Reporting Center

Standard Dashboards

Version 7.0

EN

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Table of Contents

1   Introduction

The Reporting Center module provides you with standard dashboards containing the most important key figures for the following modules and functional areas:

- Media Pool
- Marketing Planner
- Web-to-Publish
- Job Manager
- Users created in the system

You can access the standard dashboards by choosing *> Reports > Standard reports*.

The dashboards and the key figures displayed are explained below from chapter 2 onward. The section below describes the basic control functions.

1.1   Control functions

Dashboard control functions

Button	Description
	Exports in various file formats: • PNG • PDF • DOCX • ODT • PPTX
	Undo/restore the last change
	Restore the dashboard to its last saved state

Dashlet control functions

Button	Description
	Exports in various file formats: • PDF • Excel (page break) • Excel • RTF • CSV • ODT • ODS • DOCX • XLSX (page break) • XLSX • PPTX
	Update
	Maximize
Anwenden	Apply changes
Zurücksetzen	Reset changes
Reset zoom	Reset the zoom
	Open the calendar

Button	Description
⚙▾	Select the chart type: Diagrammtyp auswählen ✖ **Säulen- und Balkendiagramm** **Linien- und Flächendiagramm** **Zwei und mehr Achsen** **Zeitreihendiagramm** **Streu- und Blasendiagramm** **Tortendiagramm** **Bereich**
▶ ▶▶	Next/last
◀◀ ◀	First/back

2 Media Pool

This dashboard displays fundamental key figures for the Media Pool module.
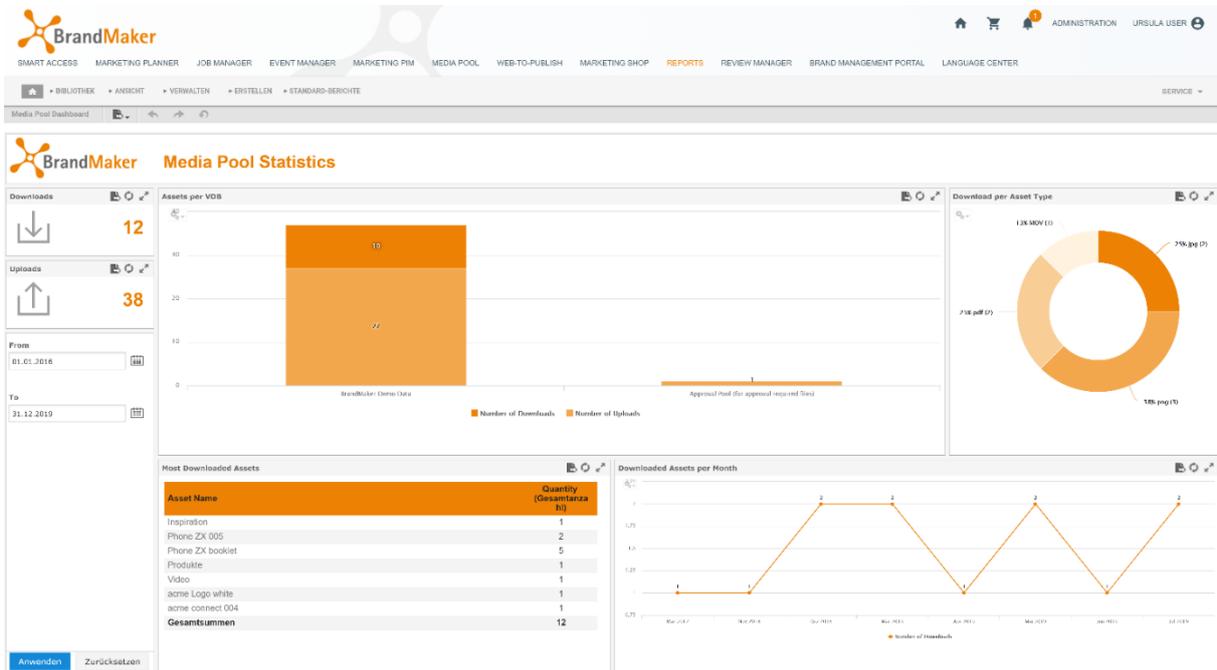
In the calendar, you choose the period to be taken into account to display the key figures.
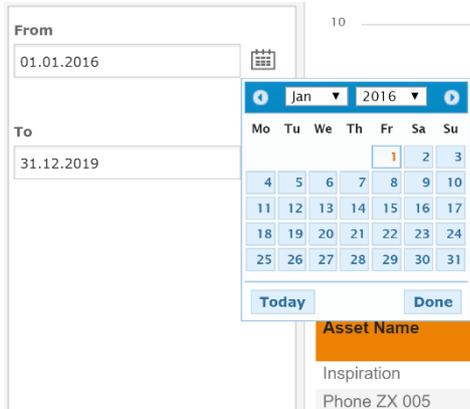
2.1 Downloads and Uploads

The Downloads window displays the number of previous downloads and the Uploads window displays the number of previous uploads.

