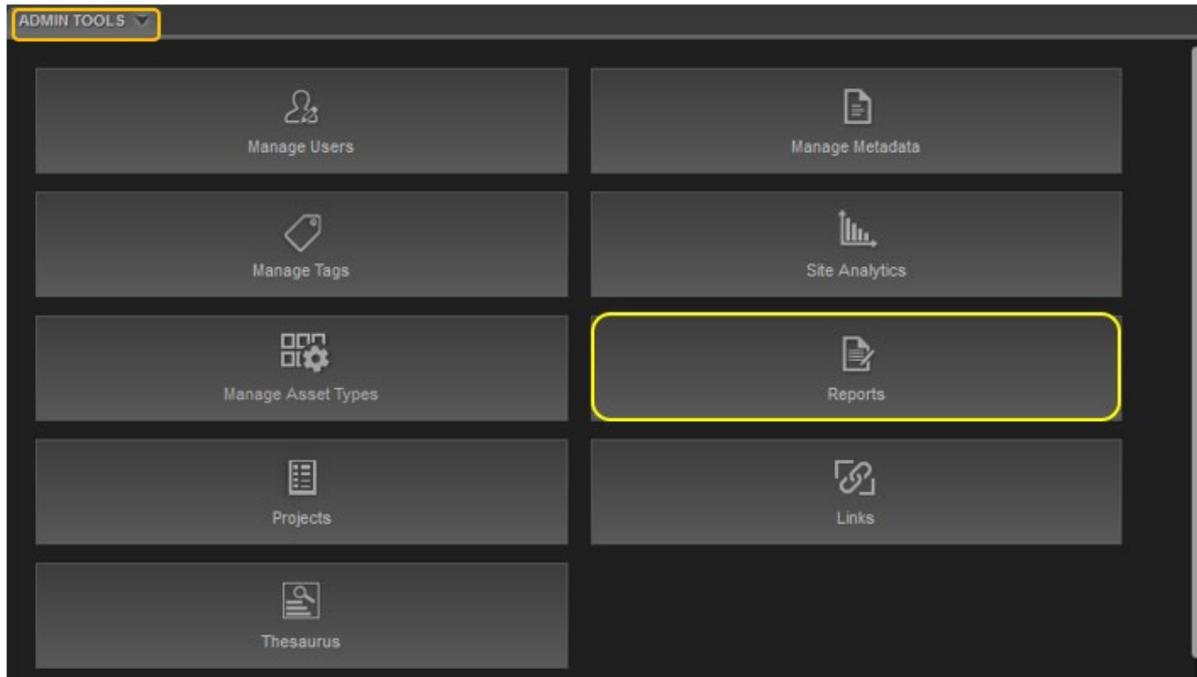
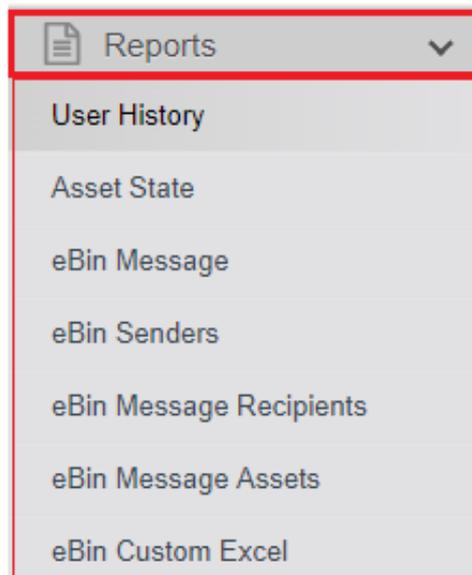


