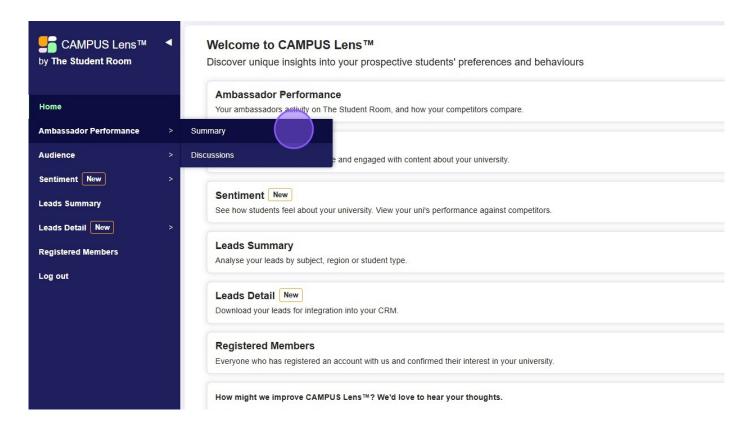


How To Navigate The Ambassador Report

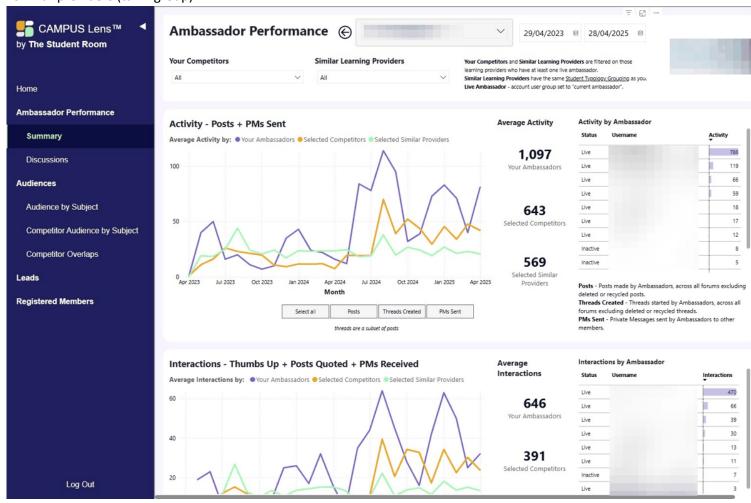
This guide provides a step-by-step approach to effectively navigate the Ambassador Report, allowing you to efficiently access and analyse important data related to student engagement enhancing your ability to monitor and improve student interactions.

1. Navigate to https://campus-lens.tsrmatters.com/ log in, and select **Ambassador Performance** and click on **Summary**.



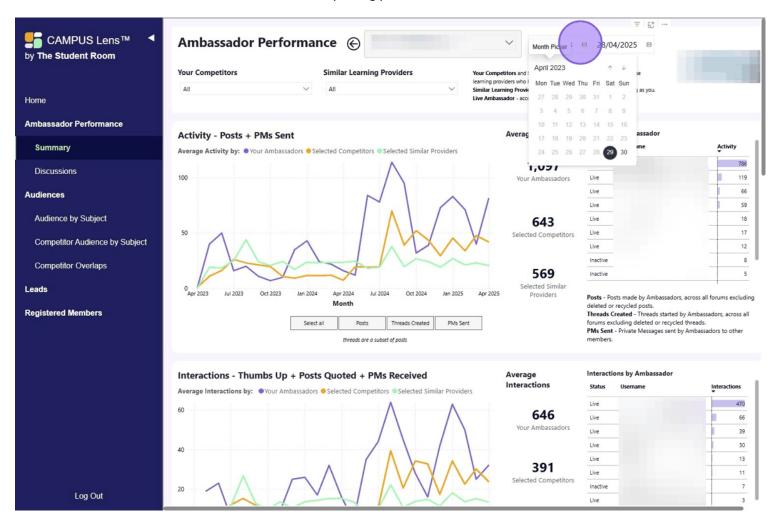


2. On the summary tab the report provides a daily-updated summary of your ambassadors' performance compared to competitors and similar providers (tariff group).



