available reports and select report formats that can be accessed by a particular user. The selected report formats alone will be seen when user logs in the system