## How to use Reports feature in the eMAM Director interface?

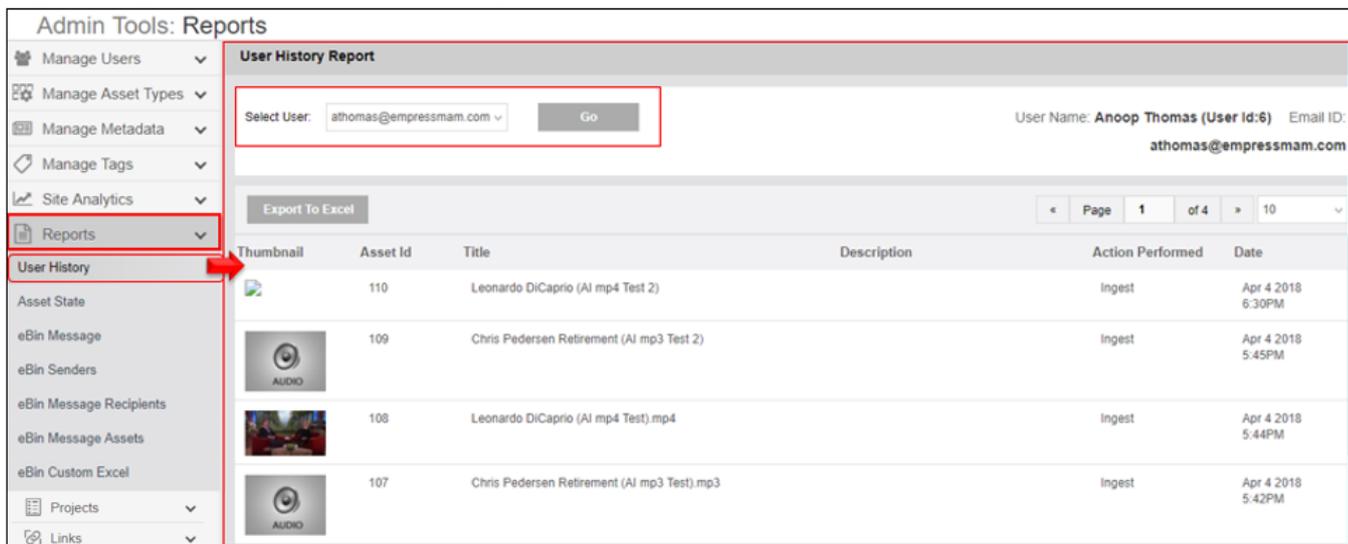
**Reports** feature can be used by admins to generate various reports from the eMAM system. In the Admin Tools widget, click on *Reports* to open *Admin Tools* page.



In the Admin Tools page, on the left panel, click on the *Reports* tab to expand it and see the list of reports available.



- a. **User History Report:** User History Report displays history of all the actions performed by a particular user over a specified period of time in the eMAM System.



**Admin Tools: Reports**

**User History Report**

Select User:   User Name: **Anoop Thomas (User Id:6)** Email ID: **althomas@empressmam.com**

