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

AUSTRALIAN STROKE CLINICAL REGISTRY

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.

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

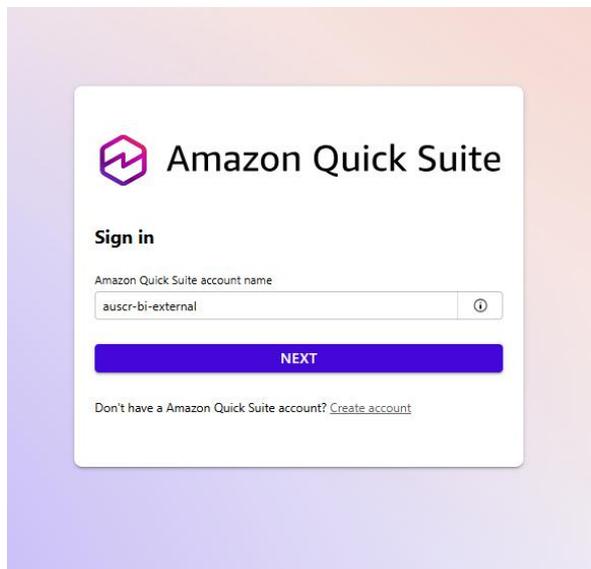Email: mya.thandar@unimelb.edu.au

New password
[   ]

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

Confirm password
[   ]

☐ Show password

[Set new password]

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.

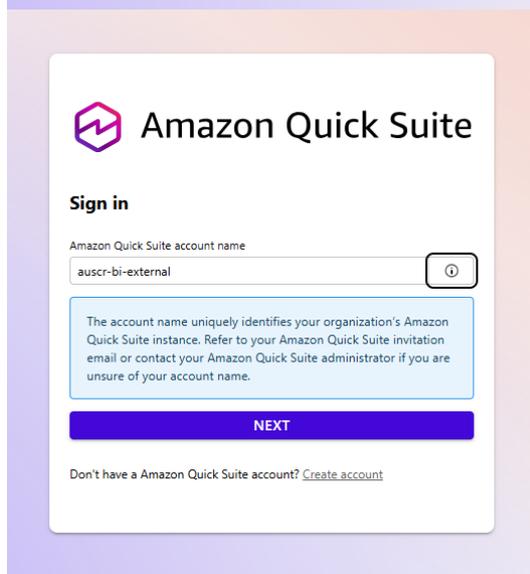For the AuSCR Dashboards, enter the account name **"auscr-bi-external"** and click Next.