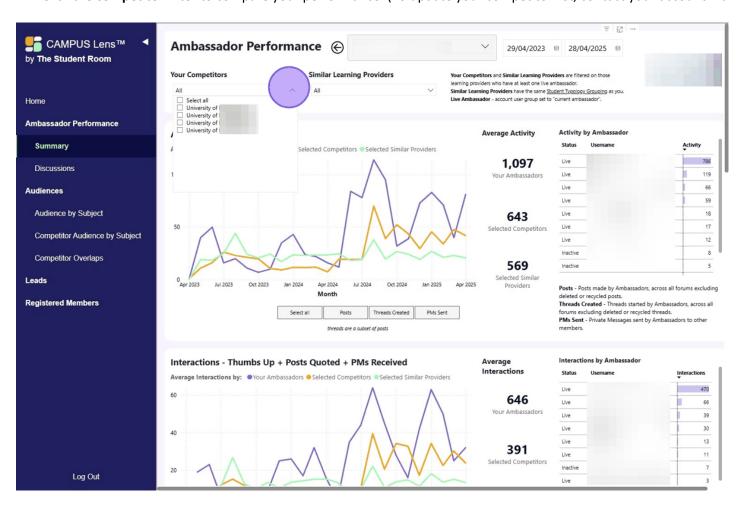


3. Click on the **calendar icon** to select a different reporting period.



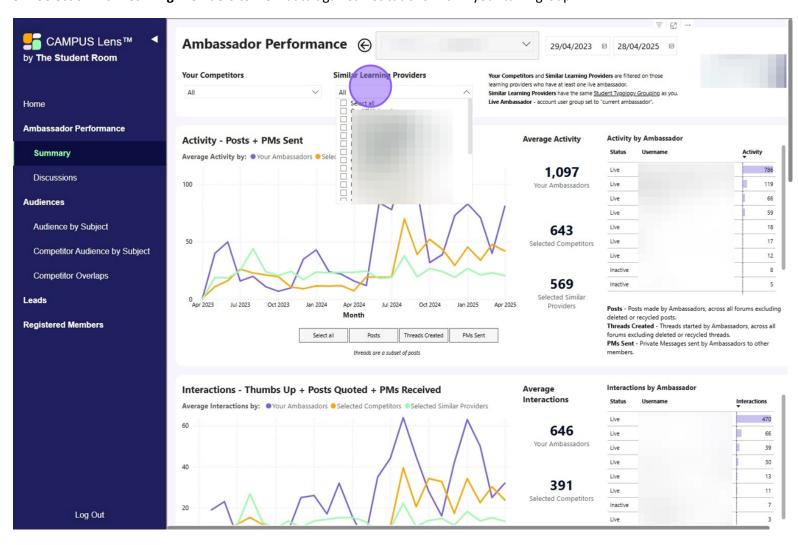


4. Click the **competitor filter** to compare your performance. (To update your competitor list, contact your account manager.)



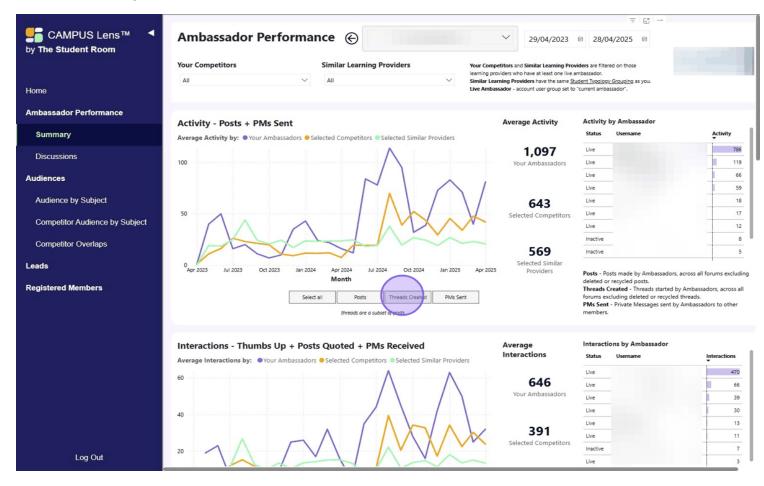


5. Select Similar Learning Providers to view data against institutions within your tariff group.



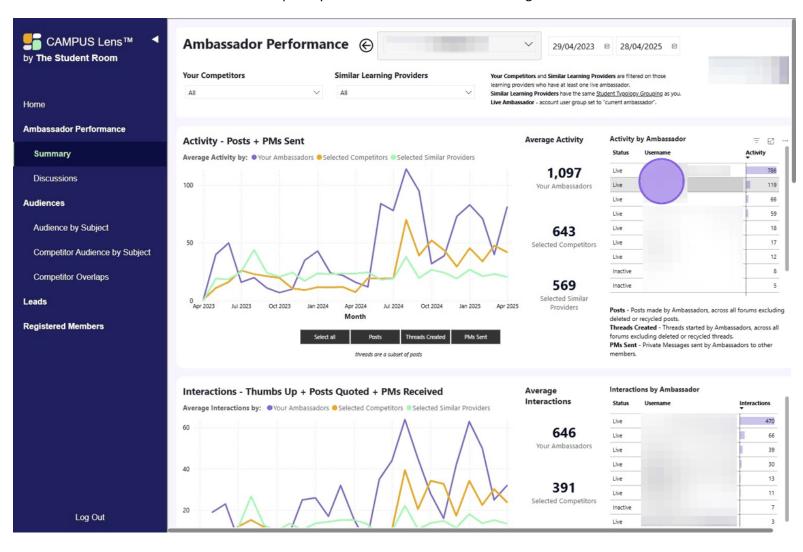


- 6. Use the tabs to filter the graph by:
 - Posts
 - Threads Created
 - Private Messages Sent



