

# Software Support

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## Create a Report - How Many Workspace Items

Software Support - 2017-08-09 - in Reports

You can run a report to show "how many files of the same type" are within any workspace - eg: How many documents are there in total.

Please see the full list below of all workspace item types you can filter on - eg: How many databases are there in total.

Simply create the report based upon a selection below...

- Task List
- Quick Poll
- Forum
- Blog
- Message
- Web Link
- Survey
- Calendar
- Structured Document
- Database
- Picture Album
- Folder
- Event
- Picture
- Task
- Web Page
- Document
- Article

Follow these steps below to create the report - Example is based on "how many documents are there in total" within my workspace.

1. Click > Create Report.
2. Provide a Name > Total Documents on Workspace.
3. Select "Workspace Items" as your Data to Report on.
4. Click > Next.
5. Add an Attribute > Item Name, Created by User Name. (you may wish to add more if required)

**Report Data**

Item Name ×

Created by User Name ×

+ Add an attribute

**Save** Cancel

6. Click > Save.
7. Data Ordering > Select "Item Name" from (sort by 1) - ascending.
8. Click > Next.
9. Click "Filter" along the top tabs.



10. Click > Add a new Condition.

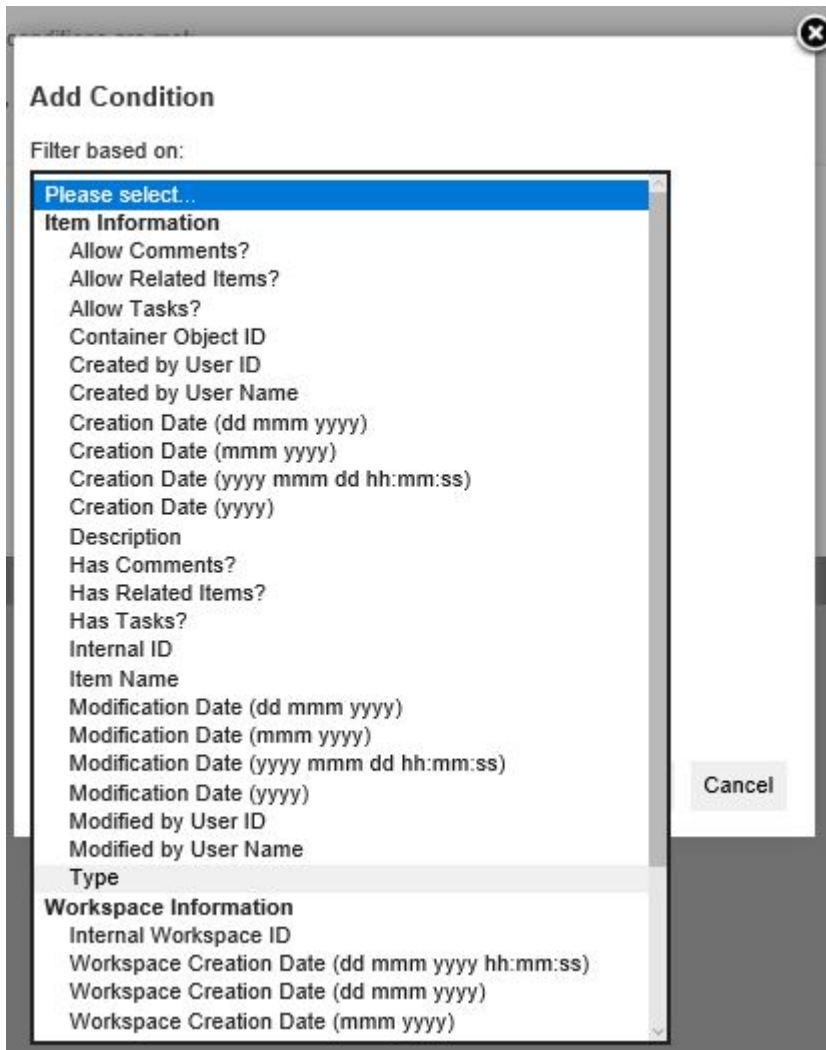
**Filter Conditions**

Select records where all of the following conditions are met:

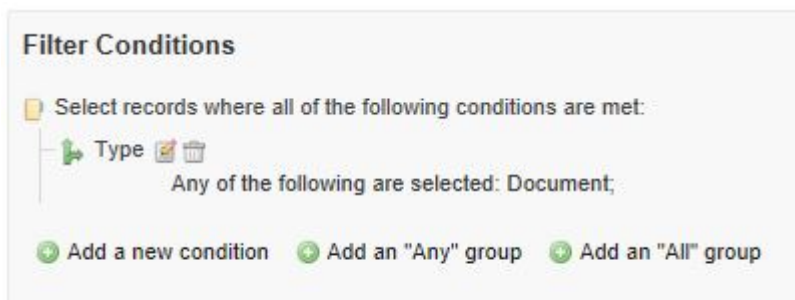
+ Add a new condition + Add an "Any" group + Add an "All" group

**Save** Cancel

11. Select "Type" from the Filter based on: drop-down menu.



12. Select "Document" from the list and click Save - it will look like below.



13. Click > Save.

14. Click > Go.

**Chris Holt's Professional IT Services**

**Total Documents**

Item Name	Created by User Name
Technical Priority List	Chris Holt

Report run at 9 Aug 2017 11:05:34. Total records: 1.

**Additional Information...**

If you require running the report in a different format, open the report and change the file type required and then Run the Report.

- Web Browser
- PDF
- Microsoft Excel
- CSV
- XML