You will then be taken to the log in screen. Enter your **username** and click Next.
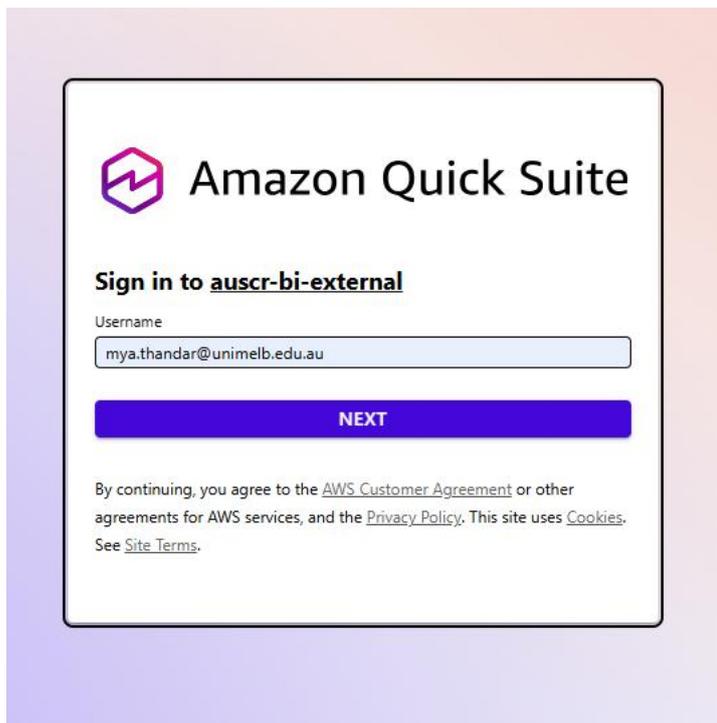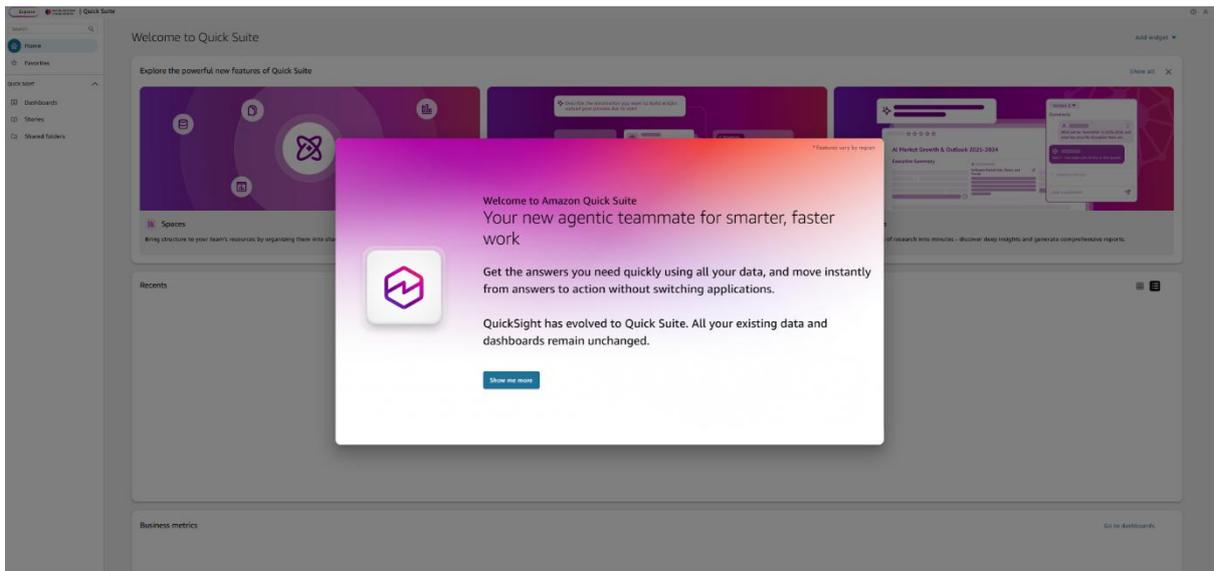
Enter your password and click Sign in.