You can refresh and maximize this view and export it in various file formats.

2.2 Assets per VDB

This chart shows the number of downloads and uploads per VDB.
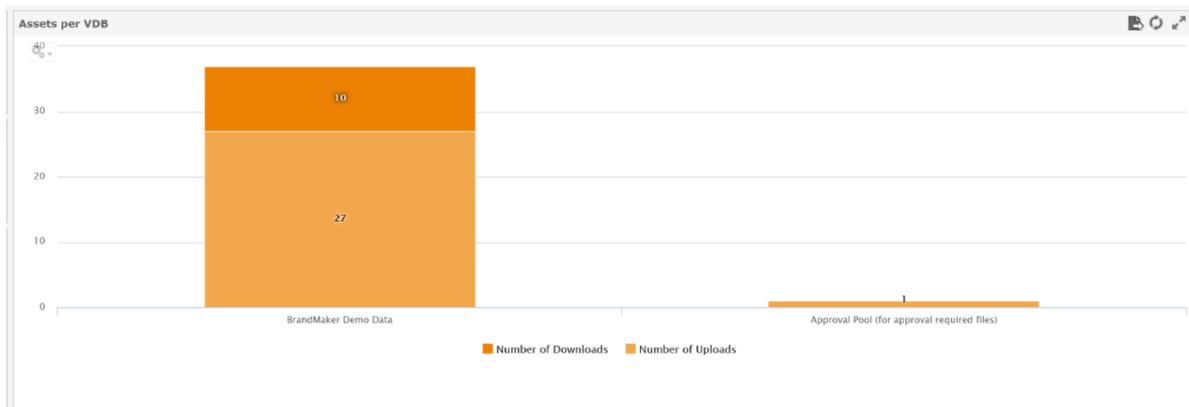
To see details, use the cursor to mark out an area in the chart. This area is displayed with a zoom. Use the *Reset zoom* button in the top left corner of the chart to reset your zoom settings.

Use the ⚙ to choose between the various chart types. You can refresh and maximize this view and export it in various file formats.

2.3 Download per Asset Type

In this chart, you can view the percentage share of different file formats for all downloads.
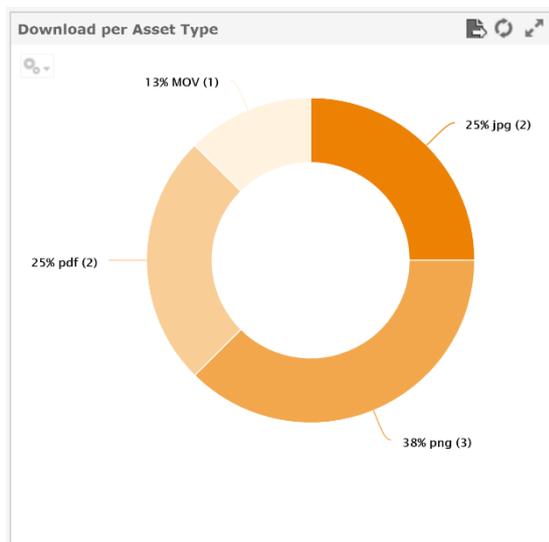
Use the ⚙ to choose between the various chart types.

2.4 Most Downloaded Assets

This table shows the most frequently downloaded assets. You can sort the columns in ascending and descending order.

Most Downloaded Assets	
Asset Name	**Quantity (Gesamtanzahl)**
Inspiration	1
Phone ZX 005	2
Phone ZX booklet	5
Produkte	1
Video	1
acme Logo white	1
acme connect 004	1
Gesamtsummen	**12**

You can refresh and maximize the list and export it in various file formats.

2.5 Downloaded Assets per Month

This chart shows the number of downloads per month.
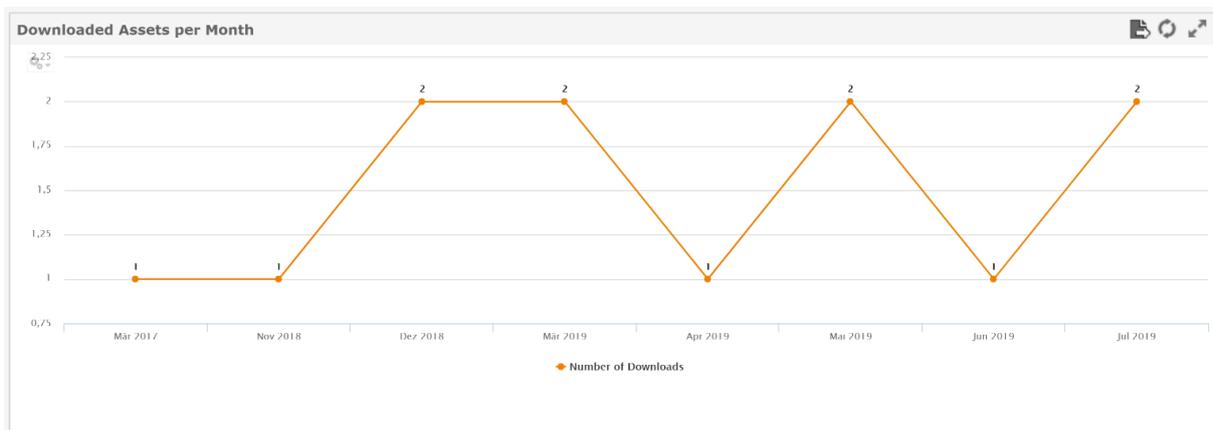
To see details, use the cursor to mark out an area in the chart. This area is displayed with a zoom. Use the *Reset zoom* button in the top left corner of the chart to reset your zoom settings.

