

# Reporting Center

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## Standard Dashboards

Version 7.2

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## Table of Contents

1	Introduction.....	4
1.1	Control functions.....	4
2	Media Pool .....	7
2.1	Downloads and Uploads.....	8
2.2	Assets per VDB .....	9
2.3	Download per Asset Type.....	9
2.4	Most Downloaded Assets.....	10
2.5	Downloaded Assets per Month.....	10
3	Marketing Planner.....	11
3.1	Elements and Timelines.....	11
3.2	Timelines per Category.....	12
3.3	Element List .....	13
3.4	Task List .....	14
4	Web-to-Publish.....	15
4.1	Documents and Templates.....	16
4.2	Most Popular Templates .....	17
4.3	Documents per Organizational Unit.....	18
4.4	Created Documents per Month .....	18
4.5	States of Documents .....	19
5	Job Manager .....	20
5.1	Jobs Total and Jobs Open .....	21
5.2	Jobs per Step .....	22
5.3	Jobs per Month.....	22
5.4	Job List.....	23
6	User .....	24
6.1	Users and Logins.....	24
6.2	Users & Logins per OrgUnit .....	25
6.3	Traffic.....	25
6.4	Top user list .....	25
6.5	User per state .....	26

# 1 Introduction

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


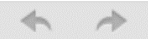

- Media Pool
- Marketing Planner
- Web-to-Publish
- Job Manager
- Users created in the system

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





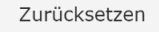


The dashboards and the key figures displayed are explained below from chapter 2 onward. The section below describes the basic control functions.




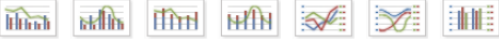






## 1.1 Control functions

### Dashboard control functions

Button	Description
	Exports in various file formats: <ul style="list-style-type: none"><li>• PNG</li><li>• PDF</li><li>• DOCX</li><li>• ODT</li><li>• PPTX</li></ul>
	Undo/restore the last change
	Restore the dashboard to its last saved state

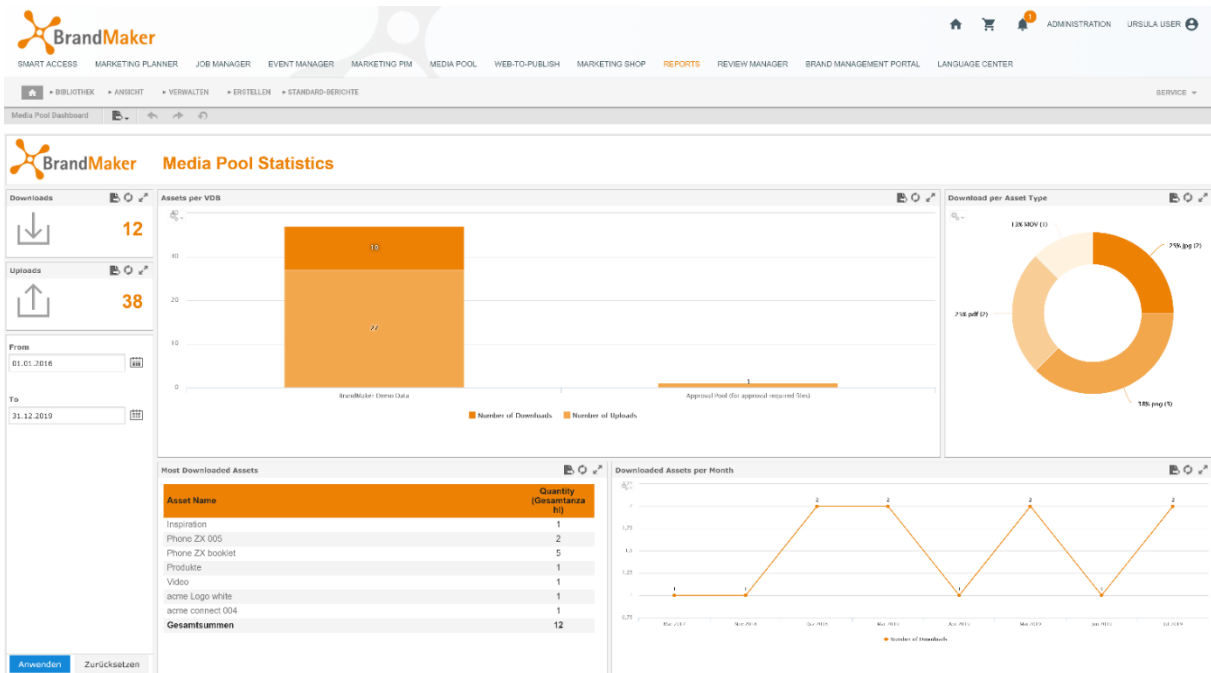
**Dashlet control functions**

Button	Description
	Exports in various file formats: <ul style="list-style-type: none"><li>• PDF</li><li>• Excel (page break)</li><li>• Excel</li><li>• RTF</li><li>• CSV</li><li>• ODT</li><li>• ODS</li><li>• DOCX</li><li>• XLSX (page break)</li><li>• XLSX</li><li>• PPTX</li></ul>
	Update
	Maximize
	Apply changes
	Reset changes
	Reset the zoom
	Open the calendar

