

Reports

The application supports different reports for listing and displaying Projects and their Issues. To generate a report:

- Select the required report from the available options

Reports	
Issue Count Summary by Project	
Open Issue List	
Closed Issue List	
Issue List By Created Date	
High Severity Issue List	
High Priority Issue List	

- The report opens in the right panel. Set the input parameters of the report as required

Click on *Run Report* to generate it

- Click on *Save Template* to save the filter parameters for future use

Report Title	Closed Issue List		
Projects		Group By	None
Created Date	From <input type="text"/>	To <input type="text"/>	
Closed Date	From <input type="text"/>	To <input type="text"/>	
Closed By		Issue Type	
Custom Fields			
<input type="button" value="Run Report"/> <input type="button" value="Clear"/> <input type="button" value="Save Template"/>			

Now, on the report that gets generated, you can:

- Click on the *top left arrow* to expand or collapse the generated report display.
- Navigate to a specific page of the report by using the navigation controls at the top left
- Search the report output by using *Find | Next* links.
- Click on *Export* to convert the report to a Microsoft Word, Microsoft Excel or pdf format (as required)
- Click the arrow button to move back to the filter parameter screen
- Click on *Mail* to send the report to the intended recipient
- Click on *Open in New Tab* to open the report separately in a different tab