

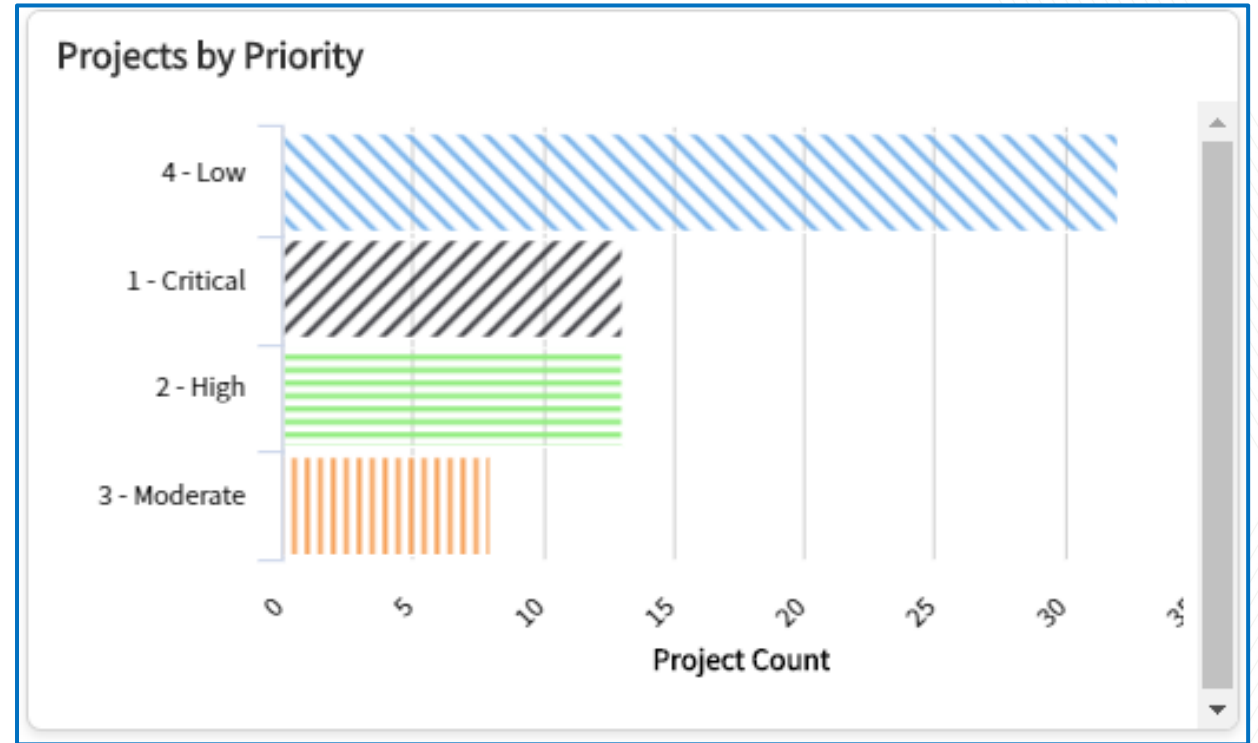


Reports and Dashboards in ServiceNow

Quick Reference Guide

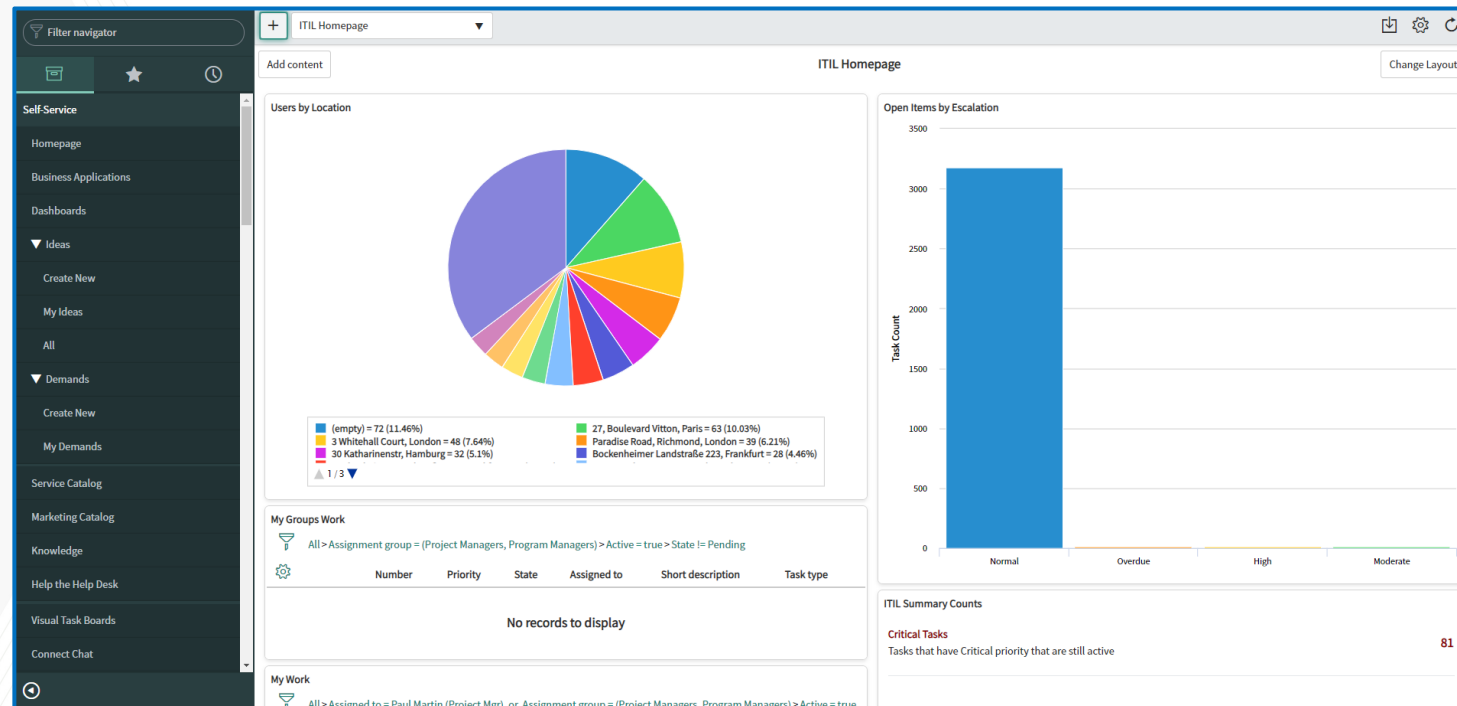
Reports

- Reports are visualizations of your data that you can share with users on dashboards and service portals, export to PDFs, and send via email.
- Reports are created within the Report Builder, Performance Analytics, or custom.



Homepages

Homepages are a basic way to display a variety of data such as graphs and charts generated from a report, application modules, a service catalog category, or the scrolling news widget.



Dashboards

Dashboards are similar to homepages, but easier to use. Dashboards have a drag-and-drop canvas that lets you easily add, move, and resize widgets. You can also add multiple tabs. You can easily share dashboards with other users as well.