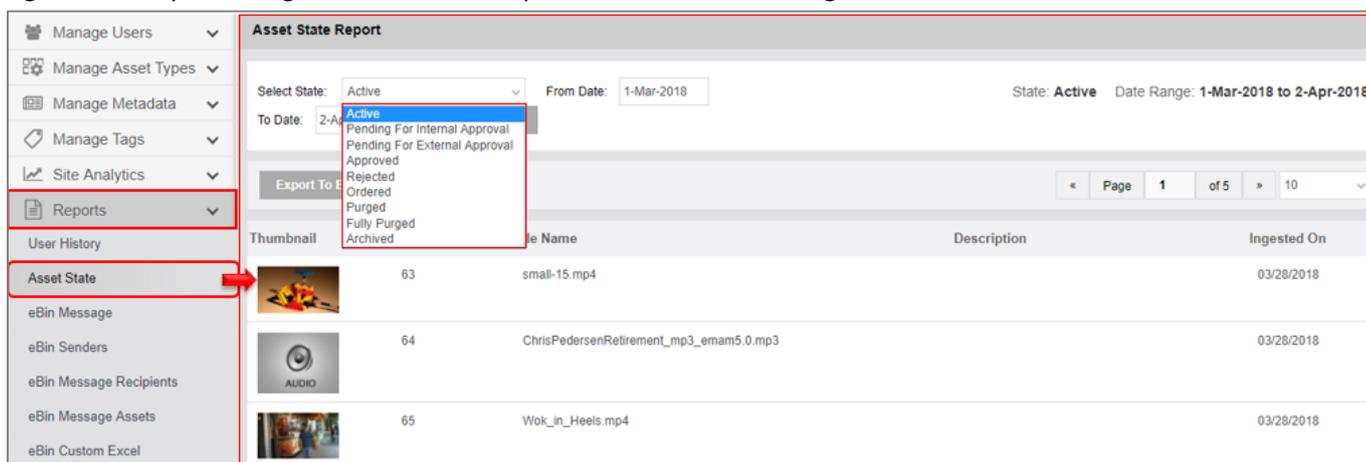
Page 1 of 10

Thumbnail	Asset Id	Title	Description	Action Performed	Date
	110	Leonardo DiCaprio (AI mp4 Test 2)		Ingest	Apr 4 2018 6:30PM
	109	Chris Pedersen Retirement (AI mp3 Test 2)		Ingest	Apr 4 2018 5:45PM
	108	Leonardo DiCaprio (AI mp4 Test).mp4		Ingest	Apr 4 2018 5:44PM
	107	Chris Pedersen Retirement (AI mp3 Test).mp3		Ingest	Apr 4 2018 5:42PM

To generate User History report, follow the steps below:

1. Under **Reports** tab, click on **'User History Report'**, **User History report** window is displayed in the dynamic display area.
2. In the **'Select User'** option, choose a user from the drop-down list, and click **'Go'**.
3. All the actions performed by the user are displayed in a chronological order in the dynamic display area. Other displayed details include Asset Thumbnail, Asset ID, Title, Description, Action performed and Date.
4. To navigate between pages, click on the page number at the top of the screen.
5. Click **'Export to Excel'** to download Excel file of the user history. In the Excel sheet, user id and username are also displayed.

- b. **Asset State:** **'Asset State Report'** generates a list of assets states for the specified time range. Report is generated by selecting State from the drop-down list, and date range from the calendar.



**Asset State Report**

Select State:  From Date:  State: **Active** Date Range: **1-Mar-2018 to 2-Apr-2018**

To Date:   Page 1 of 5

Thumbnail	Asset Id	Asset Name	Description	Ingested On
	63	small-15.mp4		03/28/2018
	64	ChrisPedersenRetirement_mp3_emam5.0.mp3		03/28/2018
	65	Wok_in_Heels.mp4		03/28/2018

Asset State	Details	Date Range to be selected
<b>Active</b>	Ingested asset existing in near storage.	Date of asset ingestion.
<b>Pending for Internal Approval</b>	Active asset that has been sent for approval to an Internal User, but not yet approved or rejected.	Date when the asset was sent for approval.
<b>Pending for External Approval</b>	Active asset that is sent for approval to an External User but not yet approved or rejected.	Date on which the asset was sent for approval.
<b>Approved</b>	Active asset which has been approved.	Date on which the asset was approved.
<b>Rejected</b>	Active asset which is rejected and not re-submitted for approval.	Date on which the asset was rejected.
<b>Purged</b>	Asset which has been deleted from the system permanently. Purged assets do not exist in near or far storage, but their log is maintained at the backend.	Asset purged date.
<b>Archived</b>	Asset which has been moved from near line storage to far storage.	Asset archive date.
<b>Ordered</b>	Asset which has been ordered by any client.	Asset order date.

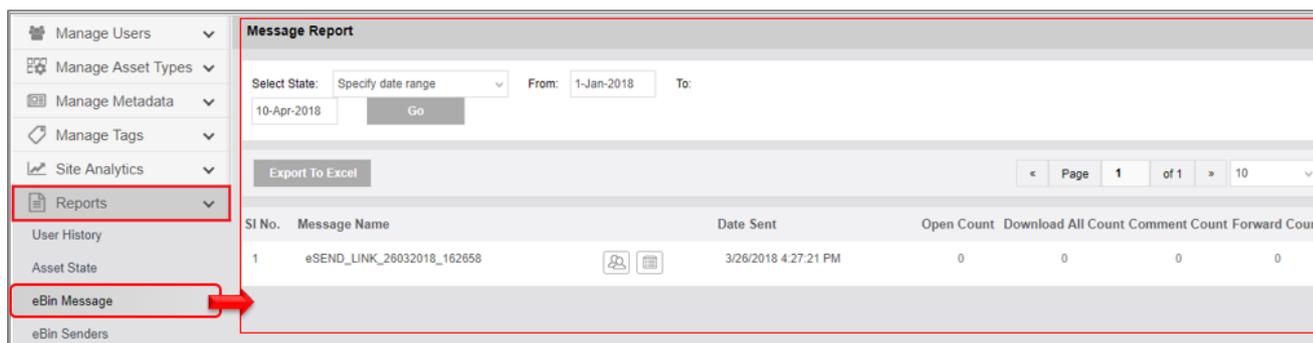
To generate the '**Asset State Report**', follow the steps below:

