

## Creating a Report - Total Workspace Items (Docs, Databases etc.)

Software Support - 2019-11-25 - 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 - (this example is based on "how many documents in total" within your workspace)

1. Click > Create Report.
2. Provide it with a Name.
3. Select "Workspace Content" as your Data Type to Report on.
4. Click > Next.

5. Add the following Attributes > Item Name, Created by User Name. (you may wish to add more if required)

## Report Data

Show the following attributes

Item Name

Created by User Name

+

 Add an attribute

6. Click Next.

7. Apply a filter by clicking > Add a new Condition and select "Type" from the (filter based on) drop-down menu.

### Add Condition

Filter based on:

Please select...

**Item Information**

Allow Comments?

Allow Related Items?

Allow Tasks?

Container Object ID

Created by User ID

Created by User Name

Creation Date (dd mmm yyyy)

Creation Date (mmm yyyy)

Creation Date (yyyy mmm dd hh:mm:ss)

Creation Date (yyyy)

Description

Has Comments?

Has Related Items?

Has Tasks?

Internal ID

Item Name

Modification Date (dd mmm yyyy)

Modification Date (mmm yyyy)

Modification Date (yyyy mmm dd hh:mm:ss)

Modification Date (yyyy)

Modified by User ID

Modified by User Name

Type

**Workspace Information**

Internal Workspace ID

Workspace Creation Date (dd mmm yyyy hh:mm:ss)

Workspace Creation Date (dd mmm yyyy)

Workspace Creation Date (mmm yyyy)

Cancel

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

### Filter Conditions

Select records where all of the following conditions are met:

Type

Any of the following are selected: Document;

Add a new condition

Add an "Any" group

Add an "All" group

Save

Cancel

7. Click > Next.

8. Data Ordering > Select "Item Name" from (sort by 1) - ascending.

8. Click > Next.

9. Click > Run Report.

#### **Additional Information.**

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

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

#### Related Content

- [Report Attributes List for each Data Type to Report on \(Full List\)](#)
- [Creating a Report - Full Wizard Breakdown for Workspace Managers](#)
- [Creating a Report on Users & Teams](#)
- [Creating a Report - Full Wizard Breakdown for Site Owners](#)
- [Creating a Report](#)