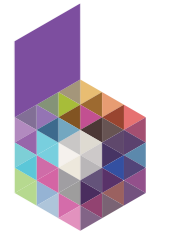




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# System Admin Training Materials

## Chapter 6: Reports

Reports enable SysAdmins to see how the system is being used, how processes can be improved and communicate the latest information to the appropriate audience

This chapter would be used by all users who are responsible for creation and maintenance of the site

# Reports

Brandworkz offers you a large variety of ways to see how people are using the system. This can be helpful in many ways, from making sure the latest information is being communicated efficiently to helping improve processes.

Click 'Reports' in the bottom admin bar to access the reports section. The landing page shows your uploads, downloads and login for the last five months.

Using the options in the left hand pane you can generate custom reports can be generated about almost anything from individual logins to which download wizards are being used the most frequently.

**Report setup - Individual login**

1. Click on 'Reports' via the bottom admin bar.

2. Click on 'Individual logins' from the list on the left.

3. Select a user from the Login Name drop down.

4. Tick the boxes for the options you would like a report on.

5. Use the calendars to select a date range between a day last week and today.

6. Click submit.

7. A report is generated with the information you require.

**Report results - Log report for the login: SUPERADMIN**

Date/Time	Type	Data
11 Mar 2014 10:49	Viewed asset	Asset name: jl test 1 (artwork 911 deleted)
11 Mar 2014 11:55	Viewed asset	Asset name: Sample - Alluring woman in long green grass
11 Mar 2014 12:23	Viewed asset	Asset name: Sample - banana bottle
11 Mar 2014 12:23	Viewed asset	Asset name: Sample - limebottle large
11 Mar 2014 14:10	Viewed asset	Asset name: Sample - ArcelorMittal case study
11 Mar 2014 14:11	Viewed asset	Asset name: Sample - Brandworkz Email Footer
11 Mar 2014 14:11	Viewed asset	Asset name: Sample - Brandworkz Business Case 2013 UK 0.03
11 Mar 2014 14:19	Viewed asset	Asset name: A
11 Mar 2014 15:21	Added asset	Asset name: Chrysanthemum Filename: Chrysanthemum.jpg
11 Mar 2014 15:34	Added asset	Asset name: Takuma Sato, B.A.R Honda 007, 2005 United States Grand Prix, Action, Digital, Unbranded Filename: Takuma Sato, B.A.R Honda 007, 2005 United States Grand Prix, Action, Digital, Unbranded.jpg
11 Mar 2014 15:40	Viewed asset	Asset name: Sample - Alluring woman in long green grass
11 Mar 2014 16:52	Added asset	Asset name: A4 BEDROCK Page1 tagged (artwork 915 deleted) Filename: A4_BEDROCK_Page1_tagged.indd
11 Mar 2014 16:52	Added asset	Asset name: FS Albert-Bold (artwork 916 deleted) Filename: FS Albert-Bold.otf

## Exercise –

### Create a report based on Individual Logins

1. Click on 'Reports' via the bottom admin bar.
2. Click on 'Individual logins' from the list on the left.
3. Select a user from the Login Name drop down.
4. Tick the boxes for the options you would like a report on.
5. Use the calendars to select a date range between a day last week and today.
6. Click submit.
7. A report is generated with the information you require.