

# Reporting & Analytics Guide

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### Available Reports

**Burndown Chart:** Track sprint progress and predict completion

**Velocity Report:** Measure team output over time

**Cycle Time:** Average time from start to completion

**Task Distribution:** See who's working on what

**Completion Rate:** Percentage of tasks completed on time

### Creating Custom Reports

Pro and Enterprise users can create custom reports:

1. Go to Reports → Custom
2. Choose metrics and dimensions
3. Apply filters
4. Save and schedule email delivery

### Exporting Data

Export reports as CSV, Excel, or PDF. Exports include raw data and charts. API access allows programmatic data extraction for custom dashboards.