1. Under Reports tab, click on '**Assets State**' report. **Asset State report** window is displayed in the dynamic display area.
  2. Select desired **State** of assets to run the report. Refer above table.
  3. Select **From & To** date for the duration of report to be generated and click on **Go**.
  4. Asset State report gets generated with details like Thumbnail, Asset Id, File name, Description, Ingested On. You have option to navigate to different pages of the report and also select the no. of details to be displayed per page.
  5. You can export the generated report the excel using **Export to Excel** button.
- c. **eBIN Message**: eBIN Message Report allows eMAM Unit Administrator to view all the emails sent through eSEND within the specified time period. Report displays all the emails sent for a given time period along with the following details-

To view **Message Report**, follow the steps below:

1. Under **Reports** tab, in the left navigation panel, select '**eBIN Message Report**'.
2. From the '**Select**' drop down list, select time range for which the report of assets is required.
  - Choose **This week, This month, This year**, or specify the date range.
  - Options '**This week**', '**This month**' and '**This year**' generate the report for current week, current month and current year respectively.
  - Reports for a specific date range can be generated by selecting '**Specify Date Range**' from the drop-down list and providing start and end date. Date range is a mandatory field and can be selected from the calendar, next to date textbox.
3. Click '**Go**' to generate the report.
4. You have option to navigate to different pages of the report and also select the no. of details to be displayed per page.

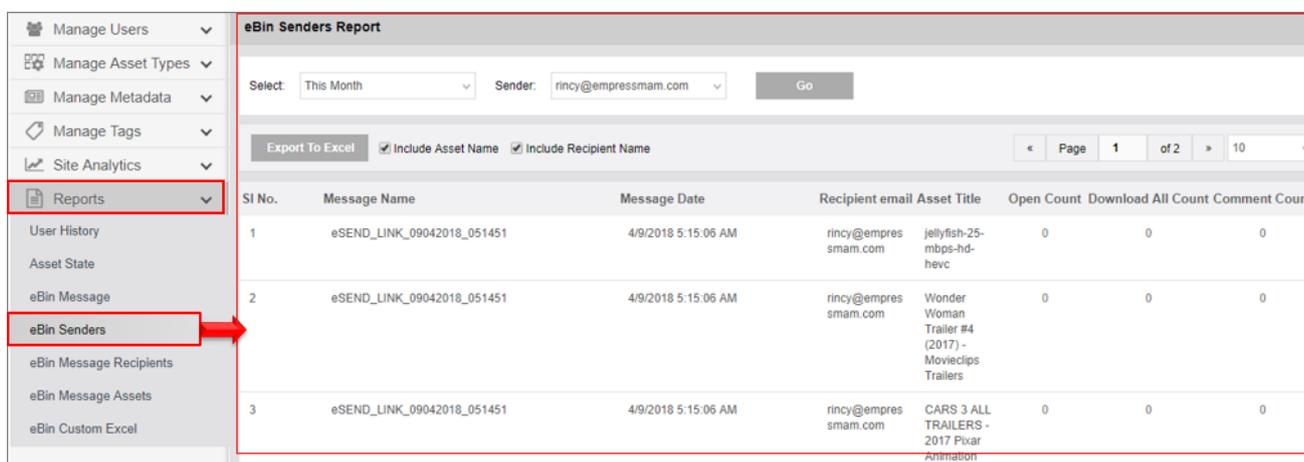
5. You can export the generated report the excel using **Export to Excel** button.



Following fields are displayed in the generated report:

- **Message Name:** Email's unique identifier name. This is generated when the eMAM user uses eSEND option.
- **Date Sent:** Displays date when the email was sent.
- **Recipient Report** - Click on the **Recipient Report** icon  to view all the recipients associated with the email.
- **Asset report** - Click on **Asset Report** icon  to view all the assets associated with the email.
- **Open Count:** Shows number of times the email was viewed. Click on '**Open Count**' generates '**Actions Report**', which displays Recipient's email id and date on which eBIN message was opened.
- **Download All Count:** This Count shows the number of times '**Download All**' option was used to download all assets from the email. Click on the count generates '**Actions Report**' displaying recipient's email id and date of '**Download All**' assets.
- **Comment Count:** This count shows number of comments received for the email. Click on the count to generate '**Actions Report**', displaying recipient's email id, comments entered by the recipient and date on which the mail was viewed.
- **Forward Count:** This count shows the number of times the email was forwarded. Click on the count to generate '**Actions Report**', displaying email id of the recipient who forwarded the asset and date on which message was forwarded.

d. **eBIN Senders:** eBIN Senders Report provides summary of all the eBIN mails of any particular sender sent through eSEND for a specific time period to the eMAM Unit Administrator. Reports can be generated for those senders only who have used eSEND option and have enabled tracking option for their eSEND mail.



