

# 13 Reports and charts

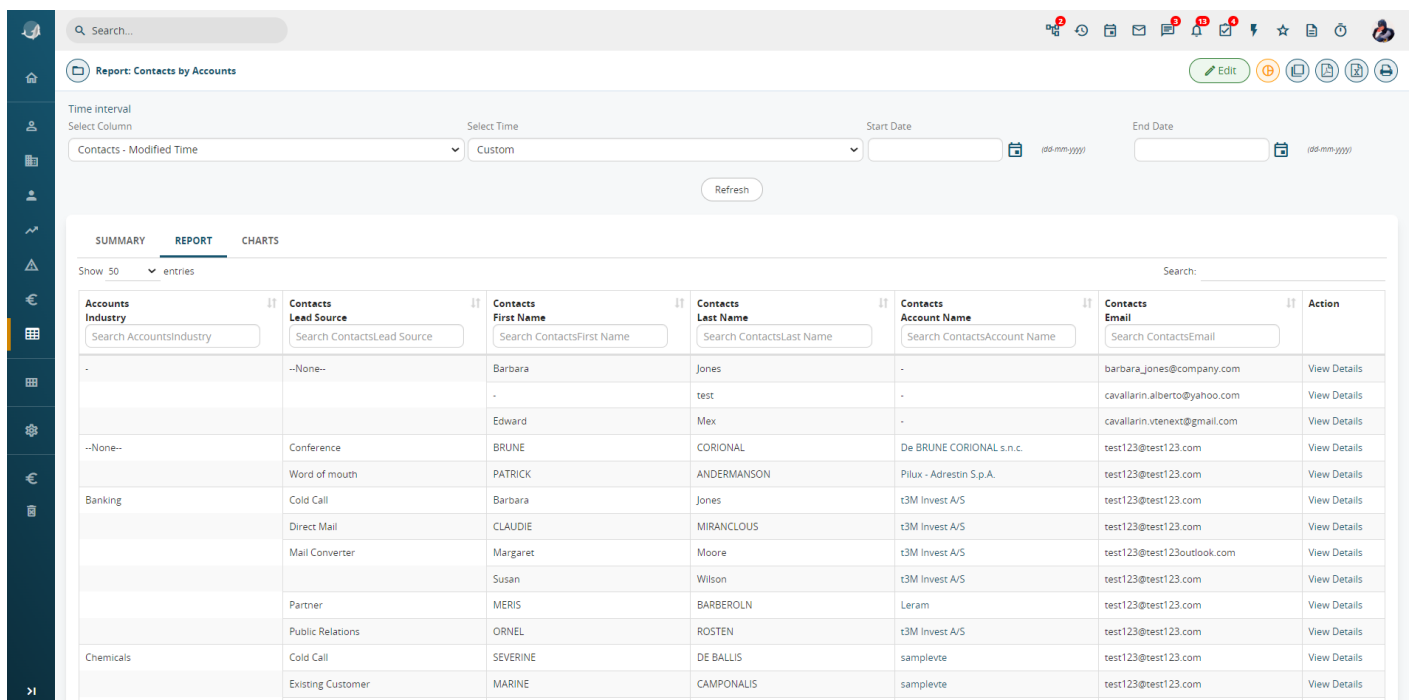
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# 13 Reports and charts

Through Reports and Charts, you can examine the data in vtenext and extrapolate them from different points of view.

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First of all, you have to identify the type of data extraction you want (i.e.: what do you want to obtain?) and, from there, build a report.



Report: Contacts by Accounts

Time interval: Select Column: Contacts - Modified Time, Select Time: Custom, Start Date: (dd-mm-yyyy), End Date: (dd-mm-yyyy)