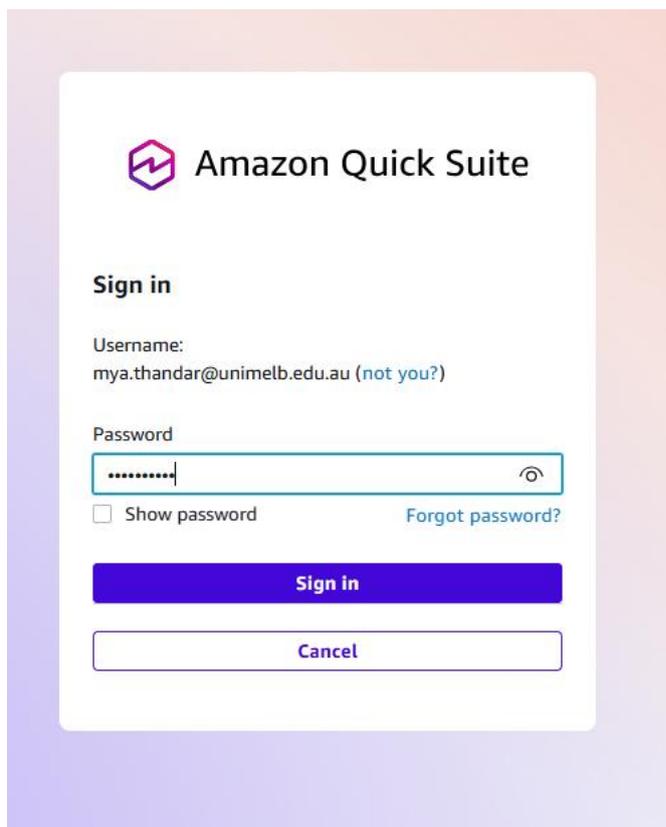
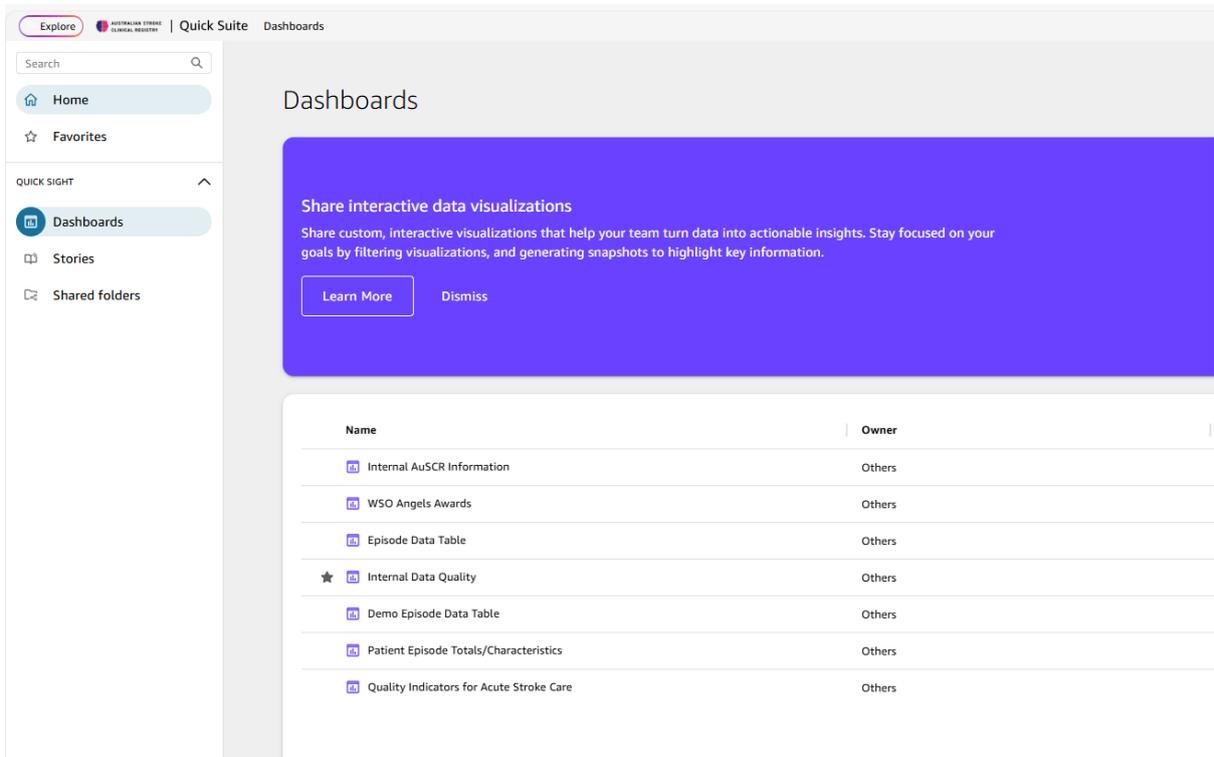After you log in, you may see the "What's New in Amazon Quick Suite" pop up.
We recommend bookmarking this login page https://quicksight.aws.amazon.com/

