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## **EPOS & Better Data Driven Business (BDDB) Partnership**

The Better Data Driven Business programme (BDDB) provides free and easy-to-use business intelligence tools to help SMEs scale up, use data responsibly and leverage smart data to grow their business.

For SMEs that already extract some business data from EPOS backend portal but have not had it analysed for business insight, the BDDB programme will help them to start using their data extracted to generate more insights and visualise the data to unlock data value.

The data extracted can be converted into rich visualisations by the BDDB tool. Two different visualisation charts can be generated which are Grow Sales Report and Lower Inventory Costs to fulfil business objective such as:

- Growing the sales of products;
- Upselling or cross-selling products;
- Optimising inventory management; and
- Improving turnover and average age of inventory

A step-by-step guidance to collect business data from EPOS backend portal and generate visualisation charts in BDDB tool can be found below:

### **Grow Sales Report**

1. Access to EPOS backend portal, navigate to EPOS Apps > BDDB Export.
2. Choose the date range and click the Export button from the Grow Product Sales page. A csv source file named "grow\_product\_sales" will be downloaded.
3. Deposit the downloaded source(s) file in "BO\_1-Data Folder".
4. Repeat Step (3) if you have multiple source files that need to be imported to the BDDB tool.
5. Open "BO\_1-Data Template.xlsm".
6. Click on 'Enable Content' so that you can edit the file, then click on "Data" worksheet.
7. If you have more than one source files,
  - a. Click on "Import Multiple Data Files".
  - b. Select "BO\_1-Data Folder" and click "OK". Data from all the source files in the "BO\_1-DataFolder" will be imported into "Data" worksheet.
8. If you have only one source file,

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- a. Click on "Import Single Data File".
- b. Select the file to be imported and click "OK".
9. After you have completed preparing the data and would like to generate the dashboard,
  - a. Save the file.
  - b. Click "Copy File Path" in "BO\_1-Data Template.xlsx".
  - c. Open "BO\_1-Dashboard.pbit" and paste (i.e. press Ctrl+V on your keyboard) the copied file path into the PowerBI Desktop when prompted for the location of the data template.
  - d. Click "Load" after pasting the file path.
10. Wait for the visualisation charts to be generated.

**Lower Inventory Costs**

1. Access to EPOS backend portal, navigate to EPOS Apps > BDDDB Export.
2. Choose the data range and click the Export button from the Lower Inventory Costs page. A zip file named "lower\_inventory\_costs" will be downloaded.
3. After unzipping the file, you should be able to find the following source files:
  - a. inventory\_data csv file
  - b. transaction\_data csv file
4. Deposit a copy of inventory\_data and transaction\_data source files in the "BO\_5-Data Folder\_Inv" and "BO\_5-Data Folder\_Trx" accordingly.
5. Open "BO\_5-Data Template.xlsx".
6. Click on 'Enable Content' so that you can edit the file, then click on "Data" worksheet.
7. If you have more than one source files,
  - a. Click on "Import Multiple Data Files".
  - b. Select "BO\_5-Data Folder\_Trx" and click "OK". Data from all the source files in the "BO\_5-Data Folder\_Trx" will be imported into "Trx\_Data" worksheet.
  - c. Click on "Import Multiple Data Files" in the "Inv\_Data" worksheet.
  - d. Select "BO\_5-Data Folder\_Inv" and click "OK". Data from all the source files in the "BO\_5-Data Folder\_Inv" will be imported into "Inv\_Data" worksheet.
8. If you have only one source file,
  - a. Click on "Import Single Data File" in both the "Trx\_Data" and "Inv\_Data" worksheets.
  - b. Select the file to be imported and click "OK".
9. After you have completed preparing the data and would like to generate the dashboard,
  - a. Save the file.
  - b. Click "Copy File Path" in either "Trx\_Data" or "Inv\_Data" worksheet in the "BO\_5-Data Template.xlsx".

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- c. Open "BO\_5-Dashboard.pbix" and paste (i.e. press Ctrl+V on your keyboard) the copied file path into the PowerBI Desktop when prompted for the location of the data template.
  - d. Click "Load" after pasting the file path.
10. Wait for the visualisation charts to be generated.

***Should you have any issues using BDDDB tool, please do not hesitate to contact us by call 6871 8833 ext. 2 or email [admin@epos.com.sg](mailto:admin@epos.com.sg)***

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