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

Kahootz 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)

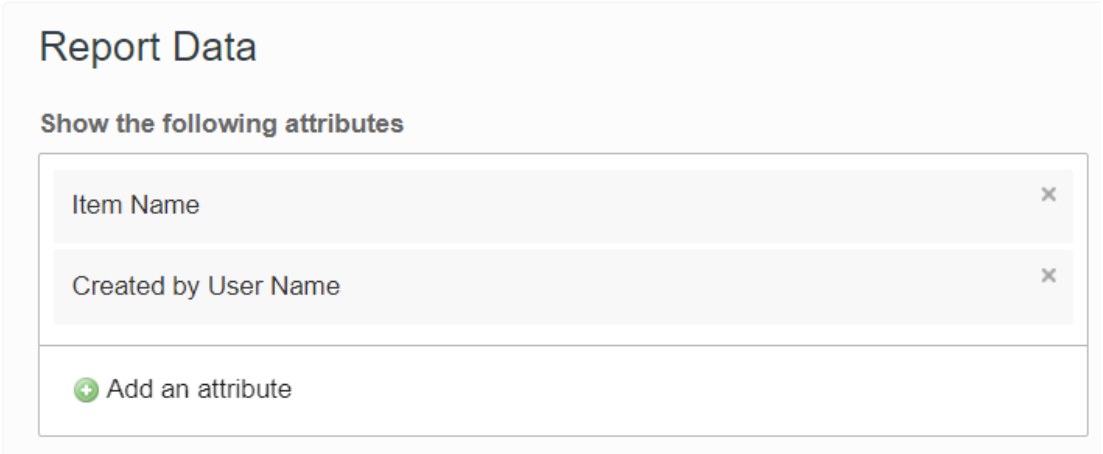
1. Click > Create Report.

2. Provide it with a Name.

3. Select "Workspace Content" as your Data Type to Report on.

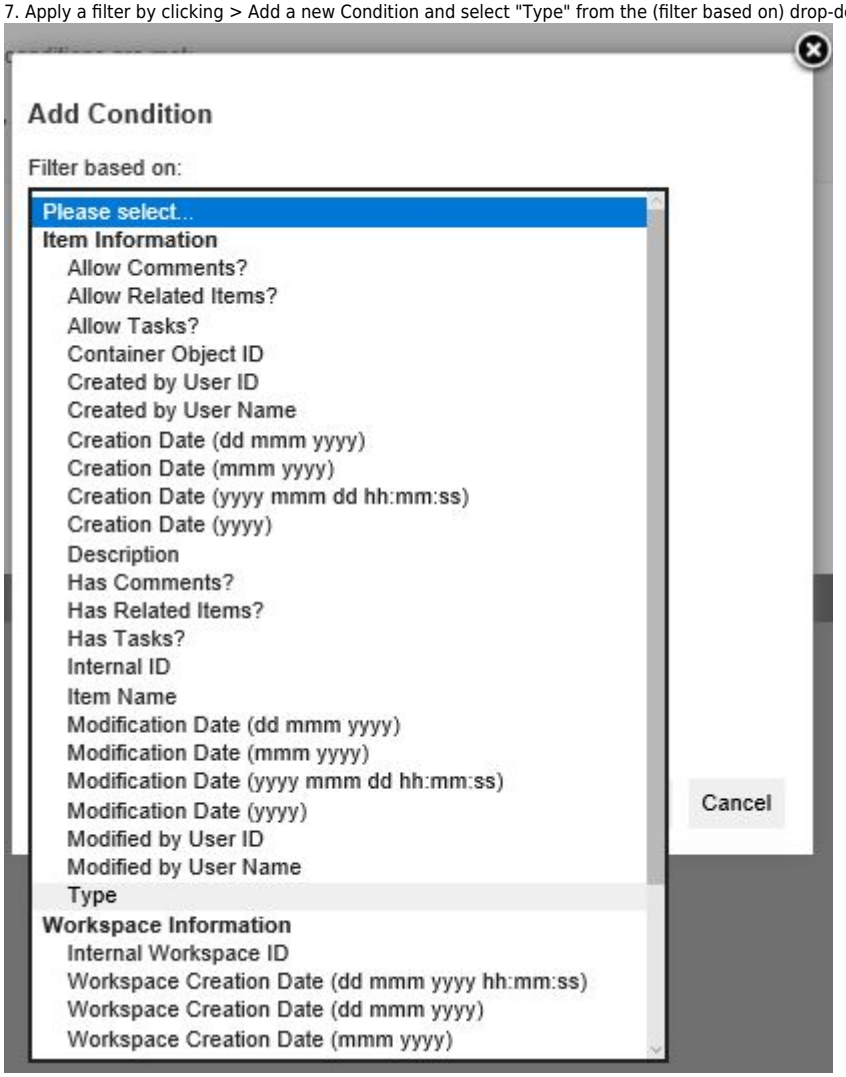
4. Click > Next.

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

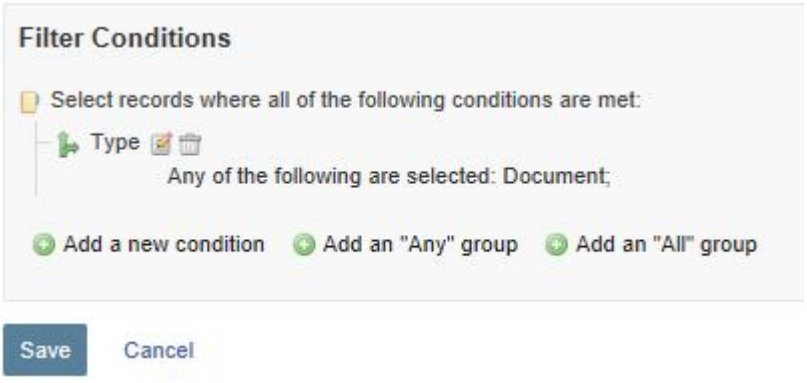


6. Click Next.

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



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



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