## 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.
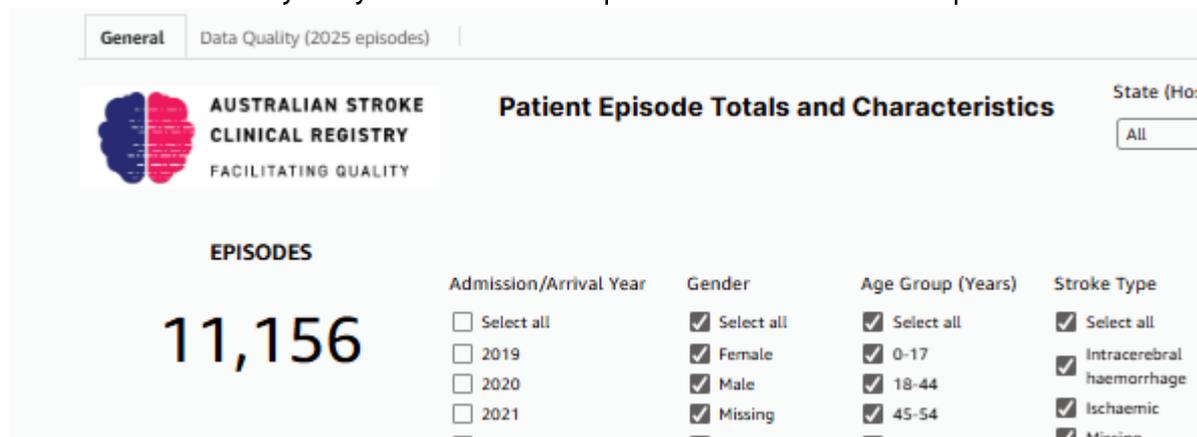

For all other filters, the data and visuals will adjust when you select/deselect the options. You can clear all of your filters and reset to the original dashboard by clicking on the Refresh button. To go back to the home screen, click Quick Suite in the top left corner.
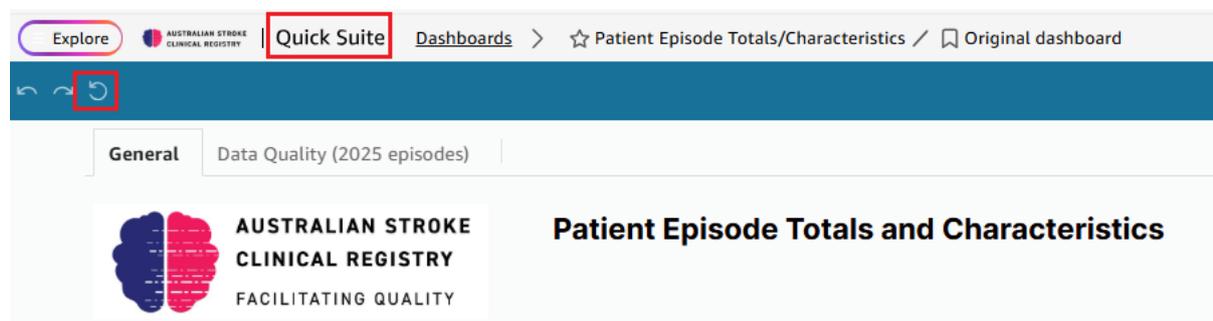