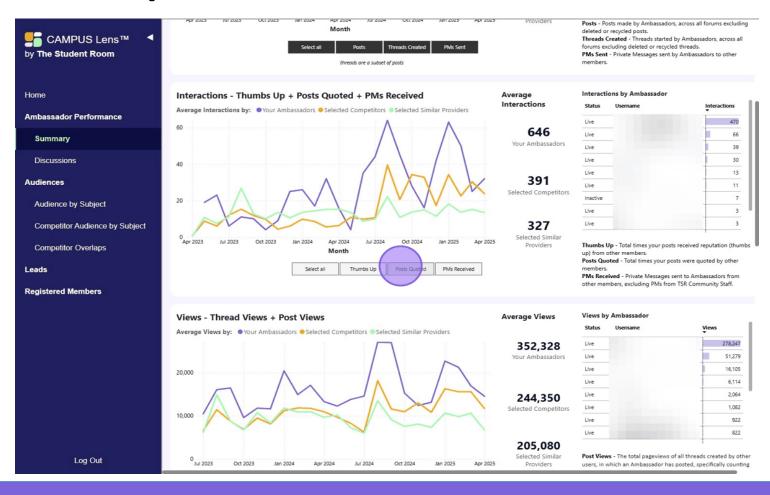


7. Click on a **username** to filter the report by an individual ambassador. Click again to remove the filter.



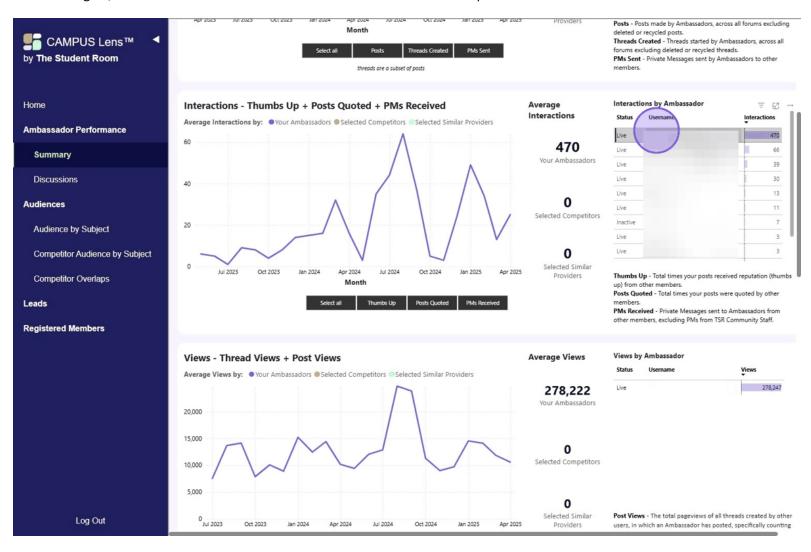


- 8. Further refine the graph by:
- Thumbs Up Received
- Posts Quoted
- Private Messages Received





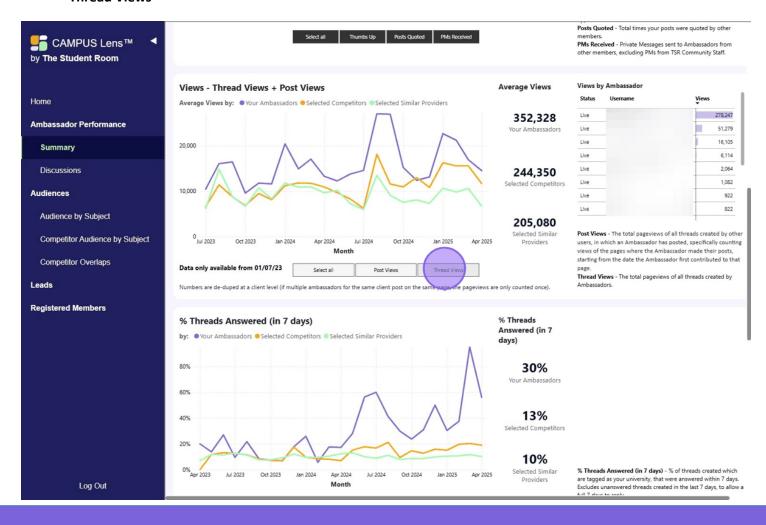
9. Again, click on usernames to drill down into individual ambassador performance.