Use to choose between the various chart types. You can refresh and maximize this overview and export it in various file formats.

3 Marketing Planner

This dashboard displays fundamental key figures for the Marketing Planner module.
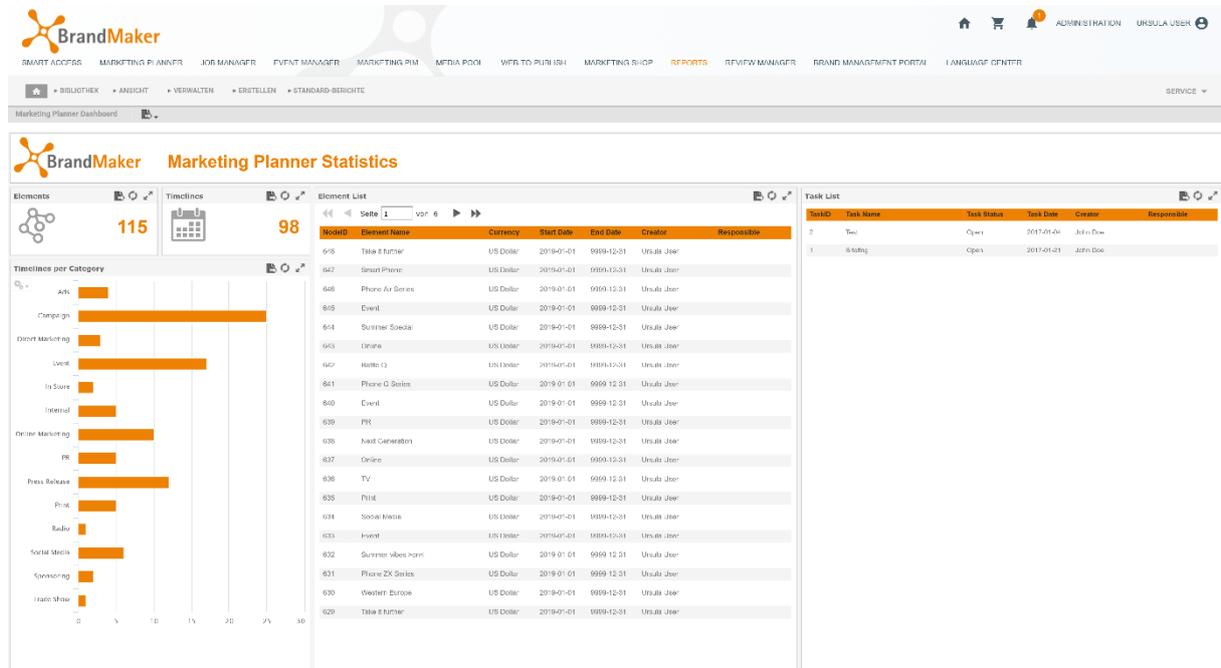
3.1 Elements and Timelines

This field shows the number of elements. You can refresh and maximize this view and export it in various file formats.
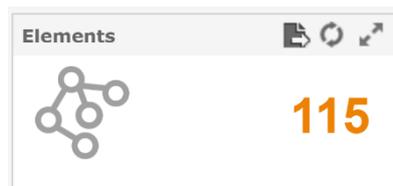
The field specifies the number of timelines. You can refresh and maximize this view and export it in various file formats.

3.2 Timelines per Category

This chart shows the number of timelines in various categories.
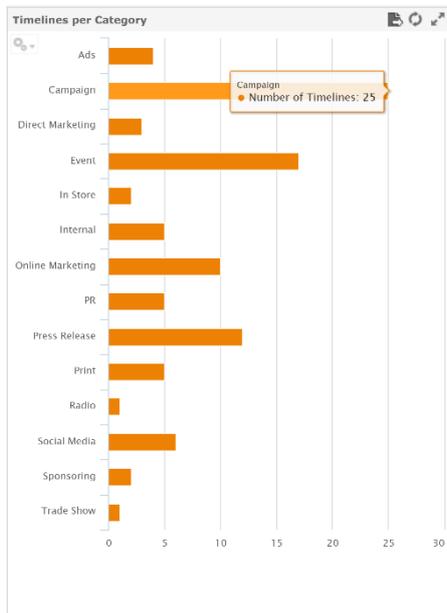
To see details, use the cursor to mark out an area in the chart. This area is displayed with a zoom. Use the *Reset zoom* button in the top left corner of the chart to reset your zoom settings.