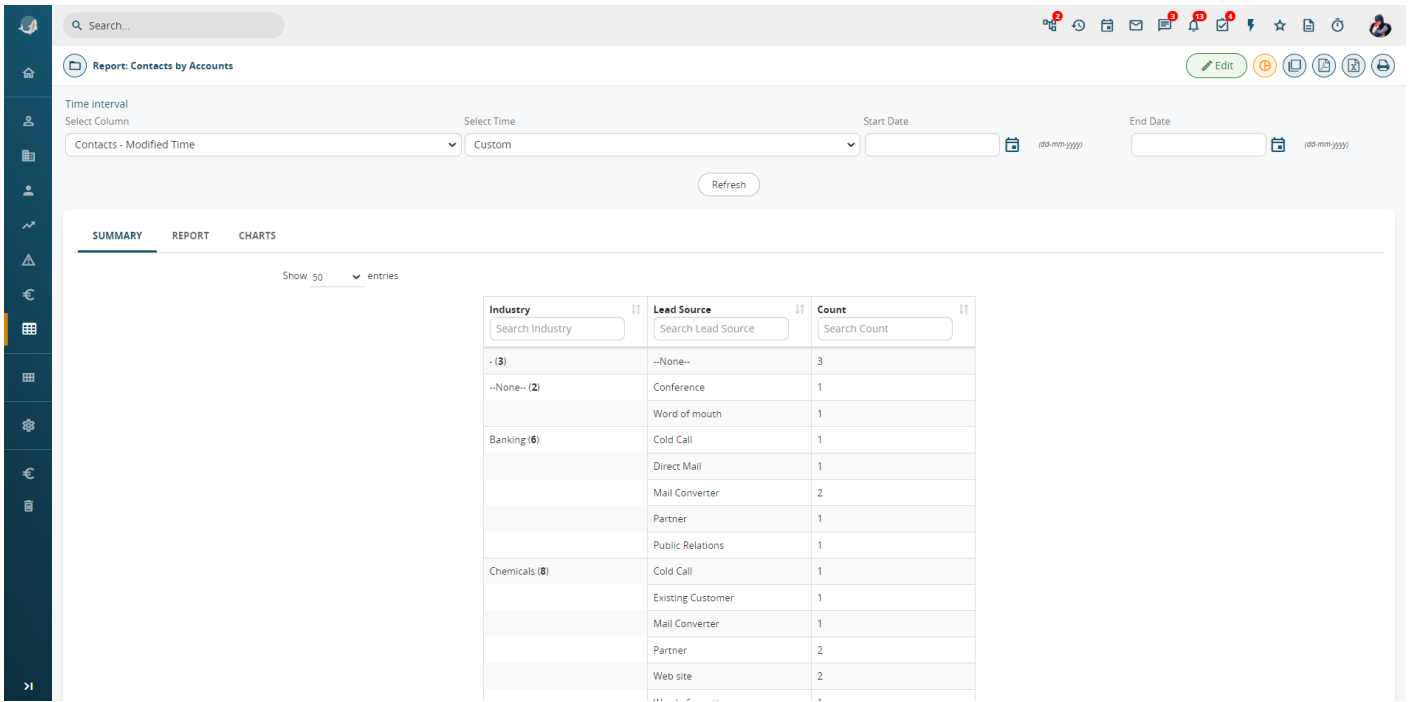
Refresh

SUMMARY REPORT CHARTS

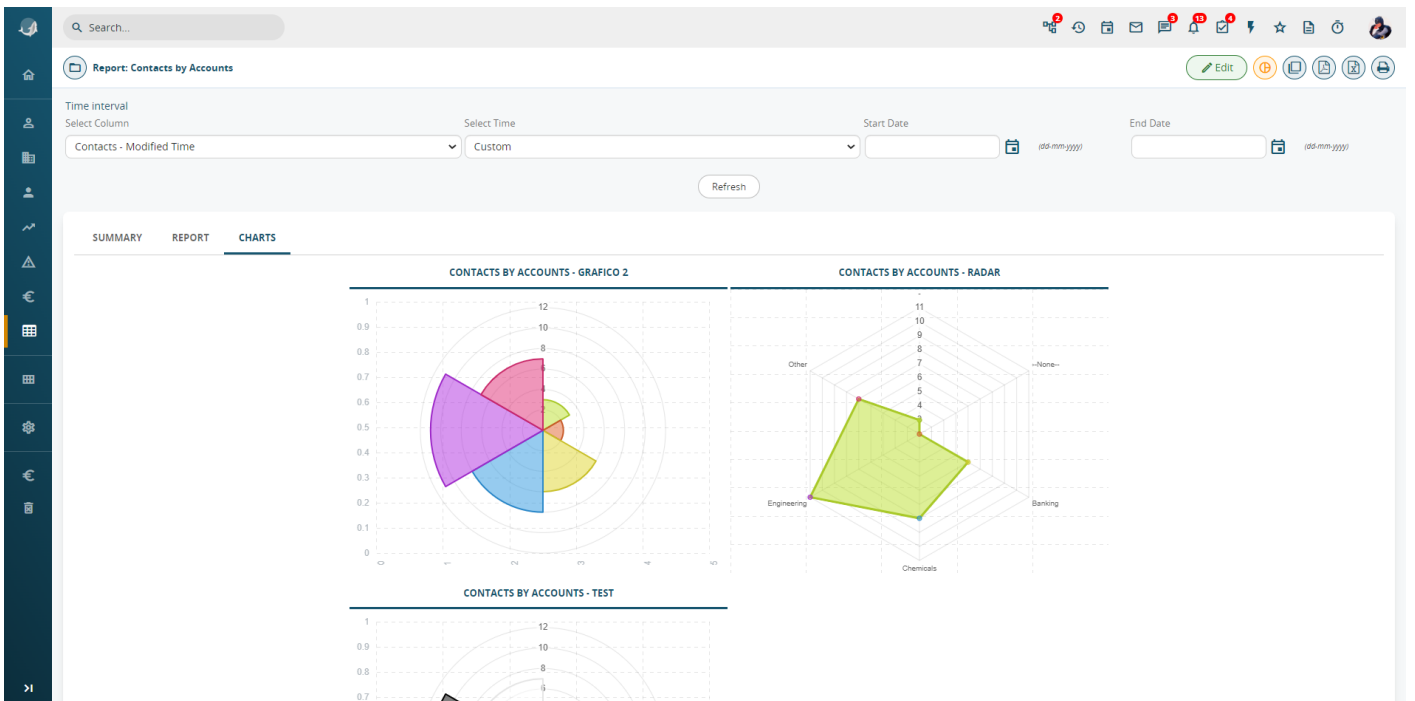
Show 50 entries

Accounts Industry	Contacts Lead Source	Contacts First Name	Contacts Last Name	Contacts Account Name	Contacts Email	Action
-	--None--	Barbara	Jones	-	barbara_jones@company.com	View Details
-	-	test	test	-	cavallarin.alberto@yahoo.com	View Details
-	-	Edward	Mex	-	cavallarin.vtenext@gmail.com	View Details
--None--	Conference	BRUNE	CORIONAL	De BRUNE CORIONAL s.n.c.	test123@test123.com	View Details
--None--	Word of mouth	PATRICK	ANDERMANSON	Pilux - Adrestin S.p.A.	test123@test123.com	View Details
Banking	Cold Call	Barbara	Jones	t3M Invest A/S	test123@test123.com	View Details
-	Direct Mail	CLAUDIE	MIRANCLOUS	t3M Invest A/S	test123@test123.com	View Details
-	Mail Converter	Margaret	Moore	t3M Invest A/S	test123@test123outlook.com	View Details
-	-	Susan	Wilson	t3M Invest A/S	test123@test123.com	View Details
-	Partner	MERIS	BARBEROLN	Leram	test123@test123.com	View Details
-	Public Relations	ORNEL	ROSTEN	t3M Invest A/S	test123@test123.com	View Details
Chemicals	Cold Call	SEVERINE	DE BALLIS	samplevte	test123@test123.com	View Details
-	Existing Customer	MARINE	CAMPONALIS	samplevte	test123@test123.com	View Details

