

## QUICK SUITE (Formerly QUICKSIGHT) USER GUIDE

### 1. Accessing Quick Suite

When an account is created for you in Quick Suite (Formerly QuickSight), you will be sent an automated email.

From	Subject	Received
Quick Suite	[EXT] Invitation to Join Amazon Quick Suite External email: Please exercise caution	Tue 2:36 PM

Open the “Invitation to Join Amazon Quick Suite” email and select “Click to accept invitation”.

**External email:** Please exercise caution

**Welcome to Amazon Quick Suite!**

You have been invited to join the "auscr-bi-external" account on Amazon Quick Suite by "mya.thandar@florey.edu.au".

[Click to accept invitation](#)

⌚ Invitation expires in **7 days**

Accepting the invitation creates your account on Amazon Quick Suite so you can view and explore interactive dashboards.

Already signed up?

[Click here to sign in](#)

Amazon Quick Suite is a business analytics service that makes it quick and easy to visualize, explore, and share insights from your data. [Learn more](#)

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Ⓜ Powered by Amazon Quick Suite

Note: the invitation expires in 7 days. If you do not activate your Quick Suite account within this time, contact [admin@auscr.com.au](mailto:admin@auscr.com.au).

Your username is your email address. Create and confirm your new password.

**Amazon Quick Suite**

**New user sign up**

Enter your user information

Username:  
mya.thandar@unimelb.edu.au

Email: mya.thandar@unimelb.edu.au

New password

Confirm password

Show password

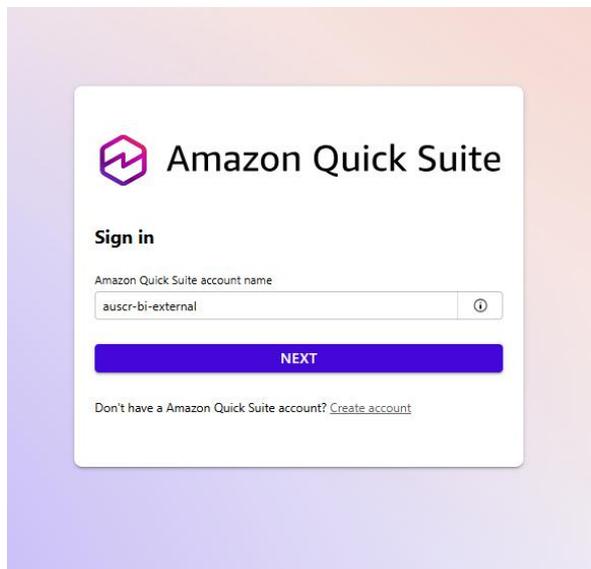
[Set new password](#)

Use:

- Ⓜ Must be between 8-64 characters
- Ⓜ Use upper and lower case letters
- Ⓜ Use a number
- Ⓜ Use a symbol

Once you have set your password, you will be asked to sign in to a Quick Suite account. You can find this account name in your “Invitation to Join Amazon Quick Suite” email.

For the AuSCR Dashboards, enter the account name “auscr-bi-external” and click Next.



Amazon Quick Suite

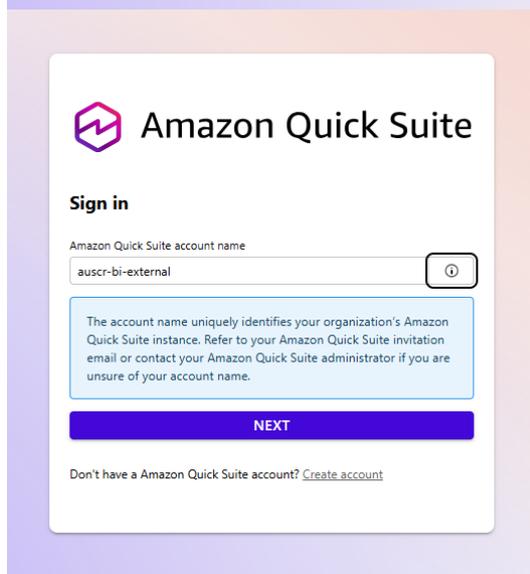
**Sign in**

Amazon Quick Suite account name

auscr-bi-external

**NEXT**

Don't have a Amazon Quick Suite account? [Create account](#)