Use to choose between the various chart types. You can refresh and maximize this overview and export it in various file formats.

3.3 Element List

This table lists each element with its element ID, element name, currency, start and end date, creator, and responsible person.

You can refresh and maximize this list and export it in various file formats.

3.4 Task List

This table lists the tasks together with their ID, status, date, creator, and responsible person.
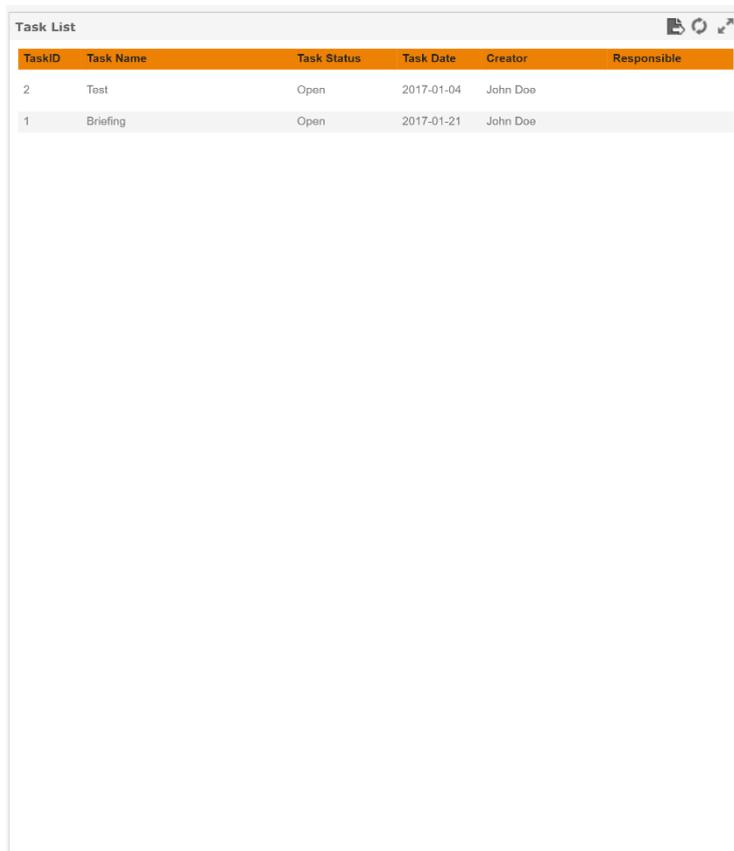
You can refresh and maximize this list and export it in various file formats.

4 Web-to-Publish

This dashboard displays fundamental key figures for the Web-to-Publish module.
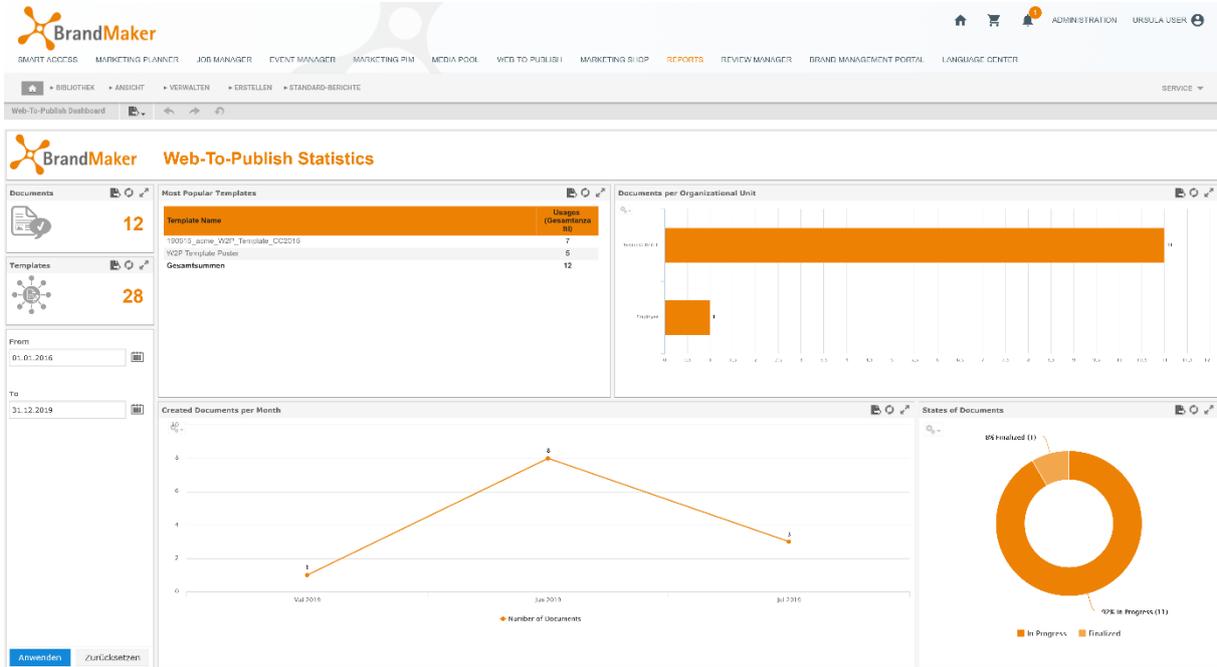
In the calendar, you choose the period to be taken into account to display the key figures.
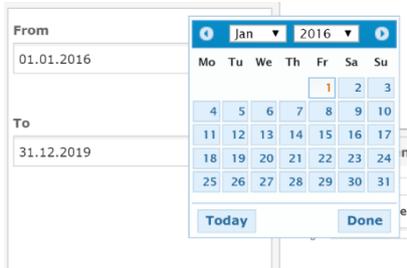
4.1 Documents and Templates

