User Defined Report View

Module Guide: User-Defined Report View

Module Location

Settings > Reports > View Reports (or similar name)

Module Purpose

This module serves as a centralized interface for users to view a summary or log of the reports that have been run within the system. Its purpose is for auditing and monitoring reporting activities, allowing administrators or managers to see which reports have been accessed, by whom, and when they were last accessed.

View and Feature Explanation

This module is divided into two main parts: a filter panel and a report results area.

1. Filter Panel

This section is used to filter the report log data you want to display.

- **Report Date**: Users can specify a time range, namely a start date and an end date, to view report activity within that period.
- **Department**: An option to filter the log based on the department that ran the report. The "All" option will display data from all departments.

- **Category**: An option to filter by a specific category, in this case, "Report".

Filter Action Buttons:

- **Display Report**: A button to execute the search and display the report log results according to the set filters.
- **Export to MS Excel**: A button to download the data displayed in the table into a Microsoft Excel file format for further analysis.

2. Report Results Table (Log)

After the filters are applied, the table below will display a list of the reports that have been accessed.

No.	Report	Department	Count	Last Access Time
...	`SALES PRODUCT TARGET (ERST08037)`	...	...	...
Total			**[Total Count]**	

- **No.**: Serial number.
- **Report**: The name of the accessed report, complete with its unique code.
- **Department**: The department of the user who accessed the report.
- **Count**: The number of times the report was accessed or run within the specified period.

- **Last Access Time**: The date and time when the report was last accessed.
- **Total**: A summary total for a specific column, in this case, the total count.

Integrated Workflow and Business Process

- **Auditing and Monitoring**: The main function of this module is for auditing purposes. Management or the IT team can monitor which reports are most or least frequently accessed. Unusual activity, such as sensitive reports being accessed outside of working hours, can be easily detected.
- **System Usage Analysis**: The data from this module can be used to analyze the adoption rate of the reporting system. If an important report is rarely accessed, this could be an indication that users require additional training or that the report is less relevant.
- **Resource Optimization**: By knowing which reports are most frequently used, the IT team can prioritize performance optimization for those reports so they can run faster.

Tips and Important Notes

- Use the **Report Date** filter to narrow down search results, especially if the system has been running for a long time and has a large amount of log data.
- The **Export to MS Excel** feature is very useful for creating internal audit reports or for analyzing trends in report usage

over time.

- Access rights to this module itself are usually limited to system administrators or specific managerial positions that have the authority to supervise user activity.

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