Amazon Quick Suite

**Sign in**

Amazon Quick Suite account name

auscr-bi-external

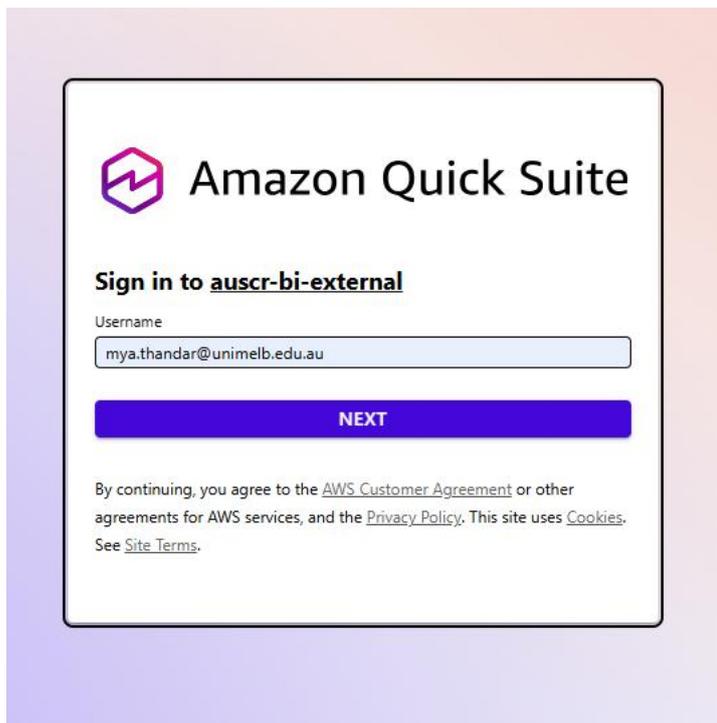
The account name uniquely identifies your organization's Amazon Quick Suite instance. Refer to your Amazon Quick Suite invitation email or contact your Amazon Quick Suite administrator if you are unsure of your account name.

**NEXT**

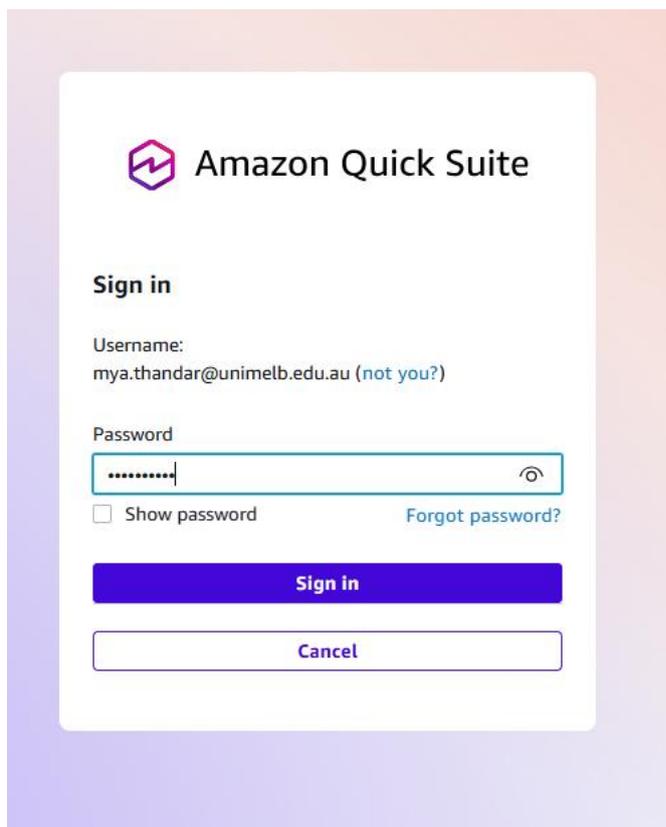
Don't have a Amazon Quick Suite account? [Create account](#)

You will then be taken to the log in screen. Enter your username and click Next.