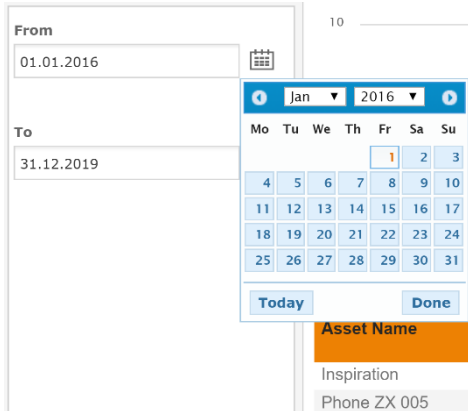
Button	Description
	<p>Select the chart type:</p> <div data-bbox="593 338 1203 909" style="border: 1px solid gray; padding: 5px;"> <p>Diagrammtyp auswählen <span style="float: right;">✕</span></p> <p><b>Säulen- und Balkendiagramm</b></p>  <p><b>Linien- und Flächendiagramm</b></p>  <p><b>Zwei und mehr Achsen</b></p>  <p><b>Zeitreihendiagramm</b></p>  <p><b>Streu- und Blasendiagramm</b></p>  <p><b>Tortendiagramm</b></p>  <p><b>Bereich</b></p>  </div>
	<p>Next/last</p>
	<p>First/back</p>

## 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.

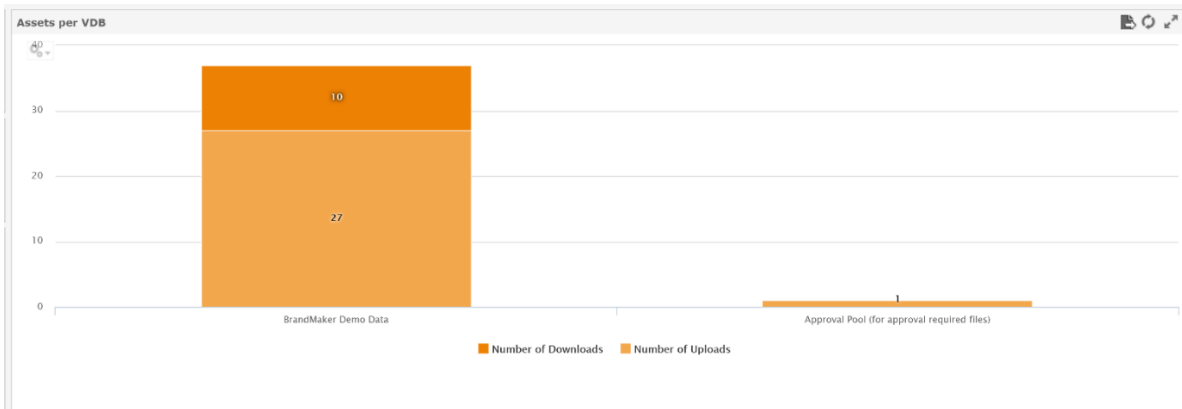
You can refresh and maximize this view and export it in various file formats.

The screenshot shows a web interface with three main sections. The top section is titled 'Downloads' and features a downward-pointing arrow icon and the number '12' in orange. The middle section is titled 'Uploads' and features an upward-pointing arrow icon and the number '38' in orange. The bottom section is titled 'From' and 'To', with input fields containing the dates '01.01.2016' and '31.12.2019' respectively, each accompanied by a calendar icon. At the bottom of the interface, there are two buttons: 'Anwenden' (Apply) and 'Zurücksetzen' (Reset).




## 2.2 Assets per VDB

This chart shows the number of downloads and uploads per VDB.

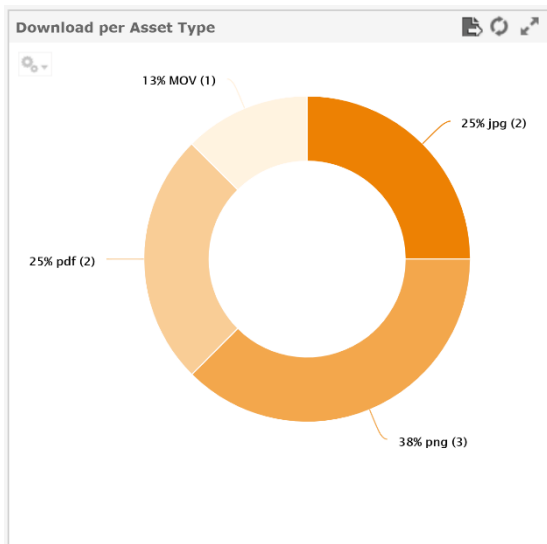


To see details, use the cursor to mark out an area in the chart. This area is displayed with a zoom. Use the *Reset zoom* button in the top left corner of the chart to reset your zoom settings.

Use  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  to choose between the various chart types.