To generate eBIN Senders report follow below instructions:

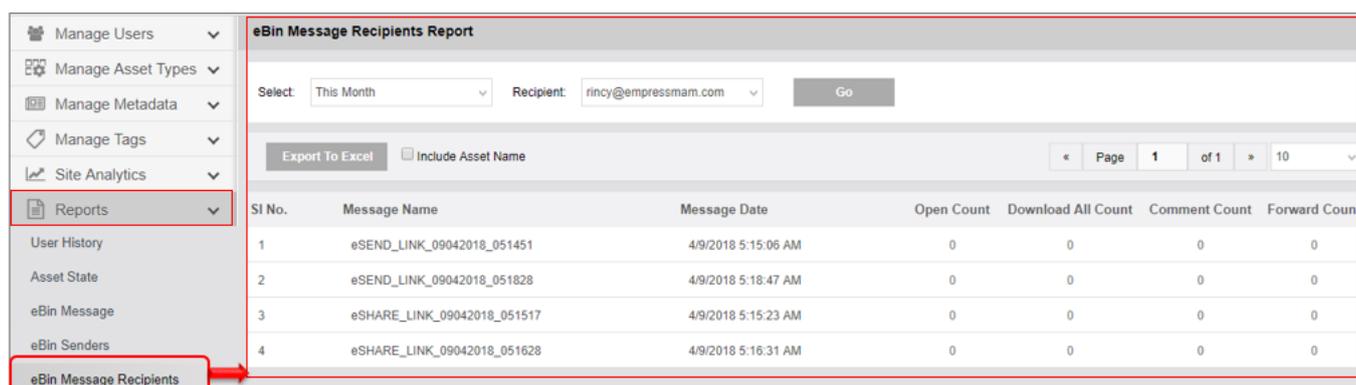
1. Under Reports tab, in the left navigation panel, click on **'eBIN Senders Report'**.
2. From the **'Select'** drop down list, select time range for which the report of assets is required. If **'Specify date range'** option is selected, user can specify the date range from the calendar. Selecting the options **'This week'**, **'This month'** and **'This year'** generate reports for the current week, current month and current year respectively.
 

Reports for a specific date range can be generated by selecting the option **'Specify Date Range'** from the drop-down list and entering start date and end date in the text boxes. Date range is a mandatory field and calendar which appears near the textbox can be used to select this range.
3. Choose email id of the sender from the drop-down list. Click **'Go'** to generate the report.
4. To specify number of items to be displayed on each page, select a specific value from **'Items Per Page'** list. User can display 10, 20, 50 or 100 items per page.
5. To navigate between pages, click left or right arrow keys, or type the page number and press enter key.
6. Results can be sorted in ascending or descending order by clicking on column header
7. To generate Senders report along with recipient's name, select the checkbox **'Include Recipient Name'**.
8. To generate Senders Report along with Asset's Name, select the checkbox **'Include Asset Name'**.
9. To generate Senders Report along with both recipient name and asset name, select both the checkboxes **'Include Asset Name'** and **'Include Recipient Name'**.
10. Click **'Export to Excel'** to download Excel worksheet file of the **Senders Report**.

eBIN Senders Report generates following four types of reports:

- Senders Report
- Senders Report (with Recipient Name)
- Senders Report (with Asset Name)
- Senders Report (with both Recipient Name and Asset name)

- e. **eBIN Message Recipients:** eBIN Message Recipients Report allows eMAM Unit Administrator to see all the eBIN mails received by a particular recipient in a given time period. User can generate reports on each email received by the recipient.