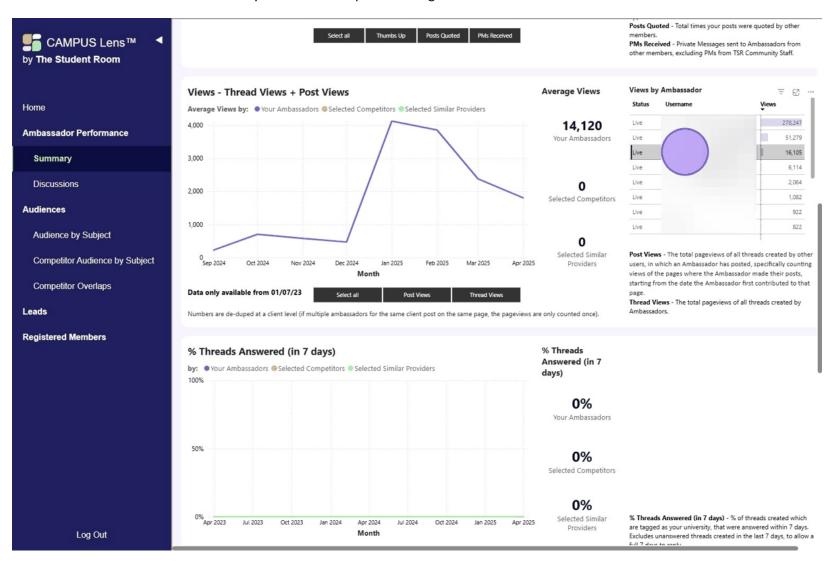
10. You can also filter the graph by:

- Post Views
- Thread Views

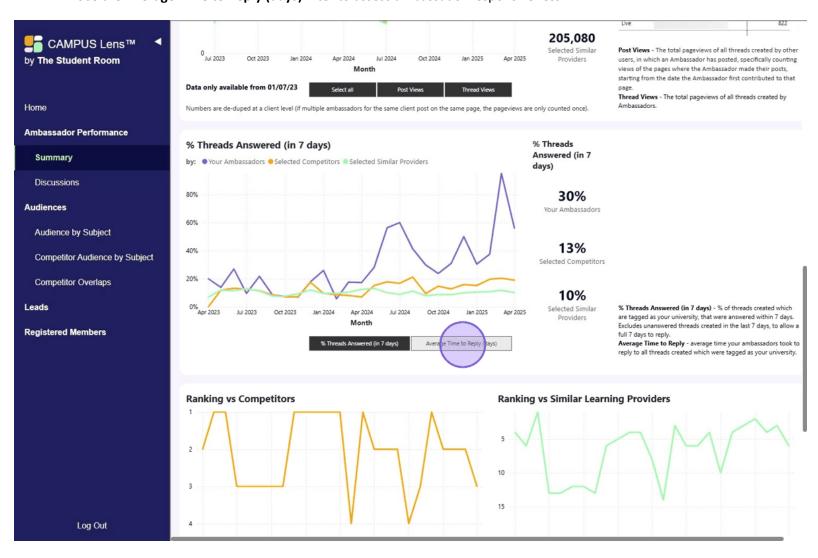




11. Click on a username to filter by an individual rep and click again to remove the filter

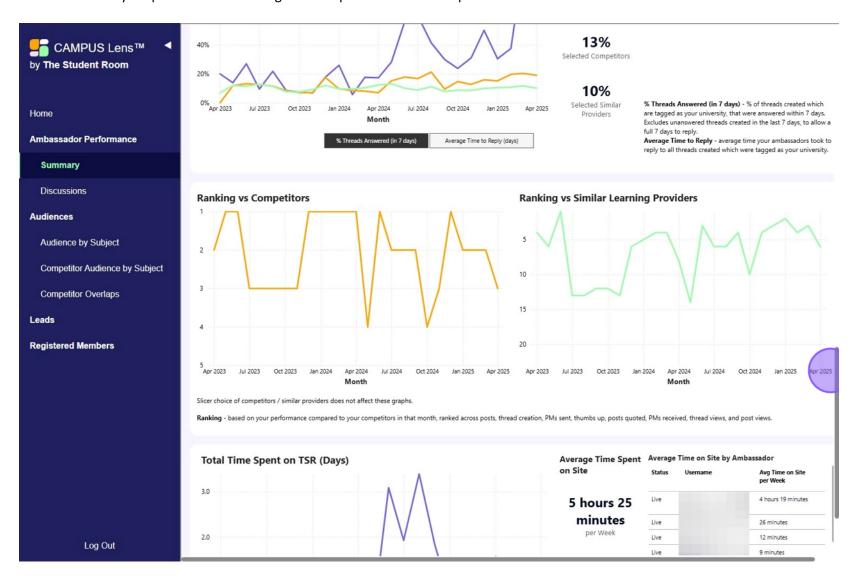


12. Use the Average Time to Reply (days) filter to assess ambassador responsiveness.



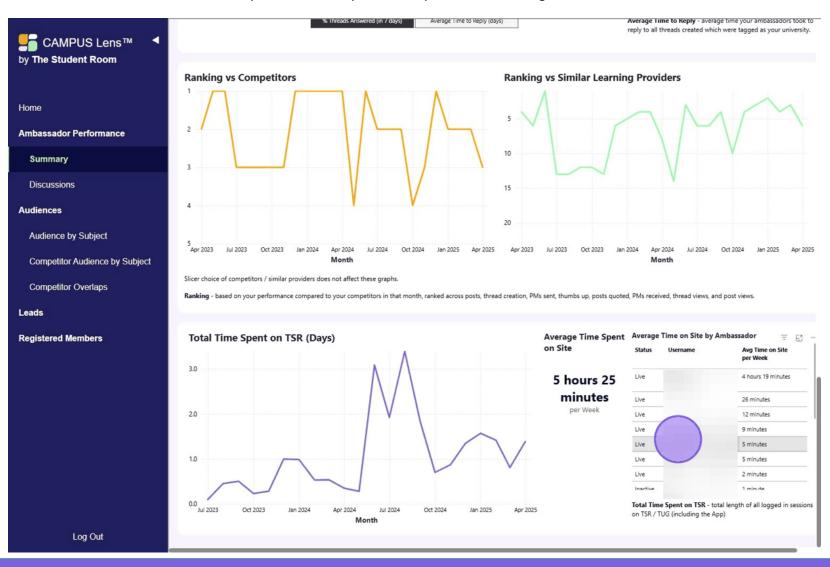


13. View how your performance ranks against competitors and similar providers. Use the filter to view individual institutions.





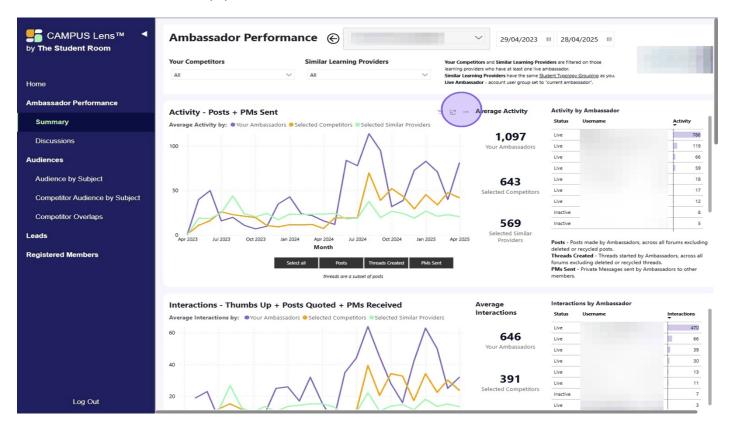
14. Click on a username to filter by an individual rep and time spent on TSR, click again to remove the filter.



Tip! You can export the data to excel by hovering over any of the graphs or charts

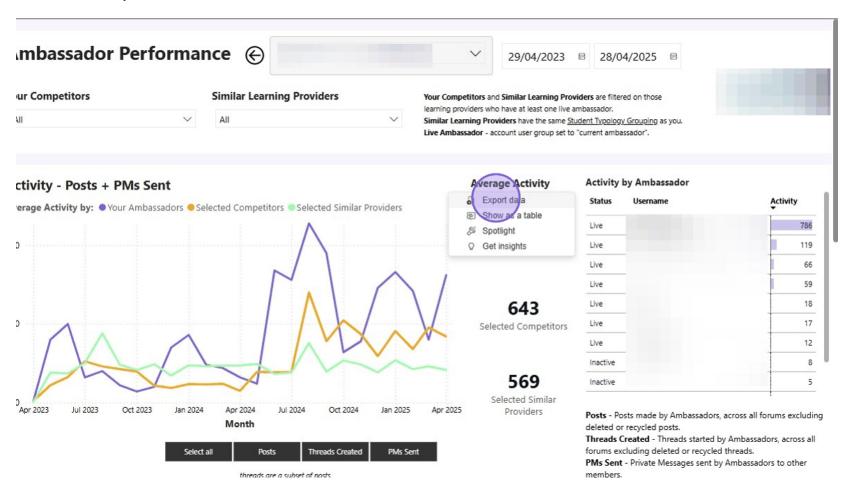
15.

- To export any graph or table:
 - Hover over the visual.
 - Click the three dots (...).