## 2.4 Most Downloaded Assets

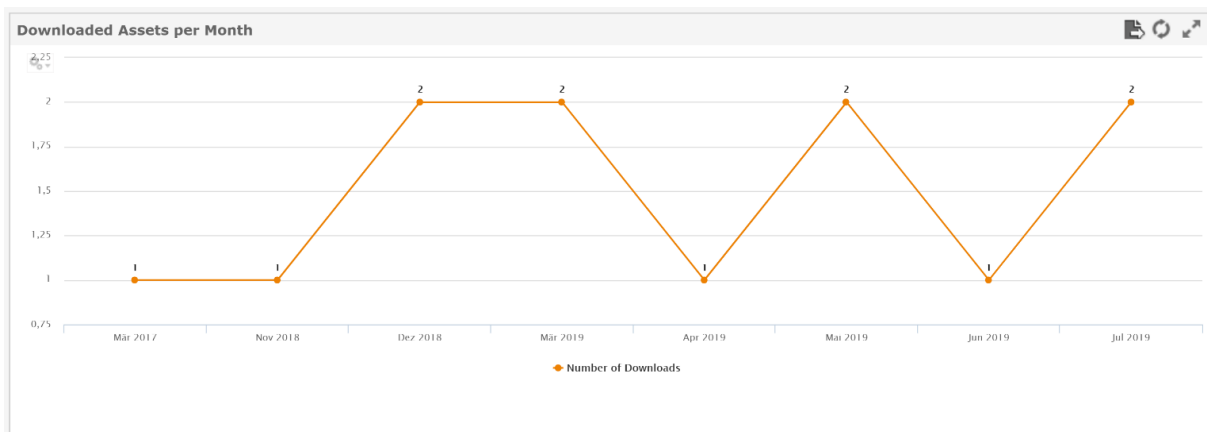
This table shows the most frequently downloaded assets. You can sort the columns in ascending and descending order.

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
<b>Gesamtsummen</b>	<b>12</b>


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.

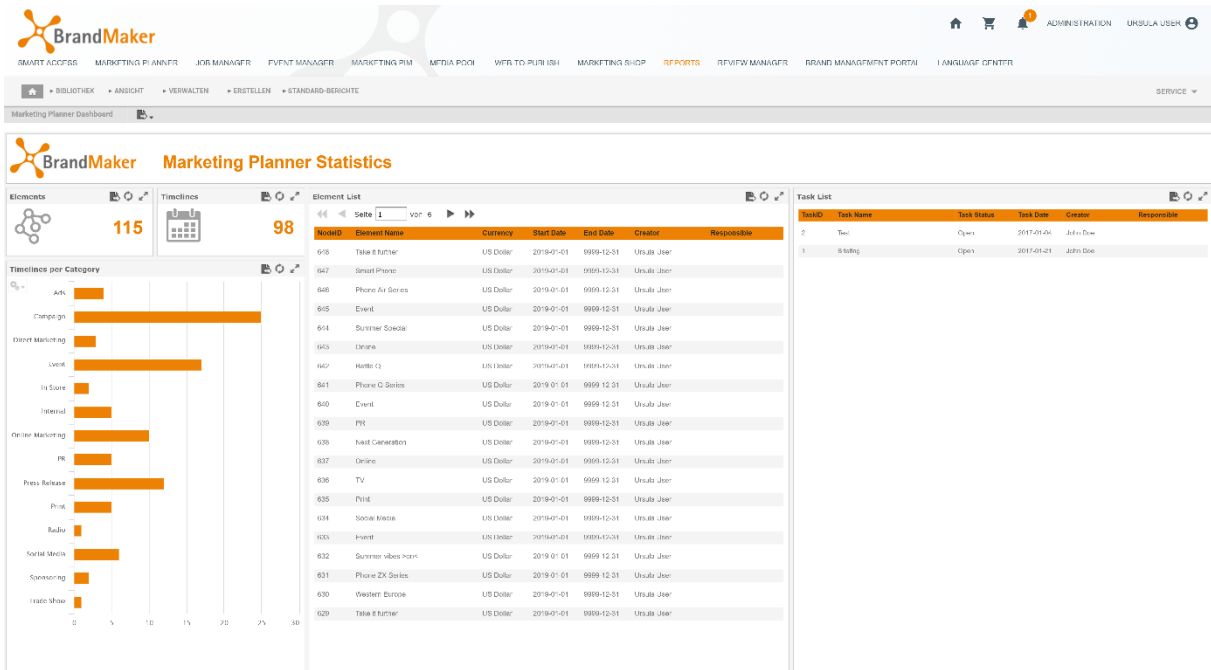


To see details, use the cursor to mark out an area in the chart. This area is displayed with a zoom. Use the *Reset zoom* button in the top left corner of the chart to reset your zoom settings.

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

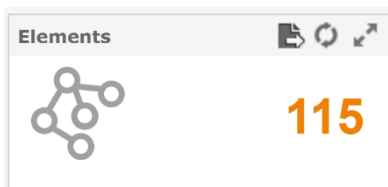
### 3 Marketing Planner

This dashboard displays fundamental key figures for the Marketing Planner module.

