



# Content Station 9

## Working with Reports

 This document is part of the documentation for Content Station 9 and is an extract from the former Content Station 9 User Guide. For more information about using Content Station, visit the [Help Center](#).

**Reports can be used to get a high-level overview of how far a project is progressing. For instance, you can see how many objects are still assigned to a particular status and take action accordingly. Some reports also allow you to download the information as a .csv file in case the data needs to be processed more thoroughly in a spreadsheet application.**

 The Reporting feature needs to be specifically unlocked by the system administrator and is not available by default. Also, the Access Profile that is assigned to the user account could prevent access to this feature.

This document explains how to work with each available Report.

### 1. Accessing the Reports

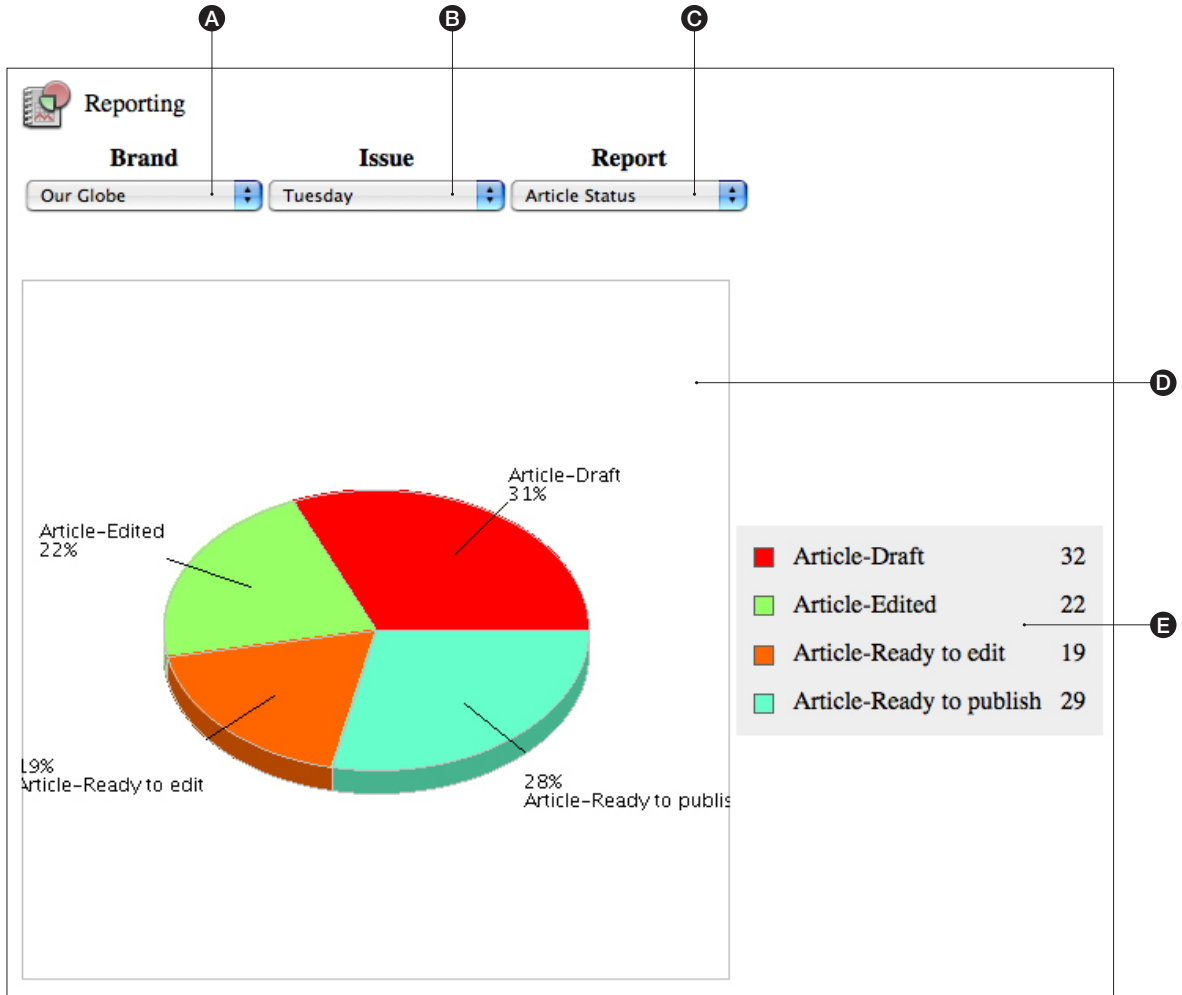
To access the Reports, do one of the following:

- In the *Applications* pane on the *Home* page, double-click the **My Reporting** icon.
- Choose **Tabs > My Reporting**.

The Reporting page is opened in the default Web browser. When first accessing the page, no reports are shown.

The Reporting page contains the following components (see *figure 1* on the next page):

- **Brand list.** Contains all Brands that the user has access to.
- **Issue list.** Contains all Issues of the chosen Brand in the Brands list.
- **Report list.** Contains all available reports.
- **Graph.** Shows the report in graphical form.
- **Legend.** The legend that accompanies the graph.



A Brand list B Issue list C Report list D Graph E Graph legend

Figure 1. The Reporting page

## 2. Creating a Report

To create a report, perform the following steps:

**Step 1.** From the *Brands* list, choose a **Brand** on which the report needs to be based.

The *Issue* list is loaded with the available Issues for the chosen Brand.

**Step 2.** From the *Issue* list, choose the **Issue** on which the report needs to be based.

**Step 3.** From the **Reports** list, choose one of the following reports:

- **Article Status.** Shows the status of the articles in the chosen Brand/Issue combination by assigned status (name and color), total number of articles assigned to that status, and percentage.
- **Content Statistics.** Shows the type and number of objects that exist within the Brand/Issue combination (such as article, Dossier, image, and so on.)
- **Deadline Status.** Shows the Deadline status for each Category by status name, status color, and deadline. Click *Export as CSV* to export the data to a .csv file.
- **Image Status.** Shows the status of the images in the chosen Brand/Issue combination by assigned status (name and color), total number of images assigned to that status, and percentage.
- **Layout Status.** Shows the status of the layouts in the chosen Brand/Issue combination by assigned status (name and color), total number of layouts assigned to that status, and percentage.

## 3. Revisions

The following sections list the changes that have been made to this document.

### 3.1 Version 1.0.1

Released August 2015

Changed the link to the Online Help into a link to the Help Center.

### 3.2 Version 1.0.0

Released 11 November 2014

- First version created by extracting chapter 16 'Working with Reports' from the Content Station 9 User Guide v1.3.8.