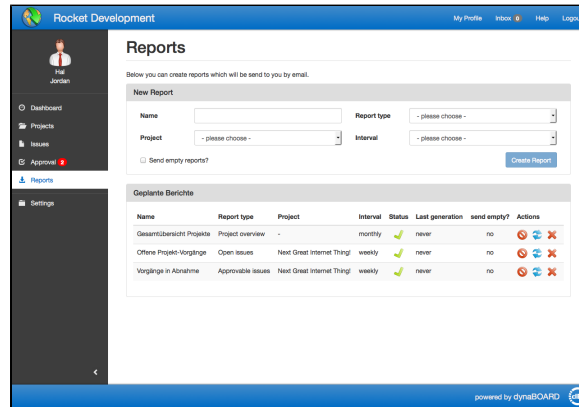


Reports

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Overview

You can create reports in **dynaBOARD**, which will then be sent to you by email in certain intervals. Just click on **Reports** in the menu on the left hand side.



i Be advised: this feature is available only in Small Business licenses and above (server and cloud).

Create new report

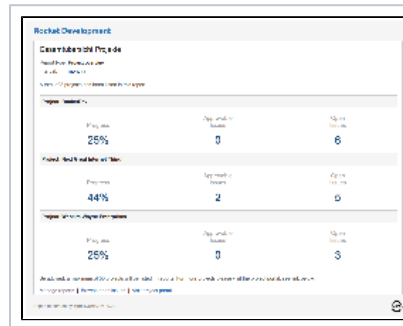
To create a job for report creation, just fill out the form in the upper block named "New Report":

- **Name** - a short description for the report, which will also be used in email subjects when sending them out.
- **Project** - the corresponding project, for which you want to receive a report. If you select the report type **Project Overview**, you do not need to select a project - in this report type all projects will be summarized.
- **Report type** - choose the desired report type (see below for examples)
- **Interval** - decide how often you want to receive the report (**daily**, **weekly** or **monthly**)

Report types

Below you find examples for the possible report types:

Project overview



The project overview shows core information for all active projects. You will also see:

- Progress per project in percent (relation resolved to unresolved issues)
- Count of unresolved issues
- Count of approvable issues

A maximum of 50 projects will be listed in the report.

Open issues

Type	Key	Summary	Assignee	Priority	Status	Created	Updated
Task	NGIT-9	Prepare first-time presentation of Alpha	Steve Austin	Medium	Customer Review	06/01/2015 15:17:09	07/08/2015 14:53:30
Task	NGIT-1	Concept and design	Peter Parker	Highest	Customer Review	05/23/2015 14:24:59	07/08/2015 14:53:35

The report **Open issues** shows you an overview of the currently open (i.e. unresolved) issues in the project. The following information will be shown:

- Type of issue
- Issue key
- Summary
- Assignee
- Priority
- Status
- Creation date
- Date of last change

A maximum of 100 issues will be listed in the report.

Approvable issues

Type	Key	Summary	Assignee	Priority	Status	Created	Updated
Task	NGIT-9	Prepare first-time presentation of Alpha	Steve Austin	Medium	Customer Review	06/01/2015 15:17:09	07/08/2015 14:53:30
Task	NGIT-1	Concept and design	Peter Parker	Highest	Customer Review	05/23/2015 14:24:59	07/08/2015 14:53:35

The report **Approvable issues** shows you an overview of all issues which are currently in a status set for approval by you. You can approve or disapprove these issues through the dynaBOARD portal.

The following information will be shown:

- Type of issue
- Issue key
- Summary
- Assignee
- Priority
- Status
- Creation date
- Date of last change

A maximum of 100 issues will be listed in the report.

Generate report now

After creating a report job you can let the system create the report right away (e.g. to see if the desired information is contained in the report). Just click on **Generate report now** in the action column.

The report will be generated and send to you by email.

Lock / Unlock report

You can lock reports, e.g. to suspend the report sending, without deleting the report. Just click on **Lock report** in the action column.

Also you may unlock the report, and make it active for the next automated sending interval.

To generate a report manually, it does not need to be unlocked / active - you may do this with any report.

Delete report

You can delete a report job any time. Just click on **Delete** in the action column. The report job will be removed from the list, and the next automated generation interval will not be triggered.

Sending schedule

The report emails will be send out as follows:

Interval **daily**: every day at 1:00 am

Interval **weekly**: every monday at 1:00 am

Interval **monthly**: on the first day of every month at 1:00 am