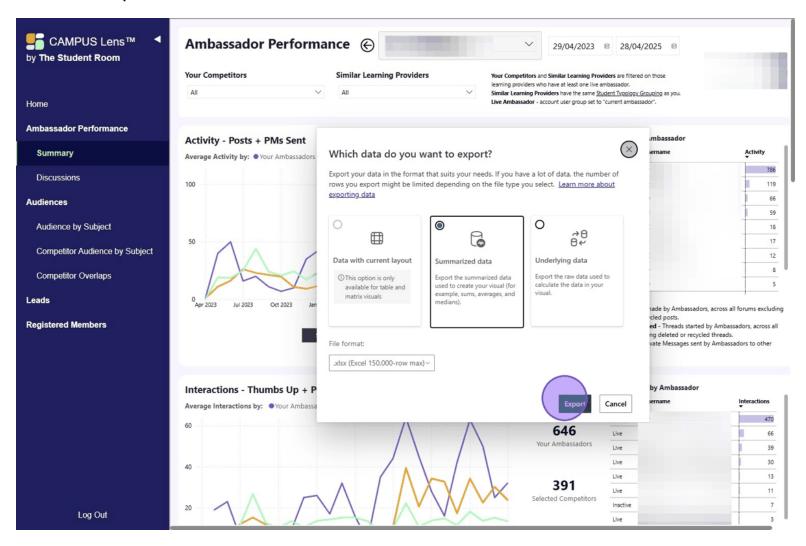




16. Click Export data

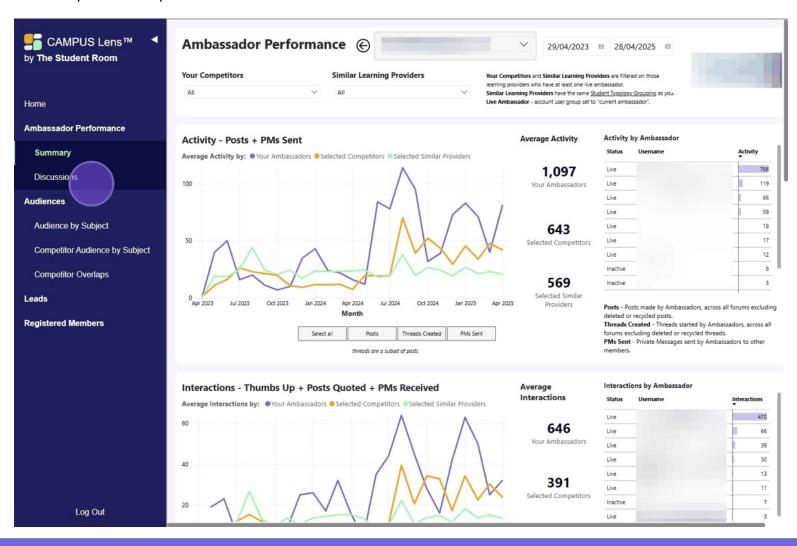


17. Click Export



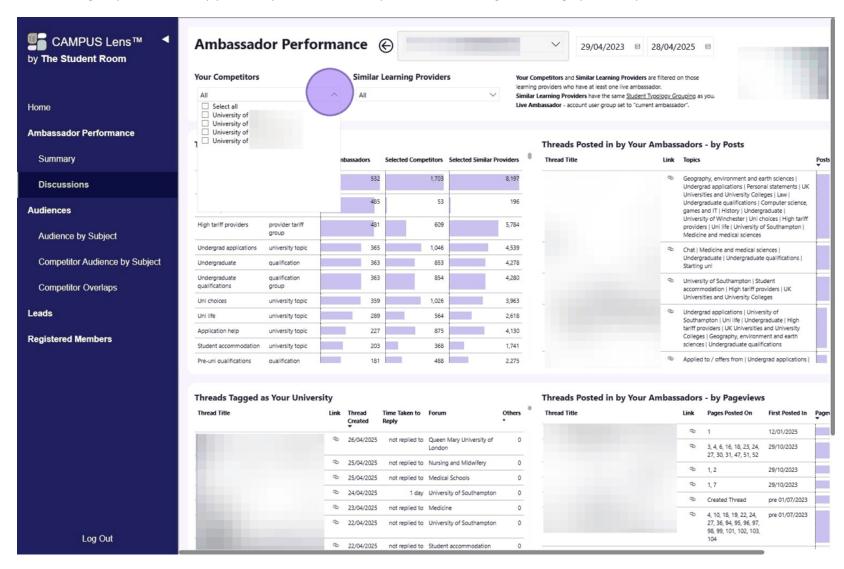


18. Click "Discussions" to view the second page of the report. This section provides detailed insights into conversations taking place about your university.



