

## Create matrix report activities

### Activity 1: Create a matrix report

Create a matrix report that shows how many requests there are in each status, sorted by request queue. This gives you a quick snapshot of the amount of work coming in and how well you're keeping up with it.

You want the request queues to appear on the row groupings. Status appears as the column groupings. Name your report "Requests by Status and Request Queue."

## Answer 1

1. Select **Reports** from the **Main Menu**.
2. Click the **New Report** option and select **Issue**.
3. Go to the **Groupings** tab and click **Switch to Matrix Grouping**.
4. For Row Groupings, select **Project > Name**.
5. For Column Grouping, select **Issue > Status**.

New Issue Report Report Settings ▾

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Columns (View) **Groupings** Filters Chart

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Row Groupings

Project >> Name + Add secondary Row Grouping

Column Groupings

Issue >> Status + Add secondary Column Grouping

[Switch to Standard Grouping](#) | [Matrix Settings](#)

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**Grouping Preview**

		Issue > Status			
		Secondary Column Grouping		Secondary Column Grouping	
Project > Name	Secondary Row Grouping				
	Secondary Row Grouping				

Save + Close Apply Cancel

6. Go to the **Filters** tab.
7. To make sure you see only requests in active request queues, add the following filter rules:
  - Project > Status Equates With > Equal > Current

- Queue Definition > Is Public > Not Equal > None (this is how we know a project is actually a request queue, by the Queue Definition being assigned to one of the public options.)

8. Click on **Save + Close**. When prompted for a report name, type in “Requests by Status and Request Queue.”

## New Issue Report Report Settings ▾

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Columns (View) Groupings **Filters** Chart

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Set Filter Rules for your Report Switch to Text Mode | Apply an Existing Filter ▾

Only show me Issues in which the...

Project » Status Equates With Equal Current ▾ ✕

AND ▾

Queue Definition » Is Public Not Equal None ▾ ✕

[+ Add another Filter Rule](#)

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**Save + Close** **Apply** Cancel