Report Details



Summary Report



Report Chart

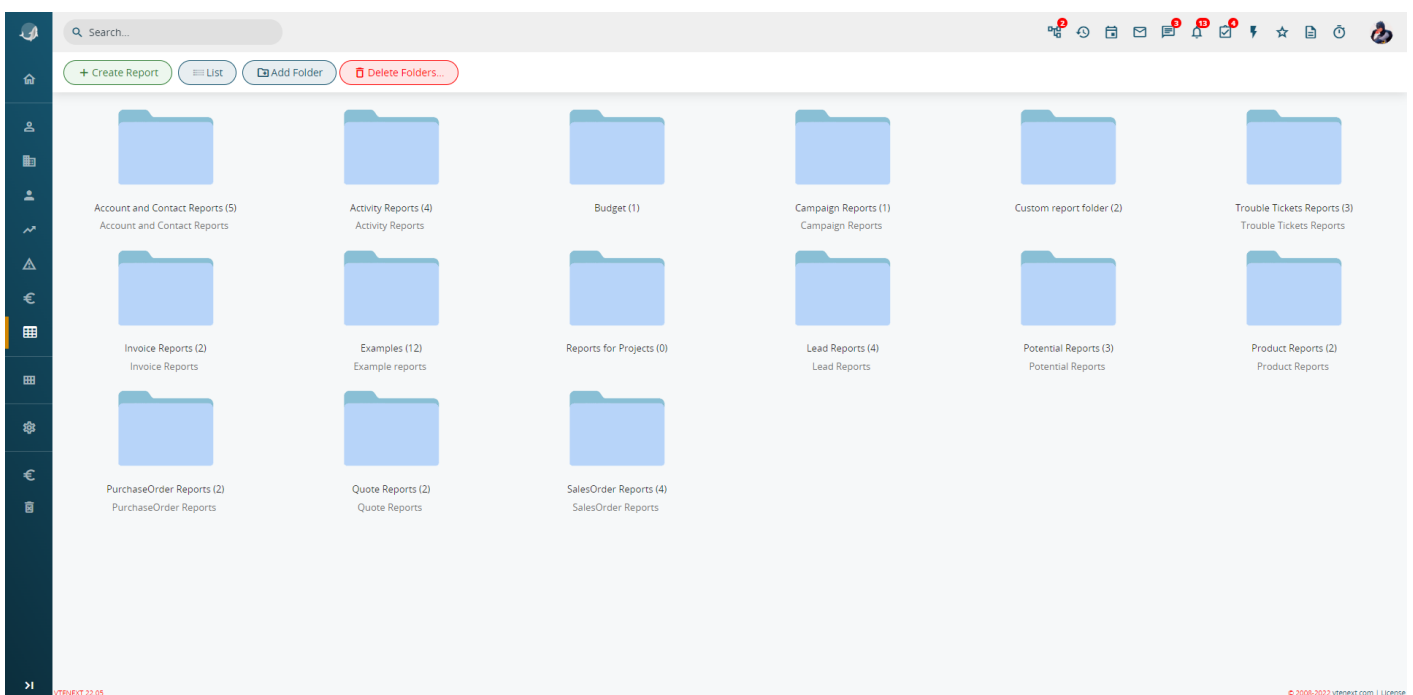
# 13.1 Reports

Reports are organised in folders. You can create new ones and delete them (only empty folders can be deleted), and also switch to list view via the List button.

To create a new report, click on the button from the Reports module

Once you click the button, a wizard opens up with an 8-step guided procedure that will allow you to make the report intuitively.

For example, you want to create a report on the Sales Orders module that only displays orders from IT companies. In this case the main data to be displayed are the orders, while the companies are involved only if they meet a condition (sector).



Once clicked the button, a wizard with a 8 steps procedure will open. This will allow to intuitively realize the reports.

Example: you need a report that shows the sales orders related to companies belonging to IT sector. In this case the main data to display are orders, instead companies are involved just because they contain a condition (sector).

<b>STEP 1</b>	<b>Report Details:</b> Give a name to the report (so that, in the future, even at first glance, you will understand its contents), choose the main module, a destination folder and a description (optional). You can also create a new folder by clicking the button +.
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<p><b>STEP 2</b></p>	<p><b>Report Type:</b></p> <p>Choose the report format to display it the way you prefer. Tabulation involves the extraction of the expected results with a standard of all completed cells. Summary allows you to indicate grouping criteria for the data, so as to avoid displaying duplicate fields and thereby making it easier to read. It also allows you to create graphs from the report.</p> <p>For example, you want to view orders grouped by customer, i.e.: when there are two order lines for the same customer, the customer's name will group the two lines and will only be reported once.</p>
<p><b>STEP 3</b></p>	<p><b>Time filter:</b></p> <p>Choose the time filter to apply to your report. The first drop-down menu line allows you to choose the module to refer to. Starting from the main module previously chosen, it is possible, moving through the various links between the modules, to choose the data of any one of them. In the second line, on the other hand, you choose the field (belonging to the module just chosen) to be used as the subject for the time criterion specified in the "Select Time" picklist. In this menu there are numerous time options, including "Custom", which allows you to filter data for a period of time specified by you.</p> <p>In this example, we want to see the records that have been created ("Time created" column) in the "Sales Orders" module in the last 30 days (as defined in "Select Time").</p>
<p><b>STEP 4</b></p>	<p><b>Advanced Filters:</b></p> <p>Choose the advanced filters to apply to your report. As in the previous point, the first line is used to define which module fields you are interested in comparing. In our example, select Accounts because we need to filter by industry. Then once you have chosen the module field (in the "Field" picklist), choose which condition to use to compare the record and the data you are interested in. The options "is equal to", "not equal to", "starts with", "ends with", "contains" and "does not contain" are available. When you enter a value in the text type field on the right, you can use these options to make comparisons between the contents of the record and the data of your choice (also taken from other modules, with the button). It is also possible to make more comparisons and more groups of filters using the New condition and New group buttons, also using different fields from different modules.</p>