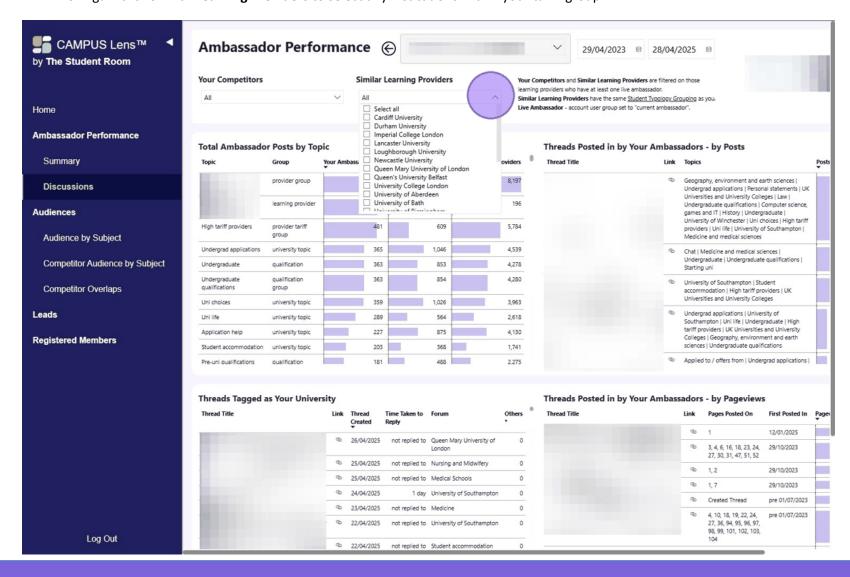


19. Again you can filter by your competitors. (Contact your account manager to change your competitor list)



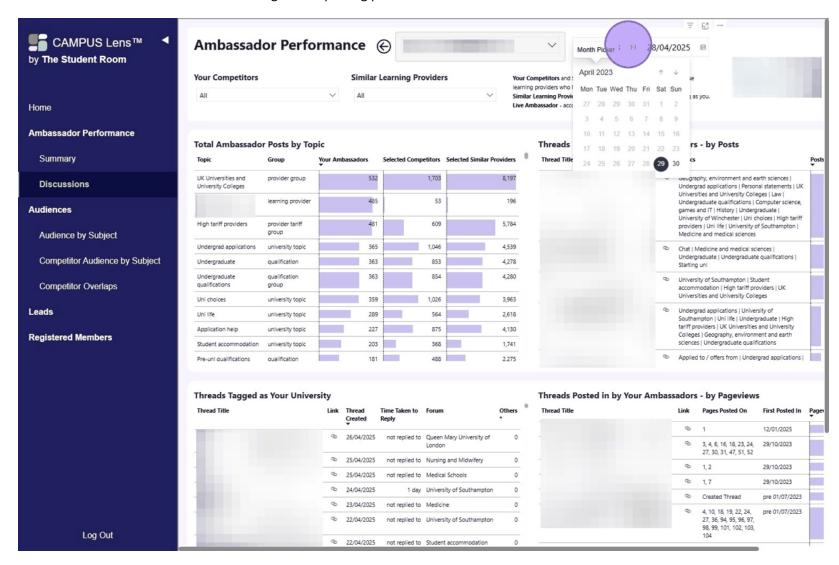


20. Again click Similar Learning Providers to select any institutions within your tariff group



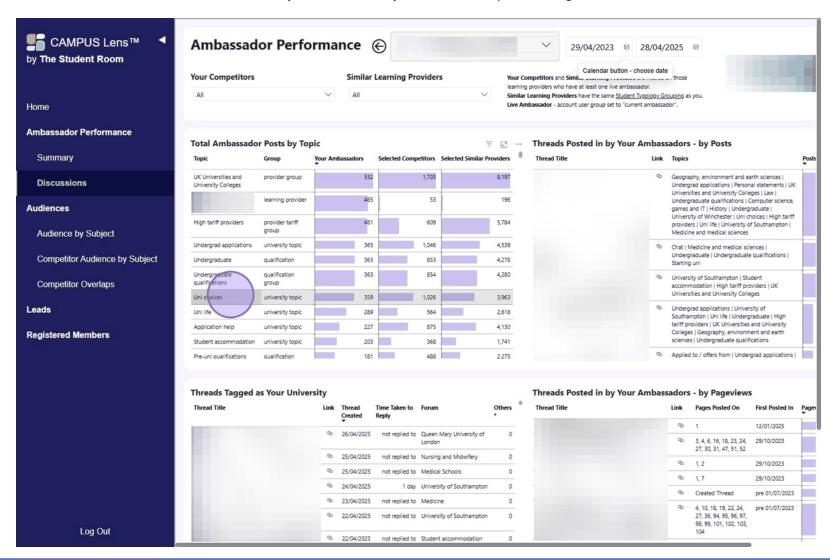


21. Select the calendar icon to change the reporting period



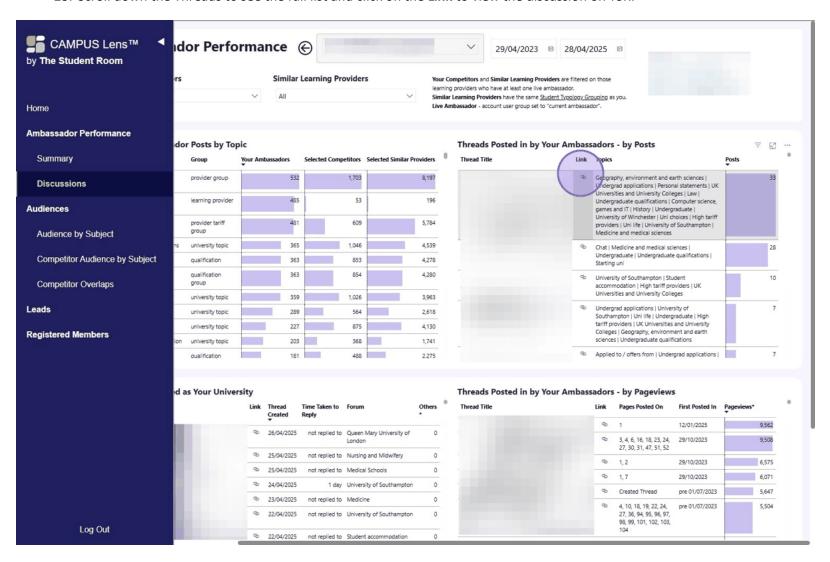


22. Scroll down to see the full list of **Topics**. Click on a **Topic** to filter the report, click again to remove the filter.