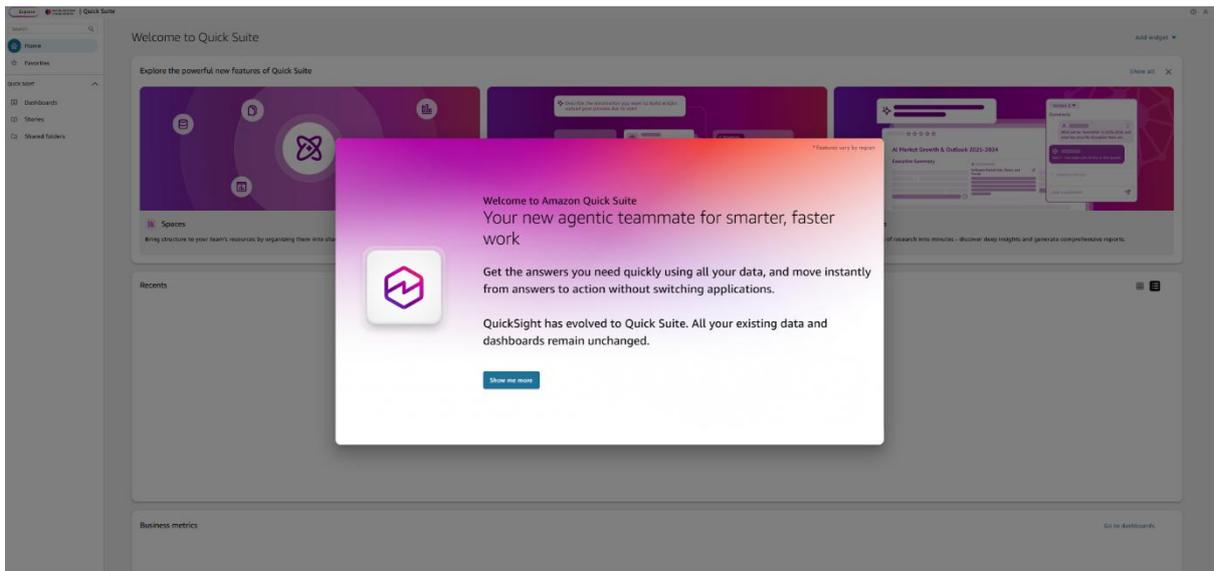




Enter your password and click Sign in.