In this view, you can see the total number of existing documents and templates (regardless of their status) in a specific timeline.

You can refresh and maximize this view and export it in various file formats.

4.2 Most Popular Templates

This table lists the templates based on the number of times that they are used.
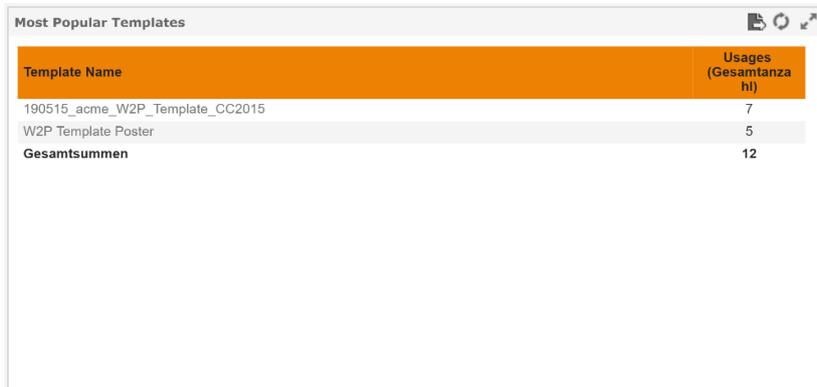
Most Popular Templates	
Template Name	**Usages (Gesamtanzahl)**
190515_acme_W2P_Template_CC2015	7
W2P Template Poster	5
Gesamtsummen	**12**

You can sort the *Template Name* and *Usage* columns in ascending and descending order.

Most Popular Templates	
Template Name ⬆ ⬇	**Usages (Gesamtanzahl)**
190515_acme_W2P_Template_CC2015	7
W2P Template Poster	5
Gesamtsummen	**12**

You can refresh and maximize this list and export it in various file formats.

4.3   Documents per Organizational Unit

This view shows the number of documents created for each organizational unit.
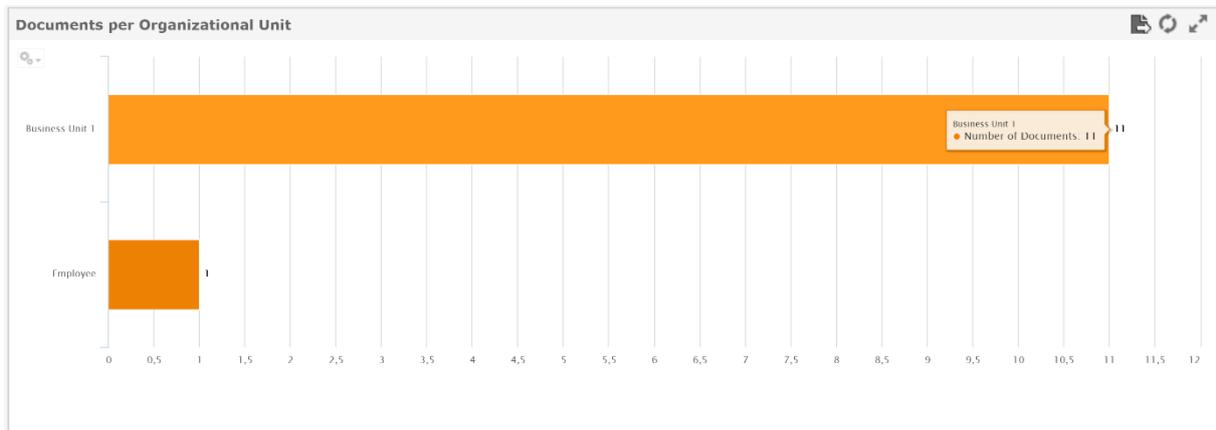
To see details, use the cursor to mark out an area in the chart. This area is displayed with a zoom. Use the *Reset zoom* button in the top left corner of the chart to reset your zoom settings.

