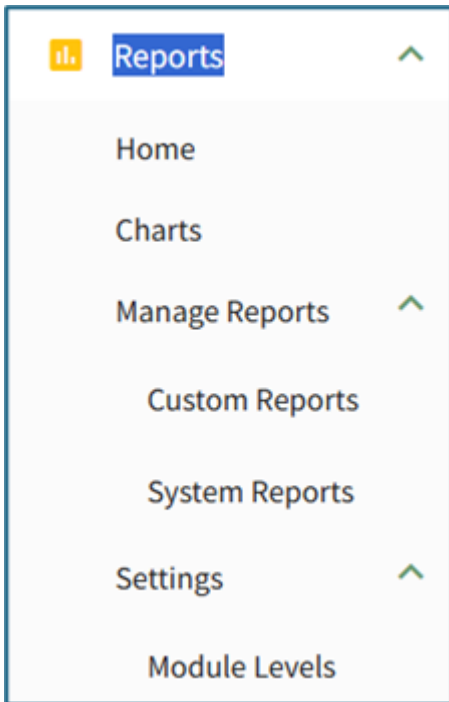


Reports: Introduction

- [Reports Module Summary](#)
- [System Reports and Custom Reports](#)
- [Understanding a Report Page](#)

Reports Module Summary

The Reports Module is where reports are generated, accessed, and stored. Charts based on report data are also managed in this Module. The reports module uses data encapsulated within other KAStrack Modules.



The Reports Module contains the Reports Home Page, Charts Page, Manage Reports Page (with Custom Reports and System Reports tabs), and the Settings Page (with a Module Levels tab). Reports are rooted in primary modules. All charts created in KAStrack must be generated from a specific report.

System Reports and Custom Reports

The System Reports Tab houses the System Reports table that lists 11 possible system generated reports that are based on data from the Accounts, Finance, and People Modules.

There is a 12th Systems Reports Table, the Send Communications Log, which is only available by permission (set in the Communications Module).

The Custom Reports Tab houses the Custom Reports Table showing any available custom reports created by users.

Custom charts can be generated on data from the Assets, Dispatch, Forms, Meetings, and People Module.

Understanding a Report Page

To the right of the report name header are six icons that serve as quick links for specific actions.



Each report icon is explained in the table below.

Report Icon Explanations	
Icon	Explanation
	The spreadsheet icon converts the table into a datatables table format (allowing for filtering by column and pagination of the table).
	The PDF icon opens a web-based PDF of the report in the same browser tab.
	The excel icon will download the report in an excel (.xlsx) file to your personal device.



The download icon opens the Download Modal which allows an individual to select from seven different formats to download the report from a dropdown menu. Possible download formats are listed to the right.

How To: Download a Report

To download a report, go to the Home Page of the Reports Module.

There are two icons to the right of the Report Title that allow an individual to download a report.

Download Report Icons		
Icon	Explanation	
	The excel icon will download the report in an excel (.xlsx) file to your personal device.	
	The download icon opens the Download Modal which allows an individual to select from seven different formats to download the report from a dropdown menu. Possible download formats are listed to the right.	Comma Separated Values (.csv)
		Tab Separated Values (.tsv)
		Other Separated Values (.txt)
		Open Document Format (.ods)
		Excel 97 (.xls)
		Excel 2007 and later (.xlsx)
		PDF

Comma Separated Values (.csv)

Tab Separated Values (.tsv)

Other Separated Values (.txt)

Open Document Format (.ods)

Excel 97 (.xls)

Excel 2007 and later (.xlsx)

PDF



The chart icon opens the Chart Wizard Modal, allowing an individual to create a chart from the data generated by the report.

Hot To: Create a Chart

To create a chart, go to the Home Page of the Reports Module and open the report you wish to use for the necessary chart data.

How To: Run a Report

To run a report, go to the Home Page of the Reports Module.

Reports

Filters

Title: Module: Tags:

☐ Starred Only

[\\$ Test](#) ☆

[10.7 Calculated Report](#) ☆

[A DFE Report](#) ☆

[Accounts: Current Accounts](#) ☆

[All Payments](#) ☆

[Budgets: All Budget Items](#) ☆

[Budgets: Approval Status](#) ☆

[Budgets: Pending Approvals](#) ☆

[Budgets: Rejected Budget Items](#) ☆

[Budgets: Summary](#) ☆

[Bug?](#) ☆

[DED - Form for Representative Chart \(Collected Rock Songs\)](#) ☆

[DED - Form for Trending Chart \(NHL Team Valuations in mil USD\)](#) ☆

[DFE Dropdown Fields Test](#) ☆

Click the name of the report you wish to run.

DED - Form for Trending Chart (NHL Team Valuations in mil USD)

Team	Year	Valuation (in mil USD)
Anaheim Ducks	2022-01-01	725
Arizona Coyotes	2022-01-01	450
Boston Bruins	2022-01-01	1400
Buffalo Sabres	2022-01-01	610
Calgary Flames	2022-01-01	855
Carolina Hurricanes	2022-01-01	640
Chicago Blackhawks	2022-01-01	1500
Colorado Avalanche	2022-01-01	860
Columbus Blue Jackets	2022-01-01	620
Dallas Stars	2022-01-01	925
Detroit Red Wings	2022-01-01	1030

Select the chart icon to the right of the report title header. This opens the Report Module Chart Wizard Modal.

The chart icon for a specific report is also accessible on the Home Page of the Reports Module.

Chart Wizard : DED - Form for Trending Chart (NHL Team Valuations in mil USD)

Data Type *

Column(s) for Labels *



The external link icon opens the External Connection Modal which offers a detailed explanation on how to transmit report data to Power BI.

External Connection

Power BI

1. In Power BI, go to Get Data, choose Web and then click connect.

2. Click on Advanced.

3. In the First URL Part, enter the URL, from below.

URL

https://micrakastrack.com/reports/other-download/budgets_all_budget_items/Budgets-All Budget-Items/Budgets_-_All Budget Items.csv?reportType=powerbi&w=3244

4. Under HTTP Request Header Parameters, type **X-Kasauth** in the left box, and the authorization key below in the right box.

Authorization Key

Amk8tUz4NtA4UzUj

Regenerate Key

Note: Regenerating the key will revoke access to any existing connections

5. Click OK

Note: Due to a bug in Power BI, the column headers will only be recognized if the first column contains numbers! If the column headers are not automatically recognized, you will need to add them manually. [How to add column headers in Power BI](#)

Close