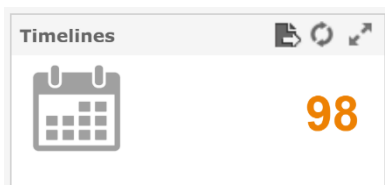


#### 3.1 Elements and Timelines

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

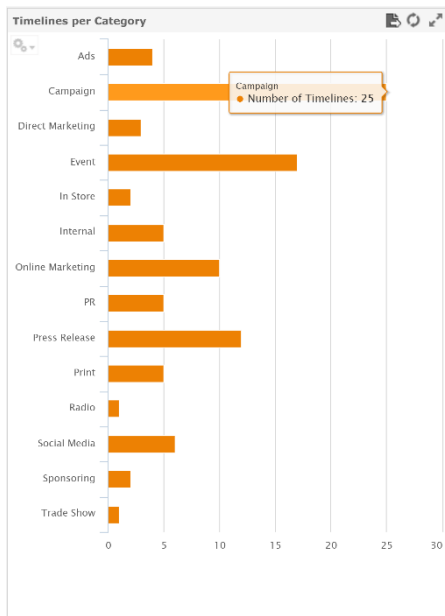


The field specifies the number of timelines. You can refresh and maximize this view and export it in various file formats.




## 3.2 Timelines per Category

This chart shows the number of timelines in various categories.



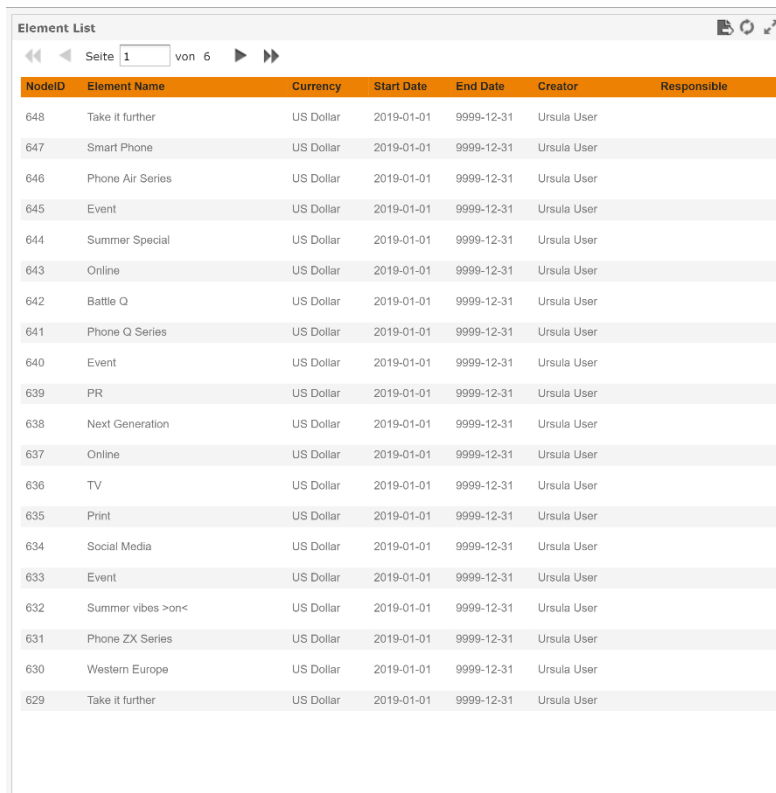
To see details, use the cursor to mark out an area in the chart. This area is displayed with a zoom.

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.



NodeID	Element Name	Currency	Start Date	End Date	Creator	Responsible
648	Take it further	US Dollar	2019-01-01	9999-12-31	Ursula User	
647	Smart Phone	US Dollar	2019-01-01	9999-12-31	Ursula User	
646	Phone Air Series	US Dollar	2019-01-01	9999-12-31	Ursula User	
645	Event	US Dollar	2019-01-01	9999-12-31	Ursula User	
644	Summer Special	US Dollar	2019-01-01	9999-12-31	Ursula User	
643	Online	US Dollar	2019-01-01	9999-12-31	Ursula User	
642	Battle Q	US Dollar	2019-01-01	9999-12-31	Ursula User	
641	Phone Q Series	US Dollar	2019-01-01	9999-12-31	Ursula User	
640	Event	US Dollar	2019-01-01	9999-12-31	Ursula User	
639	PR	US Dollar	2019-01-01	9999-12-31	Ursula User	
638	Next Generation	US Dollar	2019-01-01	9999-12-31	Ursula User	
637	Online	US Dollar	2019-01-01	9999-12-31	Ursula User	
636	TV	US Dollar	2019-01-01	9999-12-31	Ursula User	
635	Print	US Dollar	2019-01-01	9999-12-31	Ursula User	
634	Social Media	US Dollar	2019-01-01	9999-12-31	Ursula User	
633	Event	US Dollar	2019-01-01	9999-12-31	Ursula User	
632	Summer vibes >on<	US Dollar	2019-01-01	9999-12-31	Ursula User	
631	Phone ZX Series	US Dollar	2019-01-01	9999-12-31	Ursula User	
630	Western Europe	US Dollar	2019-01-01	9999-12-31	Ursula User	
629	Take it further	US Dollar	2019-01-01	9999-12-31	Ursula User	