Use ⚙ to choose between the various chart types. You can refresh and maximize this overview and export it in various file formats.

4.4   Created Documents per Month

This chart displays the documents created each month.
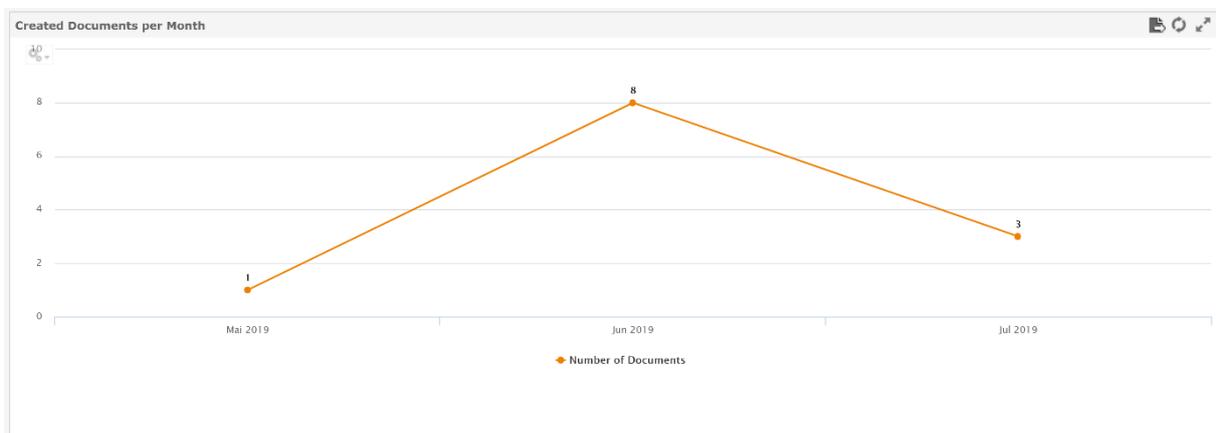
To see details, use the cursor to mark out an area in the chart. This area is displayed with a zoom. Use the *Reset zoom* button in the top left corner of the chart to reset your zoom settings.

Use ⚙ to choose between the various chart types. You can refresh and maximize this overview and export it in various file formats.

4.5 States of Documents

This chart shows the percentage of documents with various statuses based on the total number of all the documents.
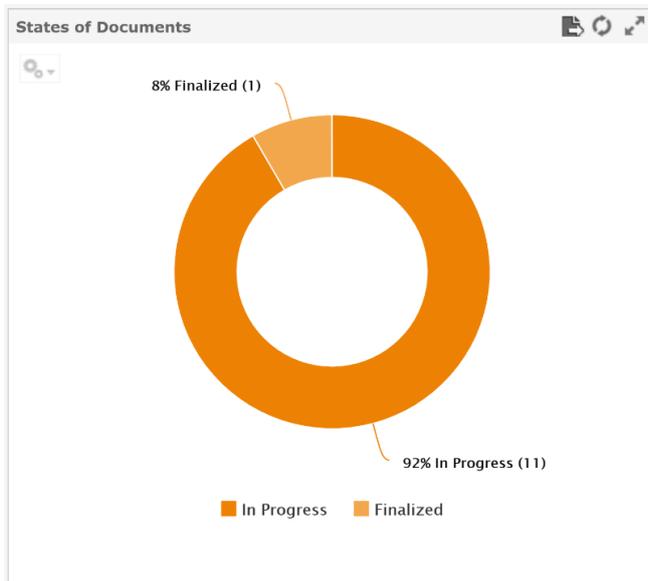
Use [icon] to choose between the various chart types. You can refresh and maximize this overview and export it in various file formats.

