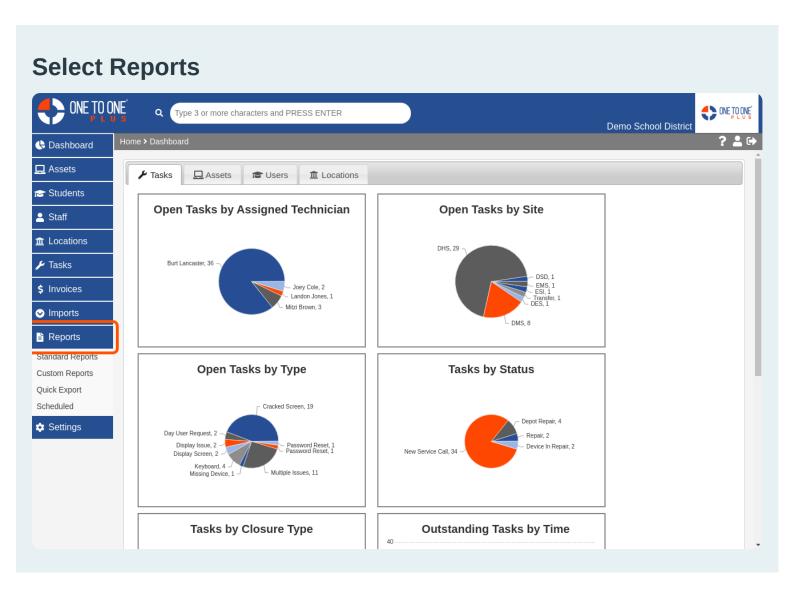
## **Generate Custom Reports**

Author: Burt LancasterUpdated: 5 years ago

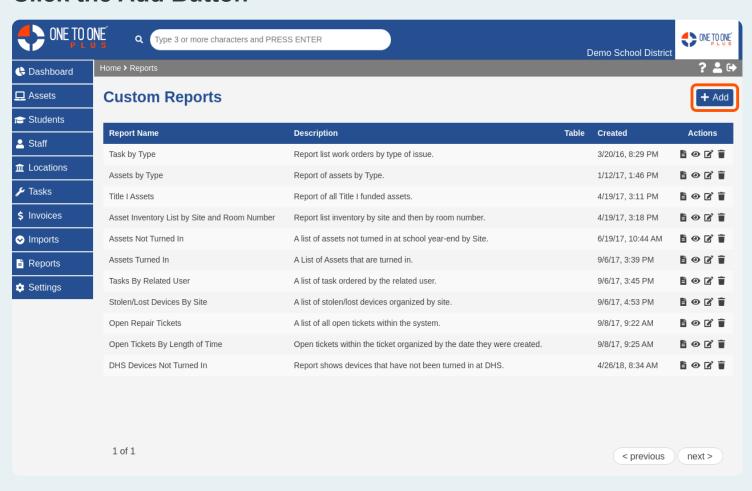


#### **Click on Custom Reports** ONE TO ONE ONE TO ONE Q Type 3 or more characters and PRESS ENTER Demo School District **(**Cashboard Assets **⊁** Tasks 🞓 Users Students Open Tasks by Assigned Technician Open Tasks by Site Staff $\hat{\mathbf{m}}$ Locations DHS, 29 🔑 Tasks Burt Lancaster, 36 - Joey Cole, 2 Landon Jones, 1 \$ Invoices Imports Reports Standard Reports Open Tasks by Type Tasks by Status Custom Reports Quick Export Scheduled Cracked Screen, 19 Depot Repair, 4 Settings Day User Request, 2 -Repair, 2 Display Issue, 2 -Display Screen, 2 Device In Repair, 2 New Service Call, 34 Keyboard, 4 Missing Device, 1 Multiple Issues, 11