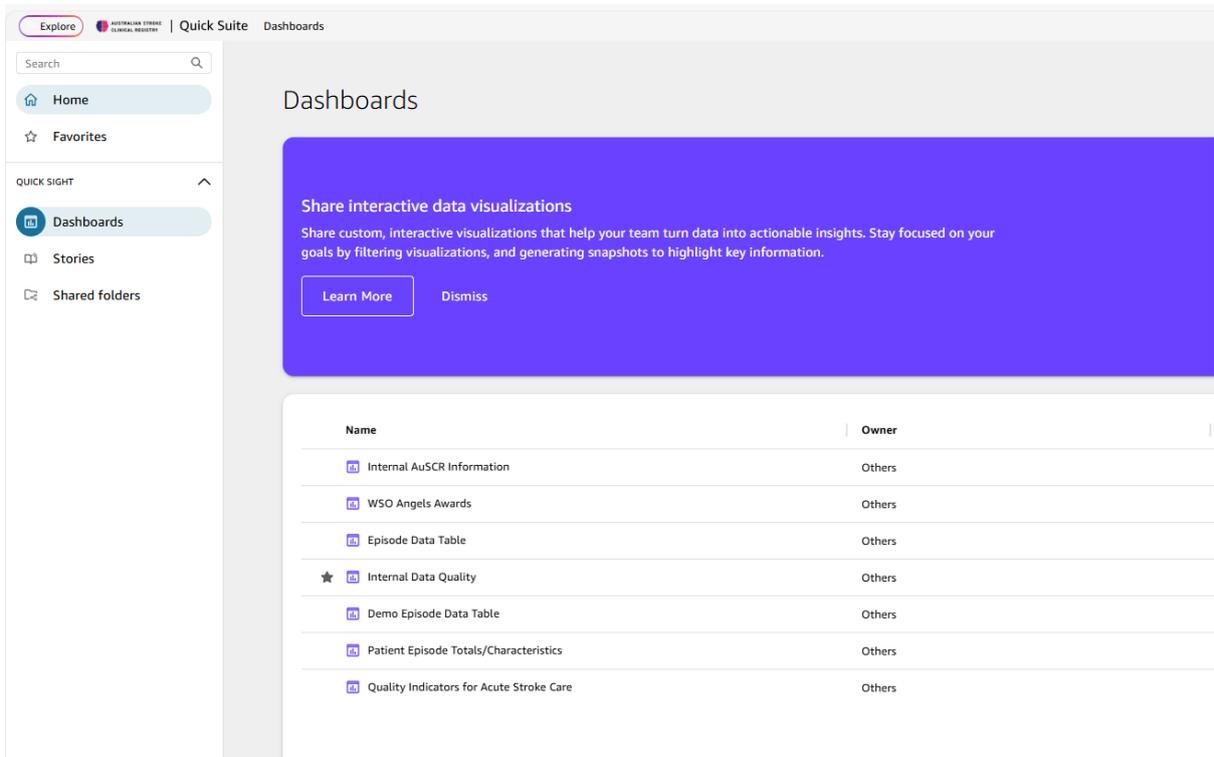


After you log in, you may see the “What’s New in Amazon Quick Suite” pop up. We recommend bookmarking this login page <https://quicksight.aws.amazon.com/>



## 2. Using the Quick Suite Dashboards

When you close the welcome and what’s new screens, the dashboards that have been shared with you will be visible.



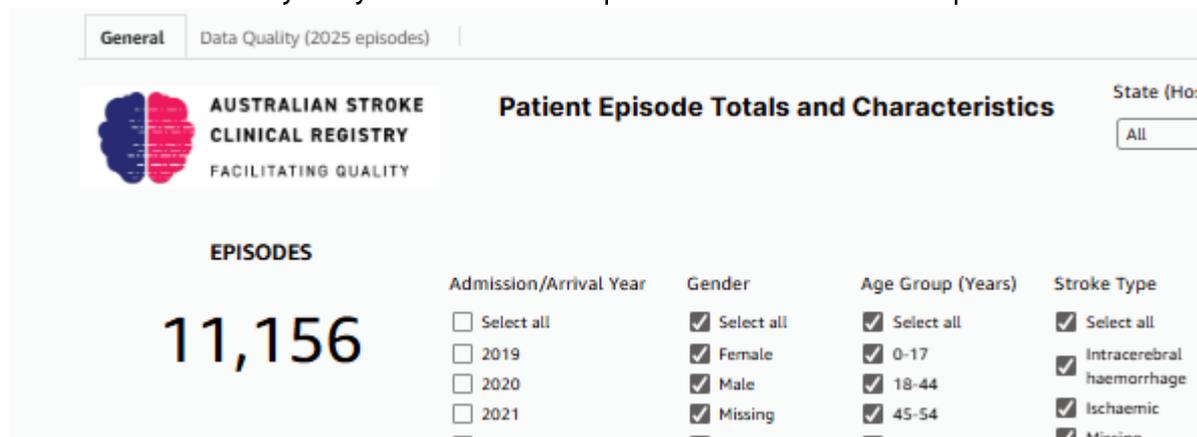
Click on the dashboard name to view the dashboard. Many of the dashboards have two sheets that you can select – the data dashboard tab and a data quality tab.

