

**1. Are there additional Reporting features available in SourceForge Enterprise Edition 3.4?**

No. The SourceForge Reporting functionality is the same in SFEE 3.4 as in SFEE 3.3.

2. What types of reports can I build through the reporting engine?

Two types of reports are available to project admins - user reports and project reports. Below are more details on each type of report:

1. **User reports** enable you to monitor the following user activities: SCM adds and commits. As a project admin, you can run reports for all members of your group. Site admins can run reports on all users.
2. **Project reports** allow you to report on all major project activities (e.g., bugs closed, SCM commits, etc.) for the projects for which you are a project admin. Site admins have access to reports on all projects.

Additionally, **sitewide reports** are available only to site admins. Sitewide reports provide access to statistics across all projects including number of sessions, page views, and new projects.

To create any of these reports, select the "Create a Project Report" from your "My Reports" page.

3. How do I create/edit a schedule for a report?

You can create or edit a schedule for any saved report from your "My Reports" page.

4. How should I use template reports?

Template reports are designed to make report creation easier. Templates can be run and edited from the "My Report" page or from Step 1 of the "Build a Report" wizard. To access the "Build a Report" wizard, select "Create a Project Report" from the "My Reports" page.

5. What types of activity can I report on with tools reporting?

Tools reporting allows you to run reports on tracker items and tasks. Tracker reporting allows you to run aging and distribution reports for tracker items (bugs,

feature requests, etc.) Task reporting allows you to run aging and distribution (by user or by task group) reports for tasks. You can access tools reports from within the reporting section of the left navigation menu or from your "My Reports" page.

6. Where do I find my saved report?

All of your saved reports are listed on your "My Reports" page, which you can access from the "Reporting" link on the left navigation menu.. You can also find your saved reports within the document manager for your project.

7. How can I rerun or edit a saved report?

You can rerun or edit any saved report from your "My Reports" page. Note that rerunning a report uses the parameters that were set at the time you saved the report.

8. What is the difference between summing the data and having it averaged?

This distinction applies mainly to reports run against time and the data is either summed or averaged over the time increments you select. For example, if your report is run for 6 months in weekly increments, the data will either be averaged per day of the week or aggregated over the entire week.

9. What does "report against" mean?

Reporting against determines how the data is grouped. Data can be grouped by time, by project, or by user depending on the report you choose to run.

10. Can I export my report to an Excel or Word file?

Currently, reports can be saved in the following file formats: Image (PNG), PDF, Postscript, HTML, text, and CSV. To port data into an Excel or Word file, save the report as a CSV file, then open the file from Excel or Word.