5 Job Manager

This dashboard displays fundamental key figures for the Job Manager module.
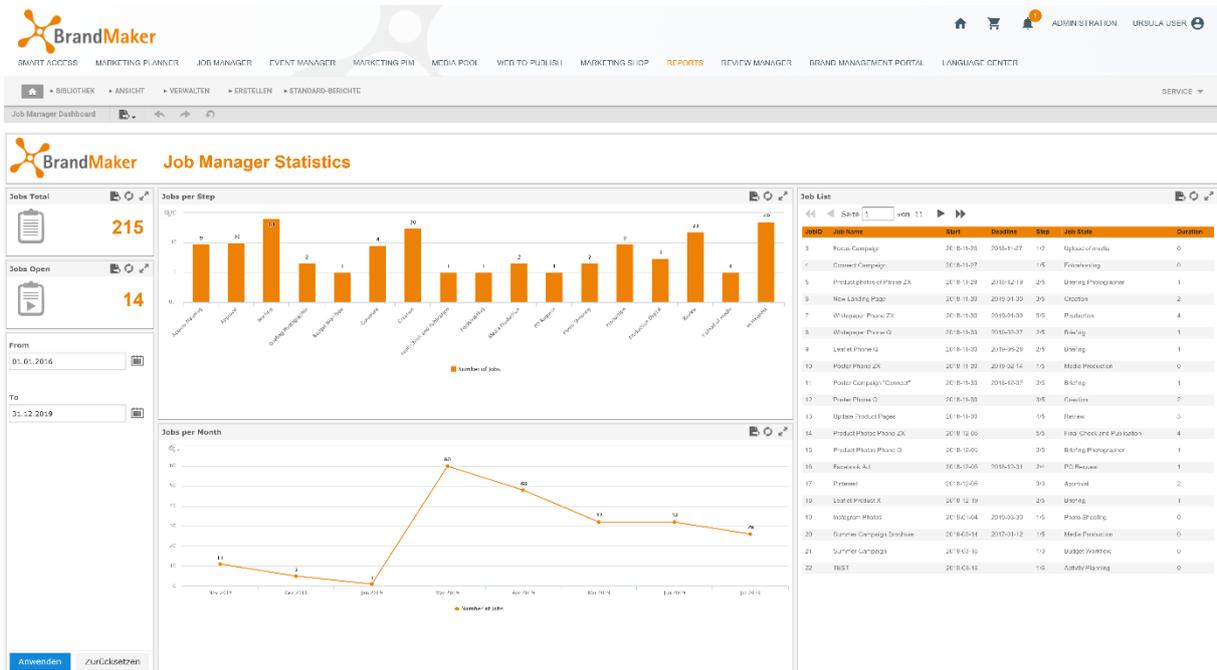
In the calendar, you choose the period to be taken into account to display the key figures.
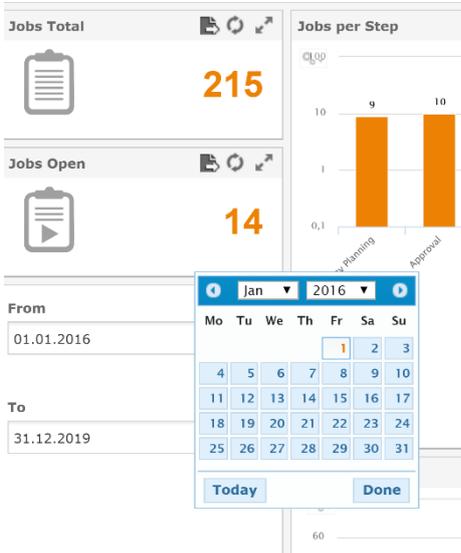
5.1 Jobs Total and Jobs Open

You can see the total number of all the jobs (regardless of their status) in *Jobs Total* and the number of jobs that are still incomplete in *Jobs Open*.

You can refresh and maximize this view and export it in various file formats.

5.2   Jobs per Step

In Jobs per Step, you can see the number of jobs in the individual steps of a workflow.
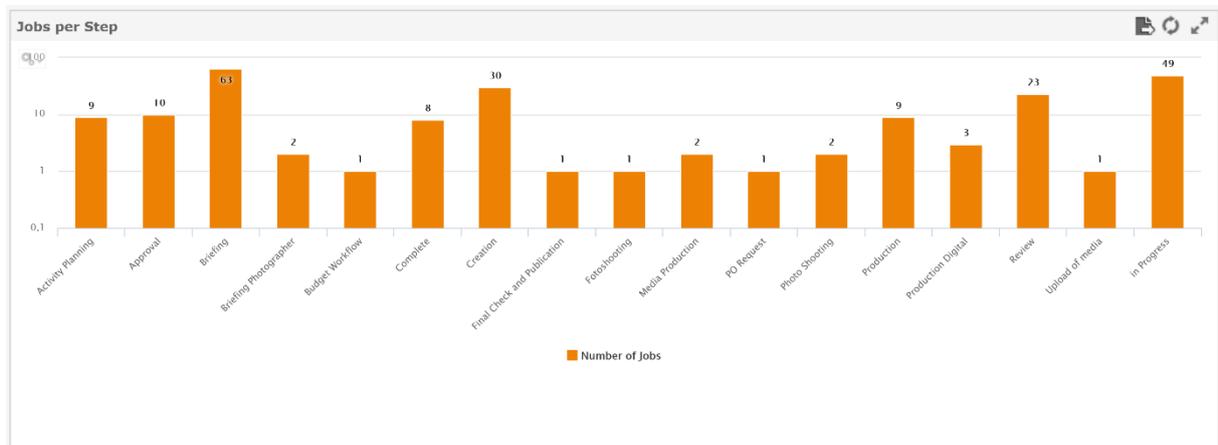
To see details, use the cursor to mark out an area in the chart. This area is displayed with a zoom. Use the *Reset zoom* button in the top left corner of the chart to reset your zoom settings.

Use   to choose between the various chart types. You can refresh and maximize this overview and export it in various file formats.

5.3   Jobs per Month

This chart displays the number of jobs created each month. The total includes open and completed jobs.