<p><b>STEP 5</b></p>	<p><b>Top-down clusters:</b></p> <p>It allows the creation of clusters to further segment the results, both in the summary tab and within the graphs, and also allows you to set the colour for the latter. By choosing "add segment", you will be able to access a screen where you can choose the name and colour of the individual segment. Repeat this operation by completing the selection of all desired segments.</p> <p><b>N.B.: the top-sown cluster does not duplicate the results but only rearranges them. If a record has a link for both segment A and B, it will only be shown in the segment A.</b></p>
<p><b>STEP 6</b></p>	<p><b>Select Columns:</b></p> <p>Select the fields to be displayed in the report columns, using the same picklists used in the previous steps. You can then sort them by dragging them left or right with the mouse, and group the results for a specific field (or even more than one) by clicking on the "Group by this field" checkbox which is contained within each field.</p> <p>Enabling View Report, a tab will appear with a count of the number of records according to the grouping.</p> <p>Warning! If you want to create a graph from the report, you must indicate only one grouping criterion, otherwise the final result may differ from expectations.</p>
<p><b>STEP 7</b></p>	<p><b>Calculations:</b></p> <p>Select the desired calculations for the numeric or currency fields: maximum, minimum, average and sum are available. The Summary flag allows you to see the calculation entry according to the choice in step 6.</p> <p>Through the Add total button you can add other numeric fields contained in the selected modules.</p>
<p><b>STEP 8</b></p>	<p><b>Sharing:</b></p> <p>Select sharing type: Private (the report will be visible only to the user), Public (the report will be visible to all users) or Shared (allows you to choose which users to share the report with).</p> <p>Warning! What is shared is not the content of the report, the display of which depends on the user's data access permissions, but the structure of the report, i.e. the series of settings (fields, filter rules, etc.). If a user to whom the report has not been shared enters the Reports modules, they will simply not find it.</p>
<p><b>STEP 9</b></p>	<p><b>Charts:</b></p> <p>By clicking, or leaving empty, the flag that appears, you can choose whether to generate a graph for the report you are creating. If selected, a number of options will appear for customising the appearance of the chart. These functions are described in the next paragraph.</p>



# 13.2 Charts

Once you have created a report you can generate a chart from it using the Create Graph button.

Report: Contacts by Accounts

Edit

Time interval

Select Column

Contacts - Modified Time

Select Time

Custom

Start Date

End Date

Refresh

SUMMARY

REPORT

CHARTS

Show 50

entries

Search:

Quick Create Chart

Save

Type

Chart Name

Folder Name

Default

Show Legend

☐

Show Labels

☒

Show Values

None

Data order

None

Palette

Default

Merge small slices

☒

Formula

Count

Preview

Type	Click on the type of chart you want: pie, histogram, bar ...
Chart Name	Enter chart name
Show Legend	Activate to view the legend
Show Labels	Activate to display labels in the chart
Show values	Allows you to choose whether to display values (count) or percentages
Folder Name	The charts are organised in folders like documents
Formula	Allows you to choose whether to display the count, the sum, the average, the maximum or the minimum



<b>Palette</b>	Allows you to choose the colours of the chart, among predefined combinations
<b>Data Order</b>	Allows you to define data sorting; if not set, it depends on the grouping criteria defined in the report

### **Warning!**

If the SHOW LABELS field is set to YES, the SHOW VALUES will not display any results.

If the SHOW LABELS field is set to NO instead, with the SHOW VALUES set to either VALUES or PERCENTAGES, it will show you the data on a single slice of the pie chart.

The graphs are available in the Charts module, organised into folders in the same way as with Reports.

The charts can also be added to the user's Home Page through the button (see relevant chapter) or in the custom tabs of the modules.