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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

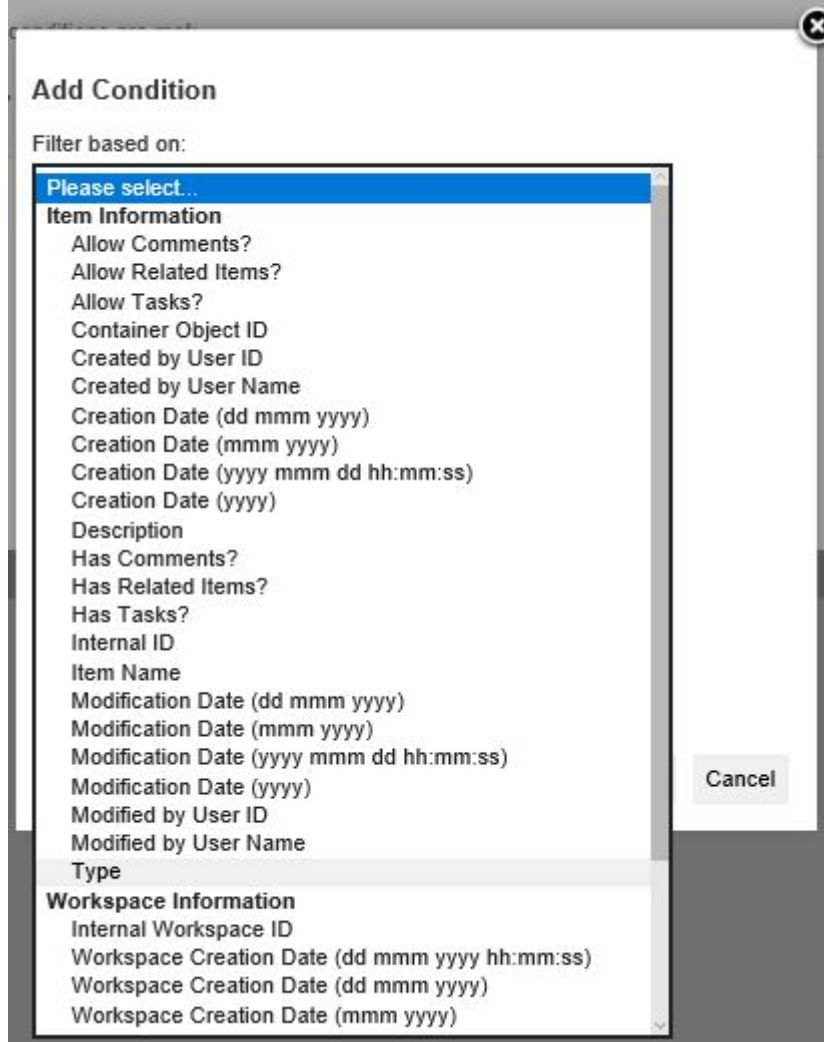
Item Name

Created by User Name

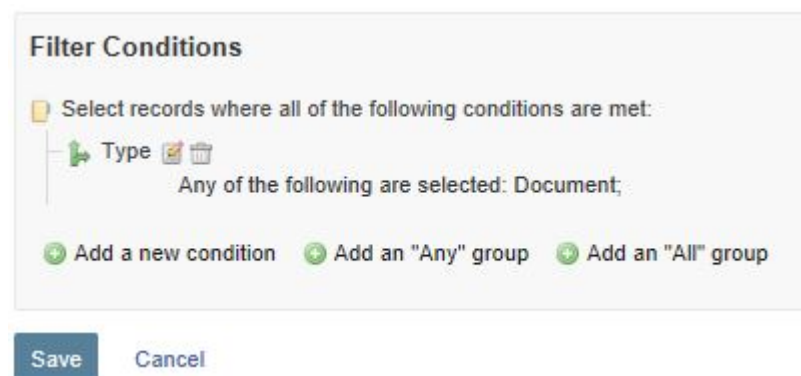
Add an attribute

6. Click Next.

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



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](#)