To see details, use the cursor to mark out an area in the chart. This area is displayed with a zoom. Use the *Reset zoom* button in the top left corner of the chart to reset your zoom settings.

Use   to choose between the various chart types. You can refresh and maximize this overview and export it in various file formats.

5.4 Job List

This table lists all the jobs together with the following information:

- Job ID
- Job name
- Start date
- Deadline
- Step (in the workflow)
- Job status
- Duration

JobID	Job Name	Start	Deadline	Step	Job State	Duration
3	Focus Campaign	2018-11-26	2018-11-27	1/2	Upload of media	0
4	Connect Campaign	2018-11-27		1/5	Fotoshooting	0
5	Product photos of Phone ZX	2018-11-29	2018-12-19	2/5	Briefing Photographer	1
6	New Landing Page	2018-11-30	2019-01-30	3/5	Creation	2
7	Whitepaper Phone ZX	2018-11-30	2019-01-09	5/5	Production	4
8	Whitepaper Phone Q	2018-11-30	2019-02-27	2/5	Briefing	1
9	Leaflet Phone Q	2018-11-30	2019-06-28	2/5	Briefing	1
10	Poster Phone ZX	2018-11-30	2019-02-14	1/5	Media Production	0
11	Poster Campaign "Connect"	2018-11-30	2018-12-07	2/5	Briefing	1
12	Poster Phone Q	2018-11-30		3/5	Creation	2
13	Update Product Pages	2018-11-30		4/5	Review	3
14	Product Photos Phone ZX	2018-12-05		5/5	Final Check and Publication	4
15	Product Photos Phone Q	2018-12-05		2/5	Briefing Photographer	1
16	Facebook Ad	2018-12-05	2018-12-31	2/4	PO Request	1
17	Pinterest	2018-12-05		3/3	Approval	2
18	Leaflet Product X	2018-12-19		2/5	Briefing	1
19	Instagram Photos	2019-01-04	2019-03-30	1/5	Photo Shooting	0
20	Summer Campaign Brochure	2019-03-14	2017-01-12	1/5	Media Production	0
21	Summer Campaign	2019-03-18		1/3	Budget Workflow	0
22	TEST	2019-03-18		1/6	Activity Planning	0

6 User

This dashboard displays the fundamental key figures for the users created in the system. In the calendar, you choose the period to be taken into account to display the key figures.

6.1 Users and Logins

Users shows the total number of all the users created and Logins shows the total number of all the logins.

You can refresh and maximize this view and export it in various file formats.

6.2 Users & Logins per OrgUnit

This chart shows the number of users and logins per organizational unit.
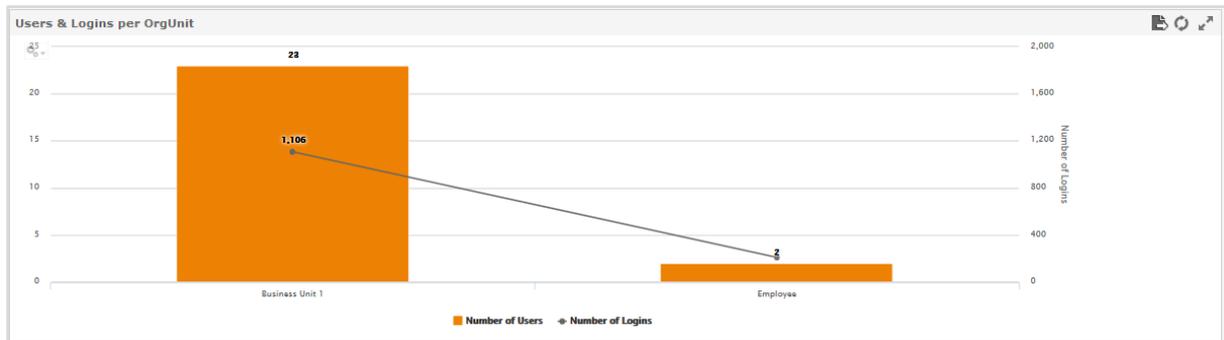
To see details, use the cursor to mark out an area in the chart. This area is displayed with a zoom. Use the *Reset zoom* button in the top left corner of the chart to reset your zoom settings.

Use   to choose between the various chart types. You can refresh and maximize this overview and export it in various file formats.

6.3 Traffic

This chart shows the monthly data volume.

To see details, use the cursor to mark out an area in the chart. This area is displayed with a zoom. Use the *Reset zoom* button in the top left corner of the chart to reset your zoom settings.

Use   to choose between the various chart types. You can refresh and maximize this overview and export it in various file formats.

6.4 Top user list

This table lists users and their number of logins.

You can refresh and maximize this overview and export it in various file formats.

6.5 User per state

This chart shows the proportion of created users that are active and inactive.

Use to choose between the various chart types. You can refresh and maximize this overview and export it in various file formats.

6.5 User per state