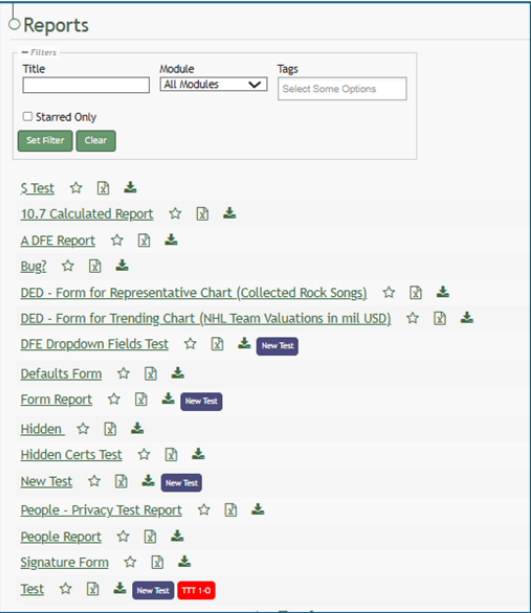


Reports Home Page

The Reports Home Page is where all available system and custom reports are housed. Clicking on the report title will open the report. Refer to System Reports for a detailed explanation of the 11 system generated reports.



A filter box at the top of the Home Page allows an individual to search by report title, by module, tag, or if the report was starred.

Reports Module Home Page Icon Explanations	
Icon	Explanation
	The star icon stars a report (marking the report as important). This acts as an additional filter, as you can filter by “Starred Only” on the Reports Home Page.
	The excel icon will download the report in an excel (.xlsx) file to your personal device.



The download icon opens the Download Modal which allows an individual to select from seven different formats to download the report from a dropdown menu. Possible download formats are listed to the right.

How To: Download a Report

To download a report, go to the Home Page of the Reports Module.

There are two icons to the right of the Report Title that allow an individual to download a report.

Download Report Icons		
Icon	Explanation	
	The excel icon will download the report in an excel (.xlsx) file to your personal device.	
	The download icon opens the Download Modal which allows an individual to select from seven different formats to download the report from a dropdown menu. Possible download formats are listed to the right.	Comma Separated Values (.csv)
		Tab Separated Values (.tsv)
		Other Separated Values (.txt)
		Open Document Format (.ods)
		Excel 97 (.xls)
		Excel 2007 and later (.xlsx)
		PDF

Comma Separated Values (.csv)

Tab Separated Values (.tsv)

Other Separated Values (.txt)

Open Document Format (.ods)

Excel 97 (.xls)

Excel 2007 and later (.xlsx)

PDF



The chart icon opens the Chart Wizard Modal, allowing an individual to create a chart from the data generated by the report.

How To: Create a Chart

To create a chart, go to the Home Page of the Reports Module and open the report you wish to use for the necessary chart data.

How To: Run a Report

To run a report, go to the Home Page of the Reports Module.

Reports

Filters

Title: Module: Tags:

☐ Starred Only

[\\$ Test](#) ☆

[10.7 Calculated Report](#) ☆

[A DFE Report](#) ☆

[Accounts: Current Accounts](#) ☆

[All Payments](#) ☆

[Budgets: All Budget Items](#) ☆

[Budgets: Approval Status](#) ☆

[Budgets: Pending Approvals](#) ☆

[Budgets: Rejected Budget Items](#) ☆

[Budgets: Summary](#) ☆

[Bug?](#) ☆

[DED - Form for Representative Chart \(Collected Rock Songs\)](#) ☆

[DED - Form for Trending Chart \(NHL Team Valuations in mil USD\)](#) ☆

[DFE Dropdown Fields Test](#) ☆

Click the name of the report you wish to run.

DED - Form for Trending Chart (NHL Team Valuations in mil USD)

Team	Year	Valuation (in mil USD)
Anaheim Ducks	2022-01-01	725
Arizona Coyotes	2022-01-01	450
Boston Bruins	2022-01-01	1400
Buffalo Sabres	2022-01-01	610
Calgary Flames	2022-01-01	855
Carolina Hurricanes	2022-01-01	640
Chicago Blackhawks	2022-01-01	1500
Colorado Avalanche	2022-01-01	860
Columbus Blue Jackets	2022-01-01	620
Dallas Stars	2022-01-01	925
Detroit Red Wings	2022-01-01	1030

DED - Form for Trending Chart (NHL Team Valuations in mil USD)

Team	Year	Valuation (in mil USD)
Anaheim Ducks	2022-01-01	725
Arizona Coyotes	2022-01-01	450
Boston Bruins	2022-01-01	1400
Buffalo Sabres	2022-01-01	610
Calgary Flames	2022-01-01	855
Carolina Hurricanes	2022-01-01	640
Chicago Blackhawks	2022-01-01	1500
Colorado Avalanche	2022-01-01	860
Columbus Blue Jackets	2022-01-01	620
Dallas Stars	2022-01-01	925
Detroit Red Wings	2022-01-01	1030

Select the chart icon to the right of the report title header. This opens the Report Module Chart Wizard Modal.

The chart icon for a specific report is also accessible on the Home Page of the Reports Module.

Chart Wizard : DED - Form for Trending Chart (NHL Team Valuations in mil USD)

Data Type *

Column(s) for Labels *

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