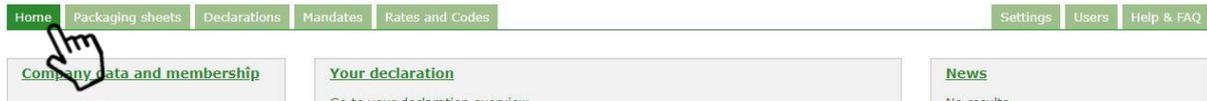


Dear Partner,

Beneath you will find a short tutorial to guide you through the first use of POWER-BI reports. Thank you for your enthusiasm, we are looking forward to your feedback!

The Fost Plus-team.

Step 1: navigate to the Home tab in MyFost



Step 2: open the BI platform



Step 3: select a report

Reports

Report	Description
MFRM01 - Evolution Tonnage and contribution	MFRM01 - Evolution Tonnage and contribution
MFRM02 - Product Family Overview	MFRM02 - Product Family Overview
MFRM03 - Overview Packaging Sheets	MFRM03 - Overview Packaging Sheets

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Step 4: define the scope of your report using the prompts

You can use the prompts to filter your report. A search for a specific item in a list is possible via the search bar of the prompt. To remove your selection, use the eraser in the top right corner.

The screenshot shows the 'Fostplus Overview Packaging Sheets' report configuration page. It features several input fields for filtering the report:

- Declaration Year: 2020
- Composition Material Code / Name: All
- Member Number / Name: All
- Product Family Category Code / Name: All
- Main Packaging Sheet Element Amount (between): 1 to 999999
- Product Volume (ml) (between): 0.00 to 99,999,999.00

Click the submit button to generate the report based on your criteria.

Step 5: change the language of your report

After submitting your report request, you will land on an English report page by default. Need another version? You can easily switch between the three language versions using the buttons in the top right-hand corner of the screen.



Step 6: work with the report you've generated

In the top right-hand corner of your table, you'll find three icons.



These three icons make it possible:

- to visualize your selection of prompts and filters
- to enlarge the table to screen size
- to export the underlying data to an Excel file

Not unimportant: you will find the date of the last data load in the bottom left-hand corner of your screen. All changes to the source data up to that moment are included in your report.