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

### 3.4 Task List

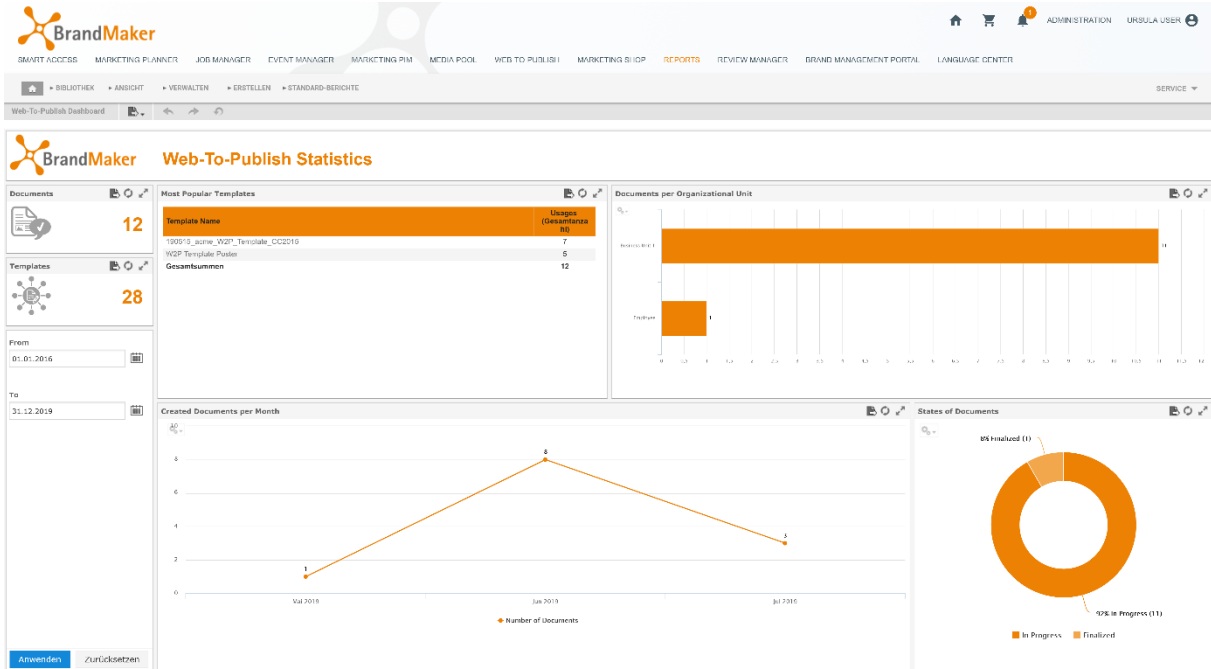
This table lists the tasks together with their ID, status, date, creator, and responsible person.

TaskID	Task Name	Task Status	Task Date	Creator	Responsible
2	Test	Open	2017-01-04	John Doe	
1	Briefing	Open	2017-01-21	John Doe	

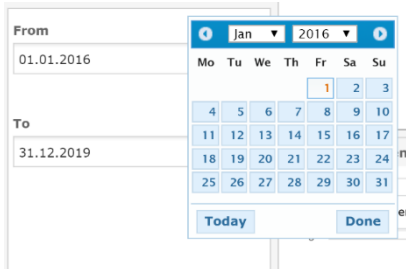
You can refresh and maximize this list and export it in various file formats.

## 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.

The image shows a dashboard widget with the following components:

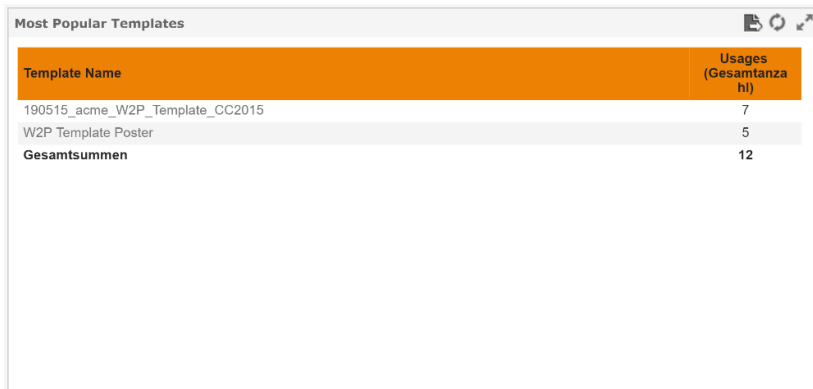
- Documents:** A card with a document icon and a checkmark, displaying the number **12**.
- Templates:** A card with a document icon and a network diagram, displaying the number **28**.
- From:** A date input field containing **01.01.2016** with a calendar icon.
- To:** A date input field containing **31.12.2019** with a calendar icon.
- Buttons:** A blue button labeled **Anwenden** and a grey button labeled **Zurücksetzen**.

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.