2.2 Drill down or up

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 ↑. Clicking the two diagnonal arrows will present the graph in full screen.
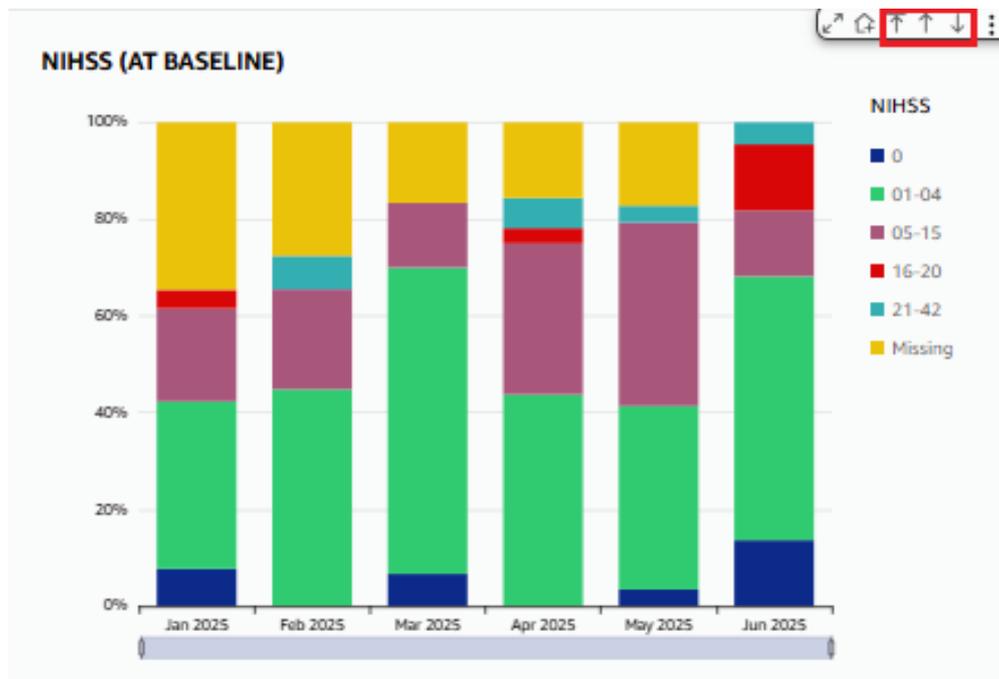
Hovering over a section of a graph with your mouse will provide you with more information. The three dots in the top right of each graph will allow you to review all summary data for a graph or export the data to a .csv file.
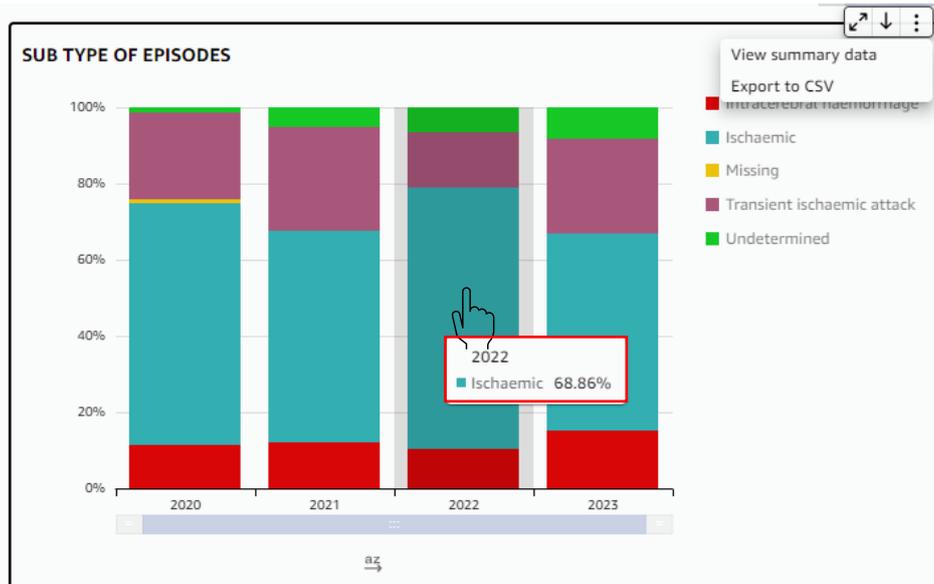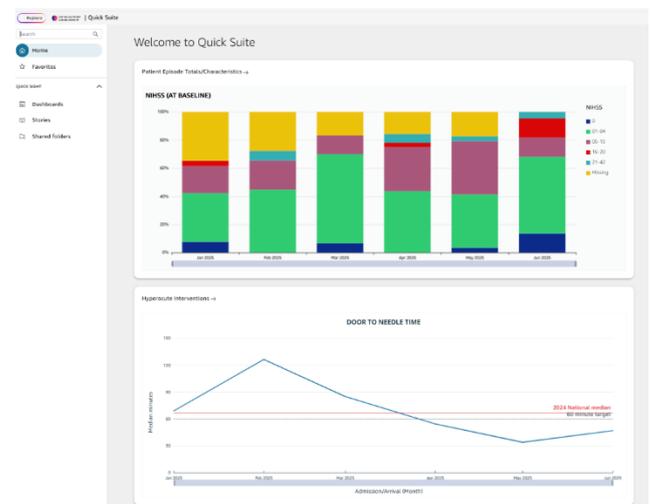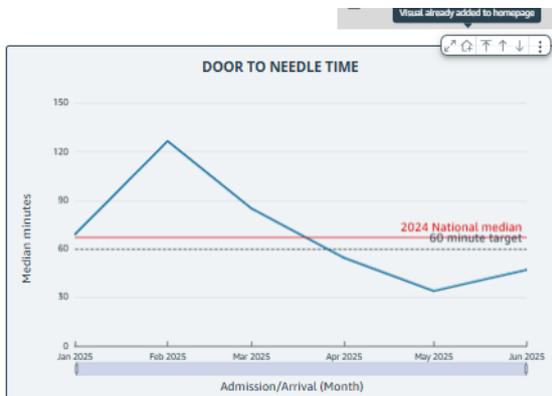
2.3 Add visual to homepage

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 currrent year.

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.

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

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.***

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