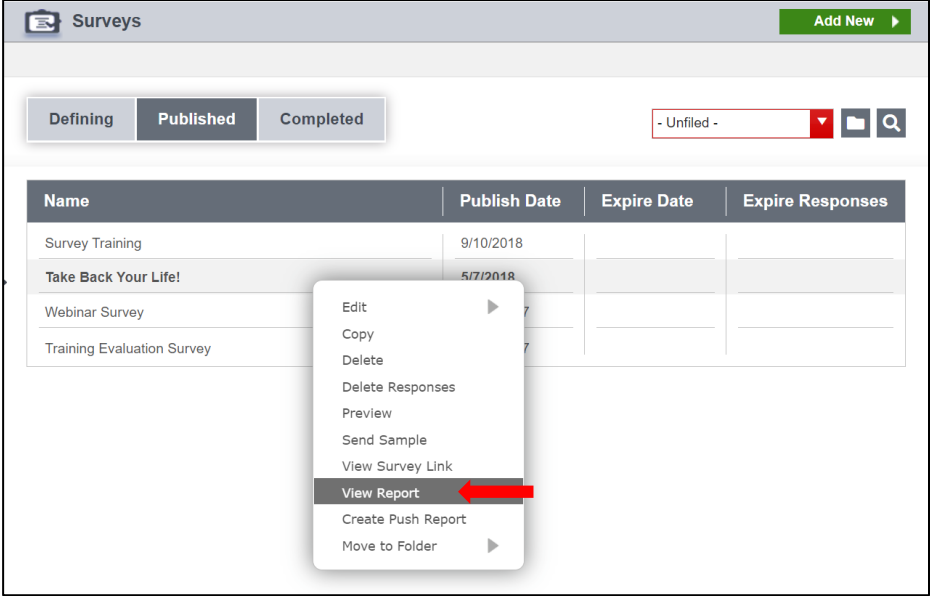# MARQUIS

DMX 361	How to Access Reports from DocuMatix Product Suite
	Use this procedure document to learn how to access reports from the DocuMatix Product Suite.
Order of Steps	**Tasks**
Note: Reports are accessible for any published project within DocuMatix Product Suite, or by or utilizing the reports widget within the Dashboard. For information on how to access the reports widget on the Dashboard, use DocuMatix procedure # 319, How to Access Reports from the Dashboard.	
Step 1	**Log into DocuMatix.**
Step 2	To access the report for a published product, navigate to that product on the left side of the screen.
Note: For this example, we'll be using Surveys.	
Step 3	Click Surveys from the DocuMatix Product Suite menu.
Step 4	Click the Published tab. Then click the Survey for which you want to access the report.
Step 5	Click View Report.
Step 6	Make the desired selections within the Surveys reports window, including **Date Range, Responses, Report Type, and Report Format.**
	• Use the calendar tool to select a desired **Date Range** to designate the records displayed. If a date range is not designated, all data will be included in the report.
	• **View Responses From**-select website and email, just website, or just email.
	• **Report Type**-includes options for Raw Survey Data, Standard Summary, or Crosstab.
	• **Report Format**-includes format options such as Excel, CSV, or HTML.

Surveys Reports

Survey name	Take Back Your Life!
Total records	10
From	
To	
View responses from	Website and Email (All)
Report type	Raw Survey Data
Report format	XLSX (Excel 2007+)

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Generate Report ←

Step 7	Click Generate Report.
Example	This generates a report in the desired report format.

	A	B	C	F	G	H	I	J	
	Date	Time	Email	Response Type	Page	How many hours do you spend in meetings each day on average?	How many hours of your day do you spend on urgent or unexpected matters?	How many hours do you spend looking for information each day?	How man email inb
	5/7/2018	2:48 PM		Website		2	3	1	.5
	5/7/2018	2:51 PM		Website		4	2	2	4
	5/7/2018	3:00 PM		Website		1	2	.5	2
	5/7/2018	3:08 PM		Website		2.5	2	1	2
	5/7/2018	3:23 PM		Website		3	1	1	
	5/7/2018	4:05 PM		Website		4	2	1	3
	5/7/2018	4:47 PM		Website		1-2	1-2	1-2	2-4
	5/8/2018	7:25 AM		Website		2	3	1	1
	5/8/2018	8:48 AM		Website		1.3	1	0.5	1