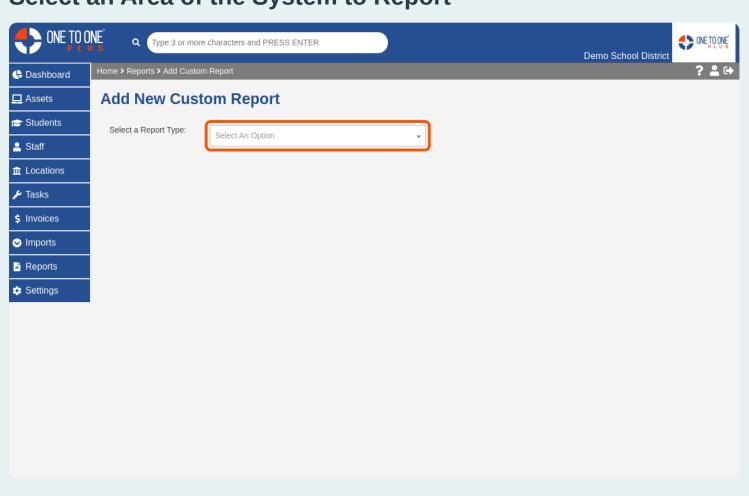
**Outstanding Tasks by Time** 

Tasks by Closure Type

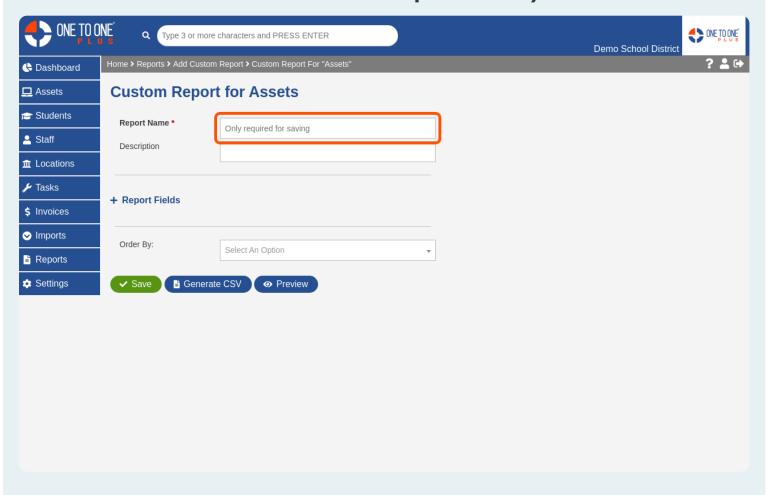
#### **Click the Add Button**



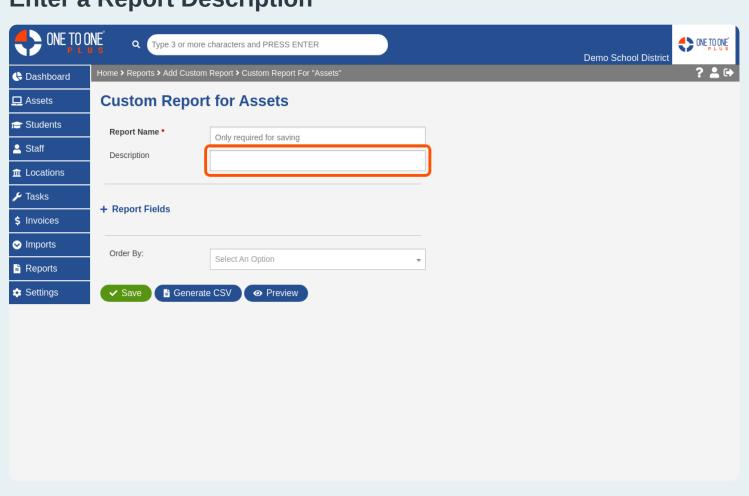
#### **Select an Area of the System to Report**



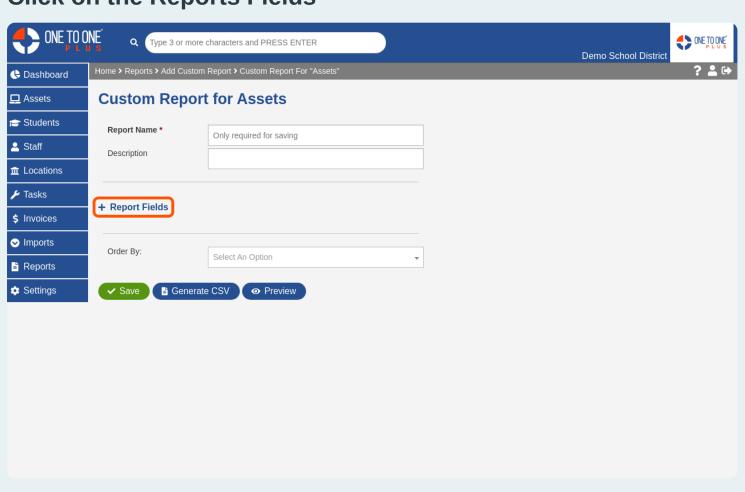
# Enter a Report Name (this will save the report so that it can be accessed from the main custom report menu)



