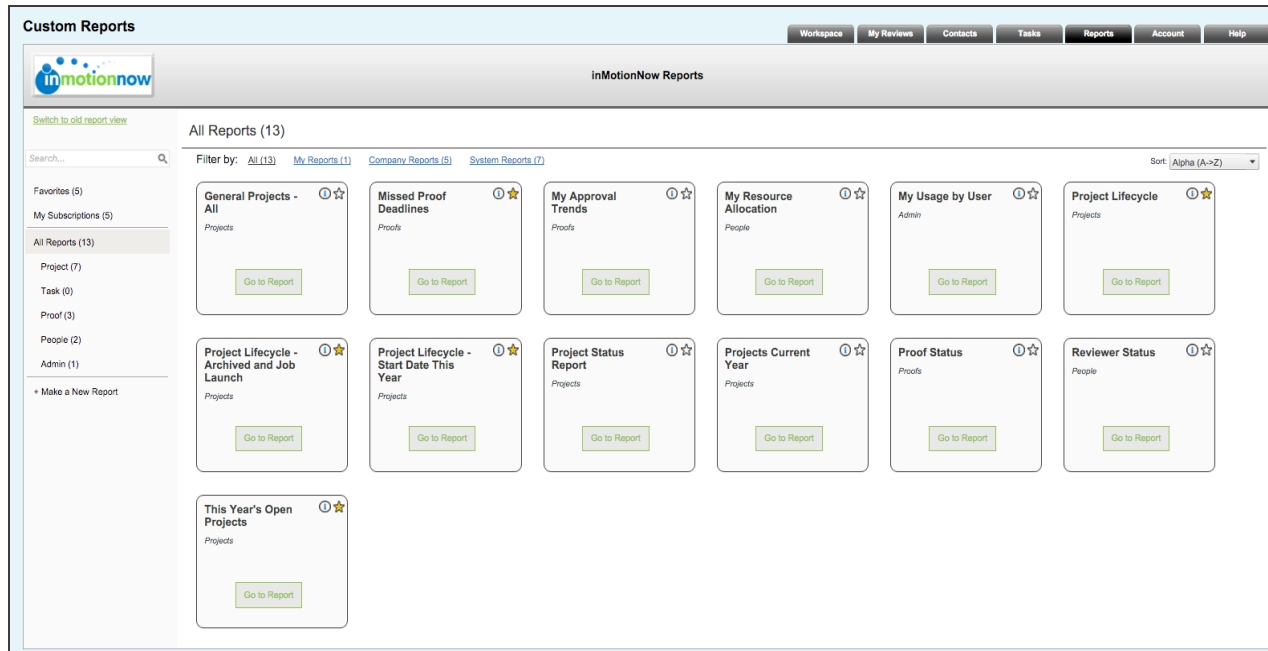
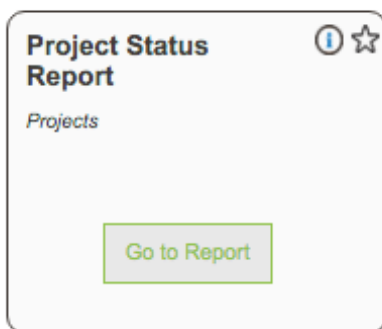


# Getting Started with Reporting

Published on 12/11/2016



## Reporting Features

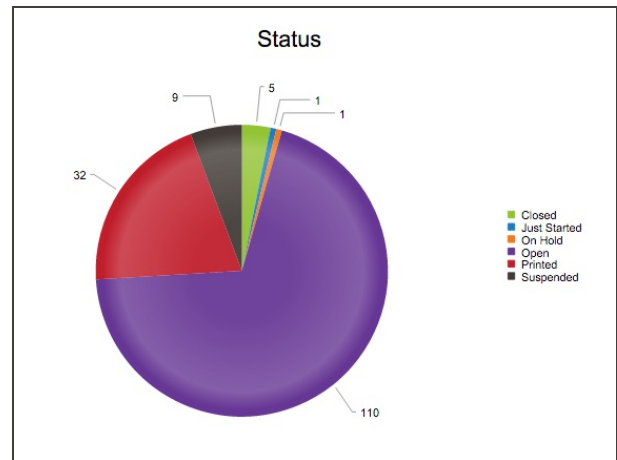


### One-click report generation

You can generate reporting data with one click. When you run the report the first time, you can set your initial reporting criteria. Then, from then on, you can click the **'Go to Report'** button to refresh your data and display your current results.

## Improve Your Reports with Great Visuals

The reporting suite also features the ability to pair your data with graphs and charts right inside of the application.



Manage Columns

Available Columns

Branch  
Project Priority  
Tag  
Total Proof Versions  
Total Proofs  
Two Digit Year

Selected Columns

Project Name  
Project Start Date  
Project Close Date  
Project Due Date  
Project Description  
Project ID  
Project Status \*  
Project Owner

\* Chart fields must be visible.

Save

## Column Customization

You can choose which columns you'd like to include in your reports and hide those that aren't important to you. You can also order the columns in whatever way makes sense for you and your team.

## Subscriptions

Using report subscriptions you can create recurring reports and receive them right in your inbox on a customized schedule.

Once you've clicked '**Go To Report,**' click the '**Subscribe**' button in the upper right corner. Choose the recipients and frequency of the report delivery to your inbox and click 'Save.'

Edit Report Subscription

The report will be sent to yourself, and 1 others.

<input type="checkbox"/>	Name	Email
<input type="checkbox"/>	Adam Mabe	awilliamson@inmotionnow.com
<input type="checkbox"/>	Alex Williamson	awilliamson@inmotionnow.com
<input type="checkbox"/>	alexstaff	awilliamson@inmotionnow.com
<input checked="" type="checkbox"/>	Betty Staff Designer	eakroyd@inmotionnow.com
<input type="checkbox"/>	Bob Staff Designer	bvillano@inmotionnow.com
<input type="checkbox"/>	Brianne Villano	bvillano@inmotionnow.com
<input type="checkbox"/>	Danny Designer	training@inmotionnow.com

How often should this report be sent?

☒ Selected Day(s)
 ☐ Monthly

Su

Mo

Tu

We

Th

Fr

Sa

The report will be sent: Monday, Tuesday, Wednesday, Thursday and Friday

What time should this report be sent?

6:00 AM

Cancel

Subscribe

Both Users and Contacts can be subscribed to reports. Need to subscribe a report to a person outside of the system? Quickly add them as a Contact and add them to report subscriptions as needed.

To group column, right-click on column header and select Group By in the context menu.

Project Owner	Project Status	Project Name	Project Start Date	Project Close Date	Project Due Date
Project Owner: Alex Williamson (Showing 30 of 91 items. Group continues on the next page.)					
Project Status: Closed					
26548			6/30/2014 9:00 AM	8/4/2014 9:47 AM	10/15/2014 5:00 PM
Project			7/9/2014 9:00 AM	8/14/2014 10:30 AM	
Template Test			5/15/2014 9:00 AM	5/15/2014 4:13 PM	5/16/2014 4:00 PM
Project Status: On Hold					
Training 14			9/25/2014 9:00 AM		10/31/2014 5:00 PM
Project Status: Open (Showing 26 of 68 items. Group continues on the next page.)					
_114			4/14/2015 9:00 AM		5/29/2015 5:00 PM

## Grouping by Column

Our reporting suite enables you to group criteria by multiple columns, which provides more customization and insight into the exact metrics you're looking for.

To group by columns, hover over the applicable column and right click. From there, select '**Group By**' in the contextual menu.

