Reports Tab

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The "Reports" tab contains a list of different reports which contain information about specific types of jobs, SLA performance and invoices. The reports available all depend on the access the User has been provided, so there maybe instances where some Users have some reports that others don't.

There is a report filter at the top of the list that allows for the entry of part of the report name, and any report names that contain what has been entered will be displayed for the user to select and run, rather than having to locate the report on the list underneath. This is especially helpful for users that have a large number of reports available to them.

Here is an example of a Reports list, including the filter option at the top of the list:



It works in a similar manner to a Jobs list in that the "Filter...", "Export", "Refresh" and number of jobs per page functions exist and perform the same actions. Upon clicking a report, the report is then opened for the User to view.

Note: If the report is ever shown in a grey, it means that the databases containing the data used in the report have not been rebuilt yet and haven't gotten today's data. When they return back to white, this means that the data is up to date.

Online URL: https://ostarasystems.knowledgebase.co/article.php?id=536