Data are updated from the AuSDaT daily (at midnight). The date the data were last updated is displayed on each page.

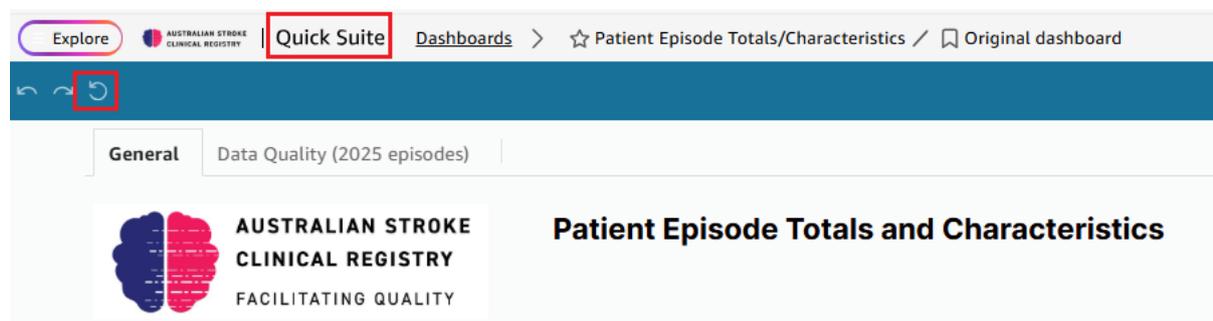


## 2.1 Filters

The interactive filters are located at the top of the page. The State (Hospital) and Hospital Name filters will only list your state and hospital name as selectable options.



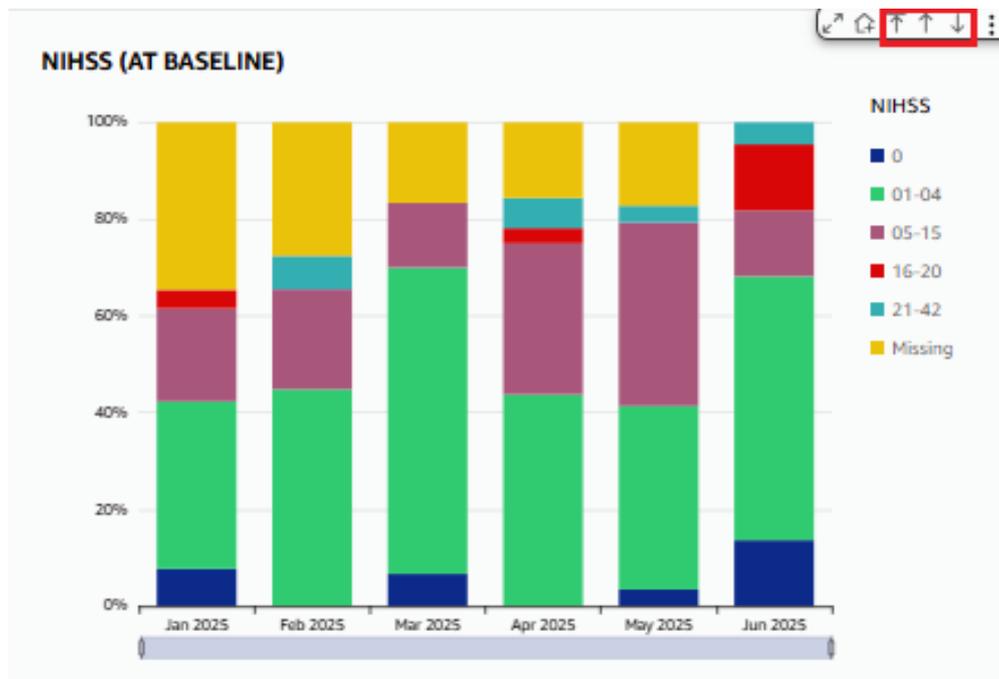
For all other filters, the data and visuals will adjust when you select/deselect the options. You can clear all of your filters and reset to the original dashboard by clicking on the Refresh button. To go back to the home screen, click Quick Suite in the top left corner.



