

Workflow Report Macro - Dashboard

Overview

The **dashboard** report is used to display lists of document management tasks assigned to the user viewing the report. It's great for building custom dashboards.


This is one of several reports available from the **Workflow Report Macro**.

Permissions

Anyone can see this report, but they'll only see tasks assigned to them.


Adding the report

To add the report to a page:

1. In the editor, choose **Insert**  **Other Macros Reporting Workflow Report**
2. Set the **Type** setting to **dashboard**
3. Choose **Insert**

Here's how the macro looks on your page:

My Comala Document Management Tasks

 [Managing documentation](#) (Documentation Management)

[Check Employee Wellness - Rights Update 2020](#)

by [Adam Samuel](#) less than a minute ago

The content for report will be seen for the current user, in this example [Adam Samuel](#).

Customizing the report

You can customize the report with the following macro settings:

Setting	Default	Notes
Space Key(s)	<i>Current space</i>	Which space(s) should be included in the report? <ul style="list-style-type: none">• Leave empty to report on the current space• Specify one space key to report on a specific space• List multiple space keys, separated by commas, to report on multiple spaces• Specify any to report on all spaces. If you do this, you must specify only one state in the State setting.
Max Entries	20	The number of results to show per page. †
Label		Should the report be filtered by content label(s)? <ul style="list-style-type: none">• Leave empty to include all content• Specify one label name to filter to a specific label• List multiple label names, separated by commas, to filter to content with any of those labels If using a list of labels, you can prefix the list with & (ampersand) to require that content has all the labels.
Parent Page Filter		Should the report be filtered to a specific parent page and the child pages of the specific page? <ul style="list-style-type: none">• Leave empty to include all content in the space• Specify a page title to include the specified page and its child pages
Sort	modified	Which column of the report should results be sorted by?
Sort Order	descending	Should the sort be in ascending or descending order?
Hide Header		Should the report title be removed?

† The macro has a 500-page limit for each report. If a larger report is required it may be useful to use the [CQL REST API](#).

See also

Reporting Guide:

- [Report on tasks](#)

Integration Guides:

- [Reporting app - Tasks on current page](#)