Template Name	Usages (Gesamtanzahl)
190515_acme_W2P_Template_CC2015	7
W2P Template Poster	5
<b>Gesamtsummen</b>	<b>12</b>

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

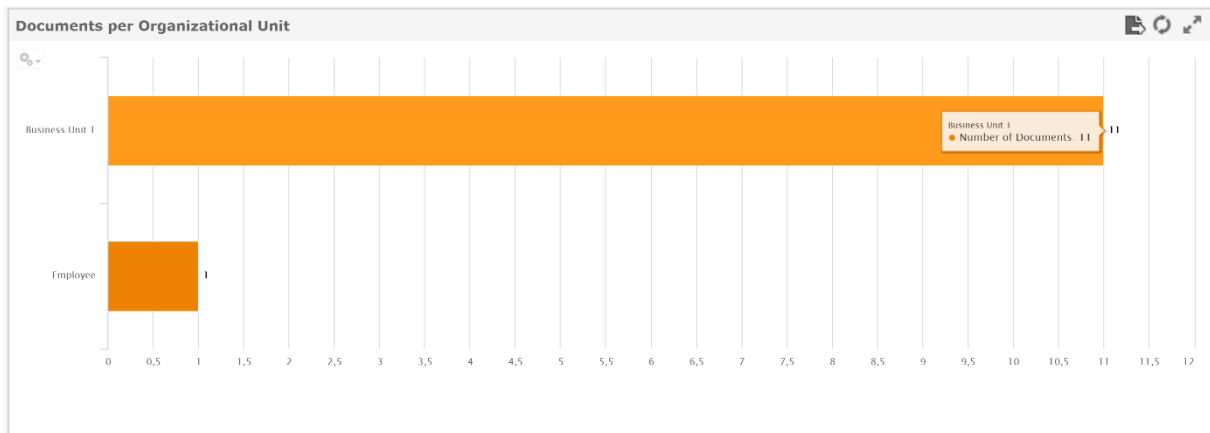


Template Name	Usages (Gesamtanzahl)
190515_acme_W2P_Template_CC2015	7
W2P Template Poster	5
<b>Gesamtsummen</b>	<b>12</b>


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.

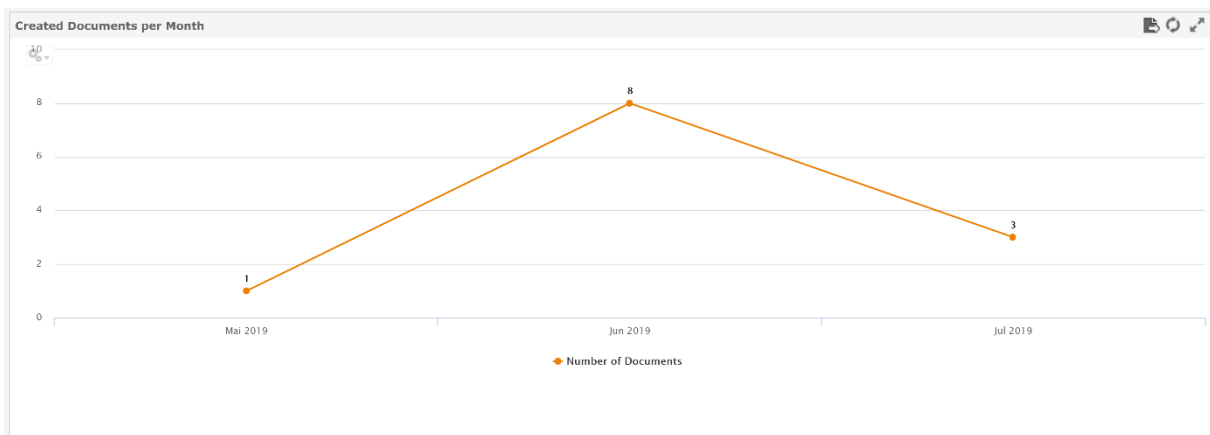


To see details, use the cursor to mark out an area in the chart. This area is displayed with a zoom. Use the *Reset zoom* button in the top left corner of the chart to reset your zoom settings.

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.

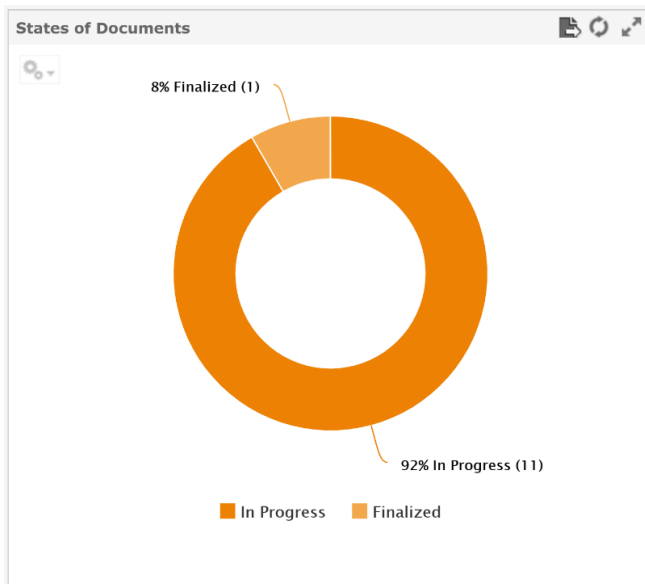



To see details, use the cursor to mark out an area in the chart. This area is displayed with a zoom. Use the *Reset zoom* button in the top left corner of the chart to reset your zoom settings.