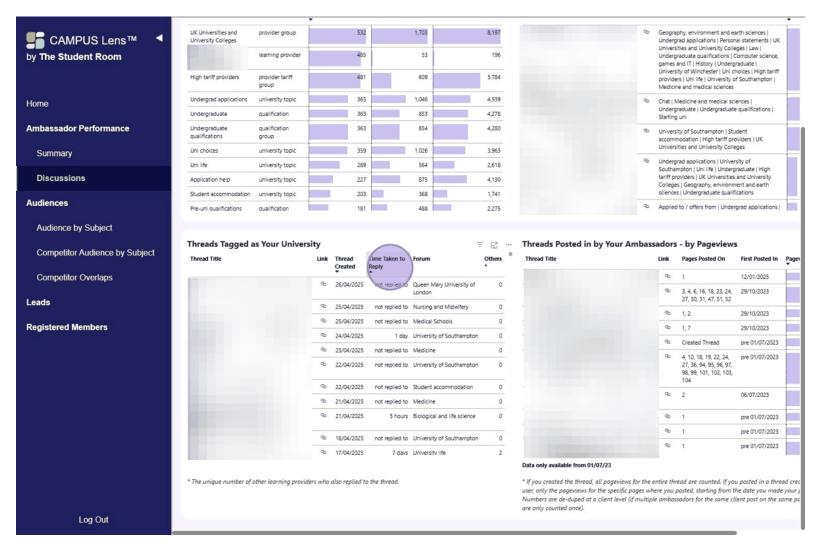


23. Scroll down the Threads to see the full list and click on the **Link** to view the discussion on TSR.





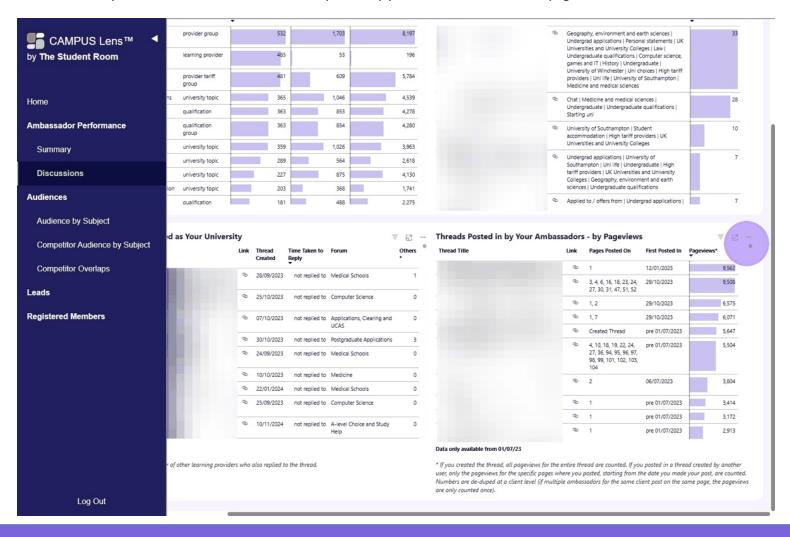
24. Click "Time Taken to Reply" twice to sort and see posts with no replies. Click on the link to take yourself to the live thread to either look at the content or reply to the conversation.





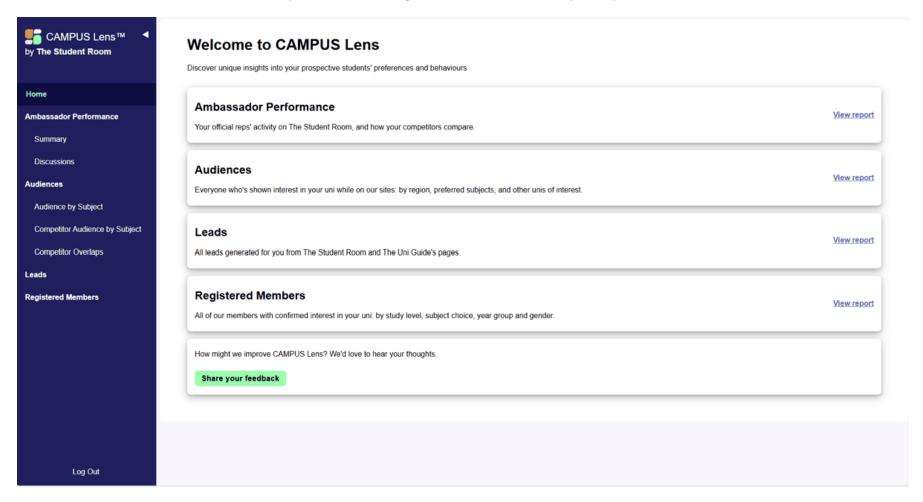
Tip! The triangle icon shown on any data point allows you to sort the data

25. Finally scroll to see the full list of threads posted by your ambassadors and the page views





26. Click **Home** to browse additional reports, and don't forget to leave feedback to help us improve!



Tip! Any filters you apply will automatically revert to their default settings when you exit the report page