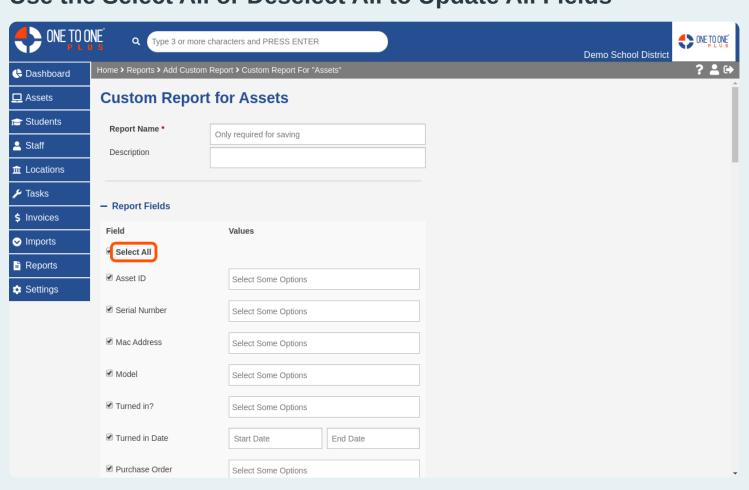
### **Enter a Report Description**



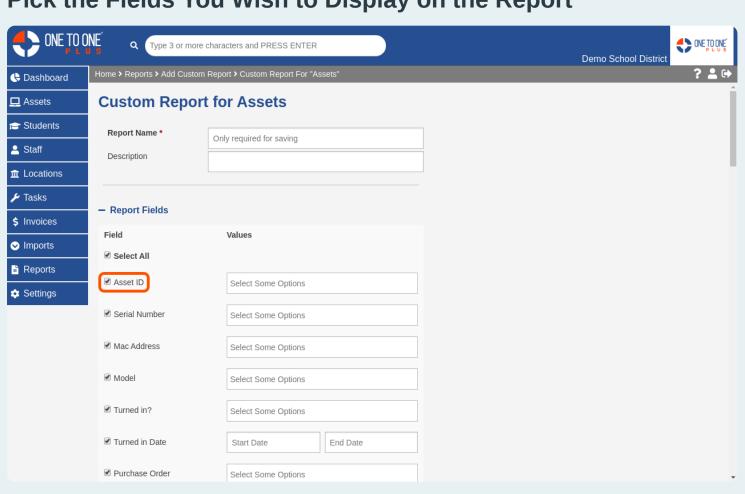
### **Click on the Reports Fields**



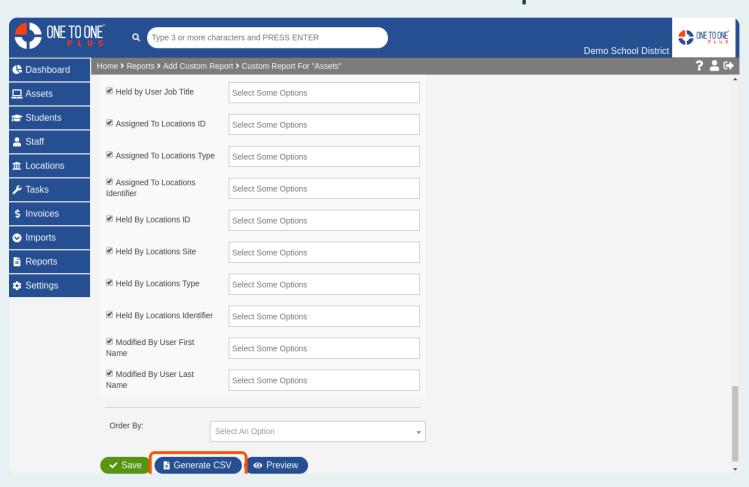
#### Use the Select All or Deselect All to Update All Fields



#### Pick the Fields You Wish to Display on the Report



#### Click Generate CSV to Create a File of the Report Data



#### **Click on Preview to View the Report**