## 2.2 Drill down or up

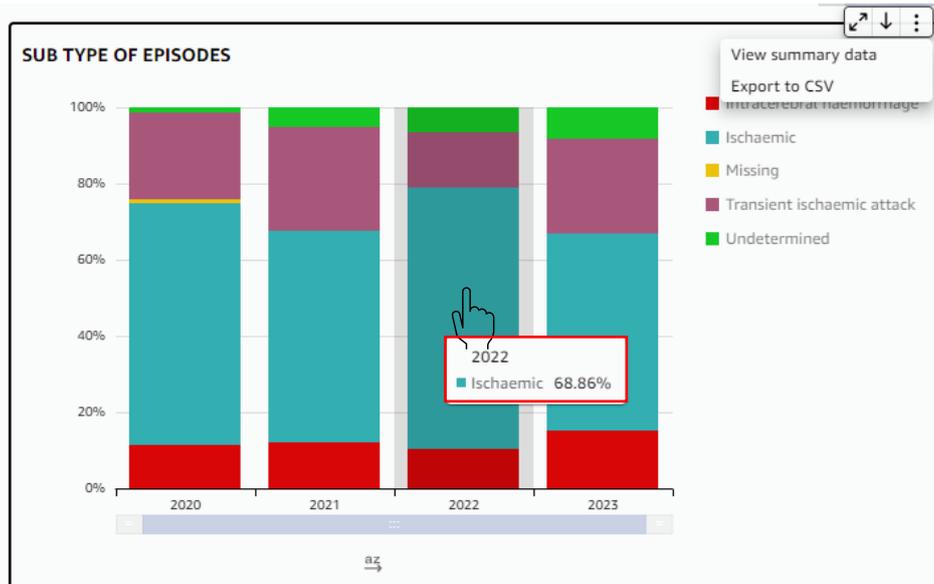
The bar graphs and line graphs default to displaying data monthly or quarterly. You can either drill up (to quarterly or annually) or drill down (to weekly or daily) by clicking on the ↑ or ↓ arrows.

If you would like to drill up to view your data annually, you can also click on  $\overline{\uparrow}$ . Clicking the two diagonal arrows will present the graph in full screen.



Hovering over a section of a graph with your mouse will provide you with more information. The three dots in the top right of each graph will allow you to review all summary data for a graph or export the data to a .csv file.

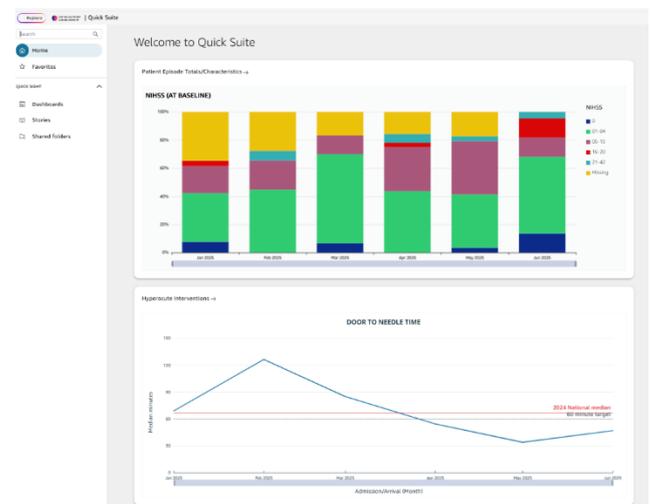
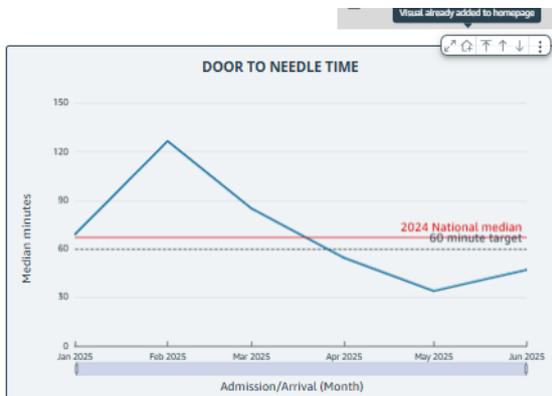




