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Workspace Items (Docs, Databases etc.)

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

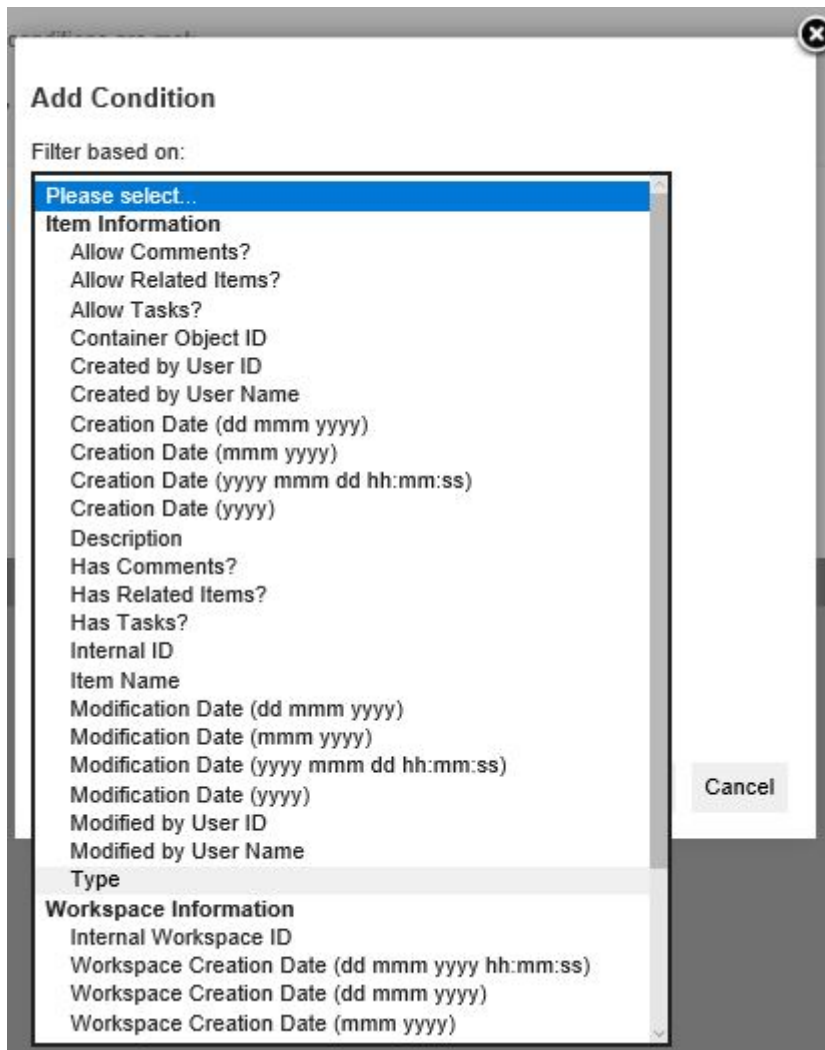
Show the following attributes

- 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

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