

# Reporting Guide

## Overview

Comala Document Management app provides extensive reporting tools at the content, space and global levels.

## How to...

- Report on states
- Report on tasks
- Report on read confirmations

## Workflow Reports

- Activity Report - Content
- Audit Logs - Space and Global
- Document Tasks - Profile
- My Document Actions - Profile
- Tasks Report - Space Tools
- Document Report - Space Sidebar

## Workflow Macros

- Report Macros
  - Document States Report Macro
  - Document Stats Report Macro
- Page Activity Macro
- Page Status Macro
- Workflow Report Macro - Approvals
- Workflow Report Macro - Dashboard
- Workflow Report Macro - States
- Workflow Report Macro - Stats
- Workflow Report Macro - Tasks

## CQL filters in Document States report macro

- CQL filter - reporting pages that have been approved or expired in a time period
- CQL filter - filter pages by current user

## Confluence Reports

- Confluence Audit Log
- Confluence Search

## Confluence Macros

- Confluence Chart macro
- Content by Label macro
- Page Properties Report macro
- Status macro

## Third-party Reports



## Audience

This guide is for content producers, managers and administrators.

## Related guides