### 2.3 Add visual to homepage

You can pin your favourite graphs to your homepage by hovering over the desired visual and clicking the home icon (*Add visual to homepage*).

Please note that the pinned graphs will display data based on the dashboard's current filter selections.



### 2.4 Data Quality tab

The data quality tab shows possible data entry errors for the current year.



Hyperacute Interventions Data Quality (2025 episodes)

AUSTRALIAN STROKE CLINICAL REGISTRY FACILITATING QUALITY

Data last updated: 14 October 2025

State (Hospital): All Hospital Name: All

AuSCR Patient Record ID	Admission/Arrival date	Minutes to scan
258068	Mar 2025	-82,055
258069	Mar 2025	-38,868
260963	Apr 2025	-481
260920	Apr 2025	-7
263291	May 2025	-1

AuSCR Patient Record ID	Admission/Arrival date	Minutes to needle
260916	Apr 2025	-525,540
258070	Feb 2025	82,151

AuSCR Patient Record ID	Admission/Arrival date
250771	Jan 2025
250773	Jan 2025
250775	Jan 2025
250778	Jan 2025
250779	Jan 2025
250777	Jan 2025
250781	Jan 2025
250782	Jan 2025
250785	Jan 2025

These episodes can be reviewed and updated in the AuSDaT using the AuSCR patient record ID.

## 2.5 Printing

The dashboard can be printed or exported in pdf format.

Click on the down arrow in the top right hand corner of the screen and select the relevant option.

Print  
Generate PDF  
View downloads

State (Hospital): All Hospital Name: All Program: All

If you are printing, you can select the paper size, paper orientation, and check a preview of the dashboard printout.

Prepare for printing

Paper size: US letter

Paper orientation: Landscape

Print background color

CANCEL GO TO PREVIEW

## 2.6 Forgot password

If you have forgotten your password, you can reset it using the "Forgot password?" link on the Quick Suite login page. You will need to enter your correct registered email (which will be your username) then click "Verify" and follow the security check instructions.

*Note: Username and password are case-sensitive.*

The image displays two screenshots of the Amazon Quick Suite login interface. The left screenshot shows the 'Sign in' page with the following elements: the Amazon Quick Suite logo, the text 'Sign in', a 'Username:' field containing 'mya.thandar@unimelb.edu.au (not you?)', a 'Password' field, a 'Show password' checkbox, a 'Forgot password?' link, a blue 'Sign in' button, and a white 'Cancel' button. The right screenshot shows the 'Forgot password' page with the following elements: the Amazon Quick Suite logo, the text 'Forgot password', the instruction 'Verify that you're a real person.', the 'Username:' field containing 'mya.thandar@unimelb.edu.au', a 'Security check' section with a warning icon, the text 'Please click verify to start your security challenge', an orange 'Verify' button, a blue 'Next' button, and a white 'Cancel' button.

*We hope you enjoy reviewing your data in these dashboards.*

*For more information, please contact your AuSCR State Coordinator or Data Manager*

Version 1.4, February 2026