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

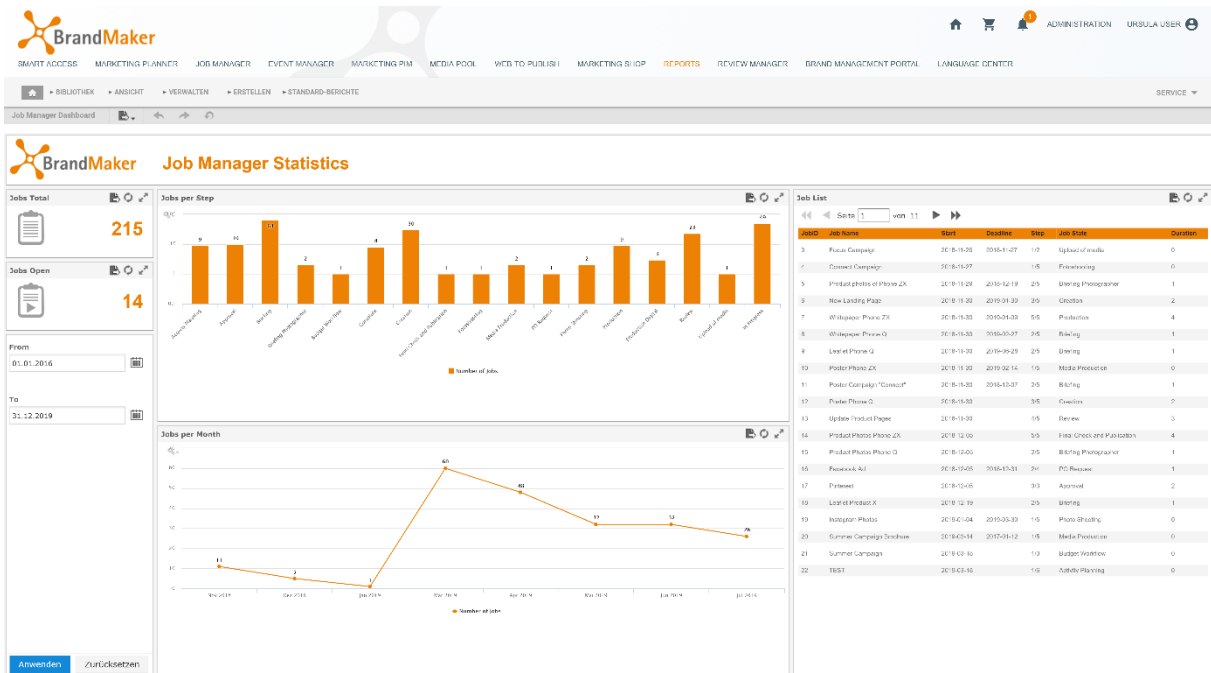
This chart shows the percentage of documents with various statuses based on the total number of all the documents.



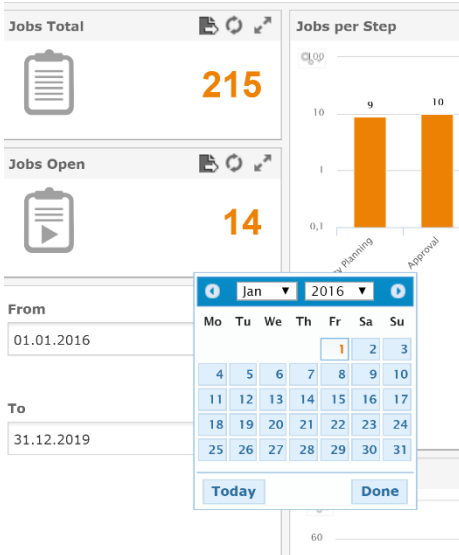
Use  to choose between the various chart types. You can refresh and maximize this overview and export it in various file formats.

## 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*.

The screenshot displays a dashboard with two summary cards and a date filter section. The 'Jobs Total' card shows a clipboard icon and the number 215. The 'Jobs Open' card shows a play button icon and the number 14. Below these cards, there are two date input fields: 'From' with the value '01.01.2016' and 'To' with the value '31.12.2019'. At the bottom of the filter section are two buttons: 'Anwenden' (Apply) and 'Zurücksetzen' (Reset).

Category	Count
Jobs Total	215
Jobs Open	14

From: 01.01.2016

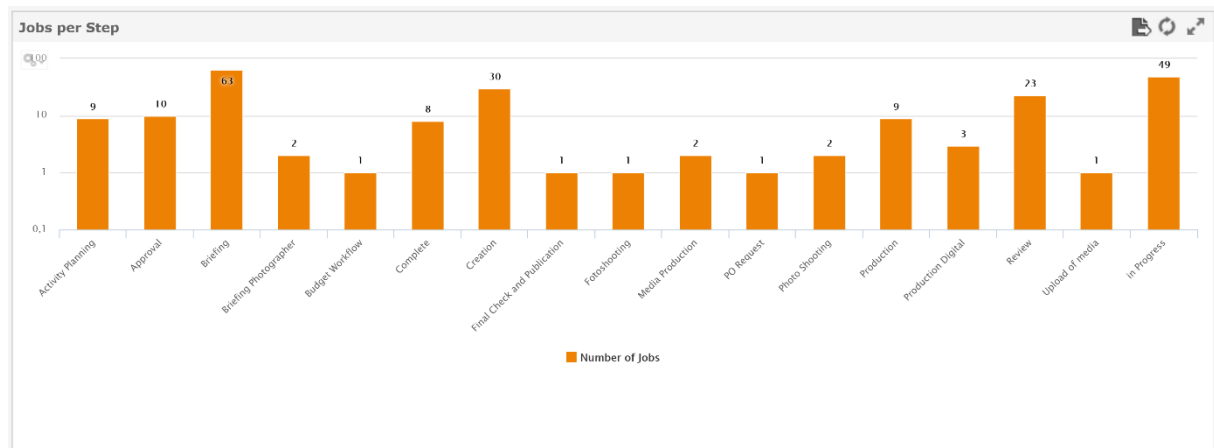
To: 31.12.2019

Anwenden Zurücksetzen


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.

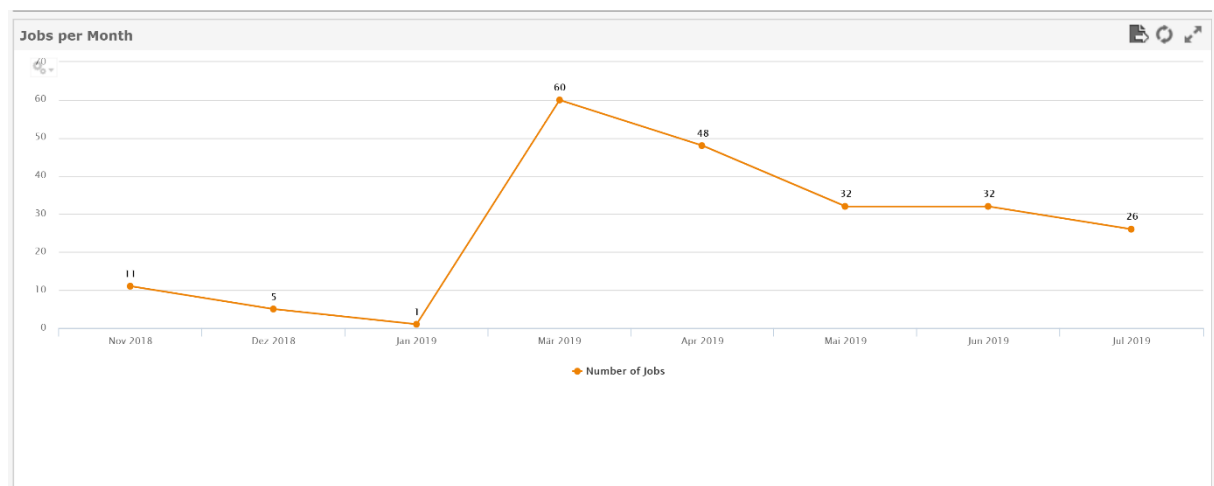


To see details, use the cursor to mark out an area in the chart. This area is displayed with a zoom. Use the *Reset zoom* button in the top left corner of the chart to reset your zoom settings.


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.

**From**

**To**

**Anwenden** Zurücksetzen

### 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.

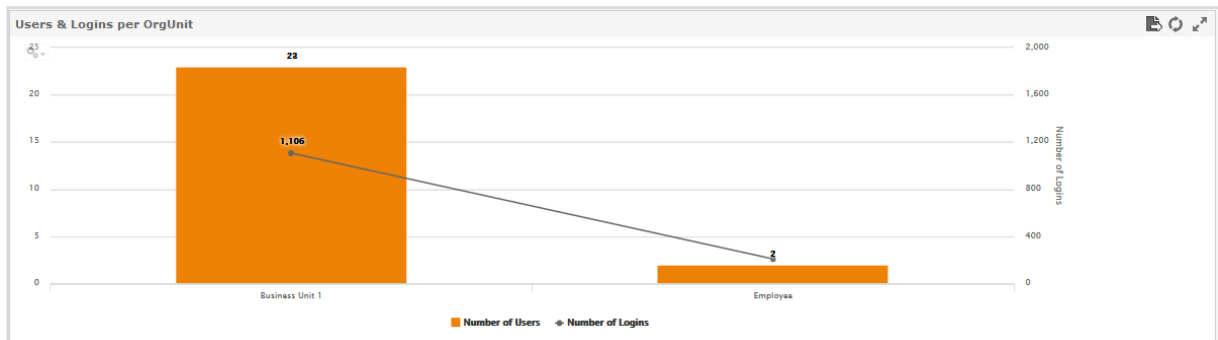


You can refresh and maximize this view and export it in various file formats.




## 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.