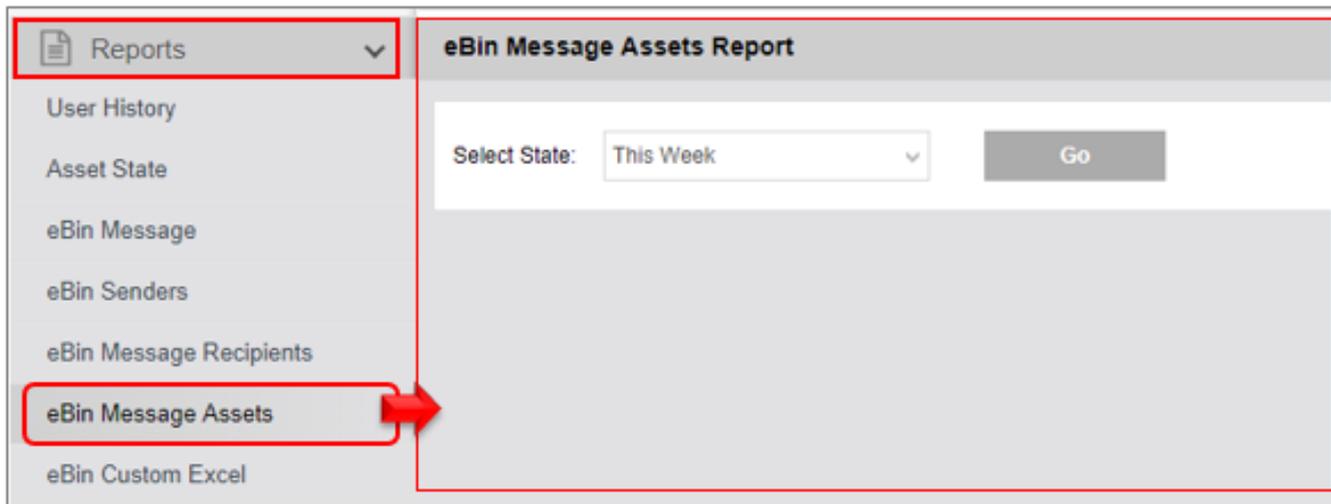
SI No.	Message Name	Message Date	Open Count	Download All Count	Comment Count	Forward Count
1	eSEND_LINK_09042018_051451	4/9/2018 5:15:06 AM	0	0	0	0
2	eSEND_LINK_09042018_051828	4/9/2018 5:18:47 AM	0	0	0	0
3	eSHARE_LINK_09042018_051517	4/9/2018 5:15:23 AM	0	0	0	0
4	eSHARE_LINK_09042018_051628	4/9/2018 5:16:31 AM	0	0	0	0

To view recipients report, follow the steps below:

1. Under **Reports tab**, click on eBIN Message Recipient.
2. In the left navigation panel, select time range for the report from the '**Select**' drop down list.
  - Report can be generated for a week, a month, a year or for a specific date range.
  - Selecting the options '**This week**', '**This month**' and '**This year**' generate reports for the current week, current month and current year respectively.
  - Reports for a specific date range can be generated by selecting the option '**Specify Date Range**' from the drop-down list and providing start date and end date in the given text boxes. Date range is a mandatory field and can be filled with the help of the calendar.
3. To generate the recipient report, click on recipient's email ID from the recipient's dropdown list.
4. Select '**Include Asset Name**' option to generate details of all emails along with the name of received asset.
5. Click '**Go**' to generate the report.

**eBIN Message Recipient** report includes the following fields:

- **Message Name:** Displays email's unique identifier name. This identifier is generated when the eMAM user uses eSEND option.
  - **Message Date:** Displays the date on which message was received.
  - **Asset Name:** Display name of the asset.
  - **Open Count:** Displays the number of times the recipient viewed the email. Click on the '**Open Count**' generates '**Actions Report**' which displays the viewed date.
  - **Download all Count:** Displays the number of times '**Download All**' option was used by the recipient to download all the assets. Click on the count to generate '**Actions Report**' which displays date of the download.
  - **Comment Count:** Displays the number of comments written by the recipient. Click on the count generates '**Actions Report**' which displays comments and the date on which comments was made.
  - **Forward Count:** Displays number of times the recipient has forwarded the mail. A click on the count generates '**Actions Report**' displaying the forwarded date.
- f. **eBIN Message Assets:** eBIN Message Assets Report allows eMAM Unit Administrator to get a summary of all the assets sent through eSEND for the specified time period.



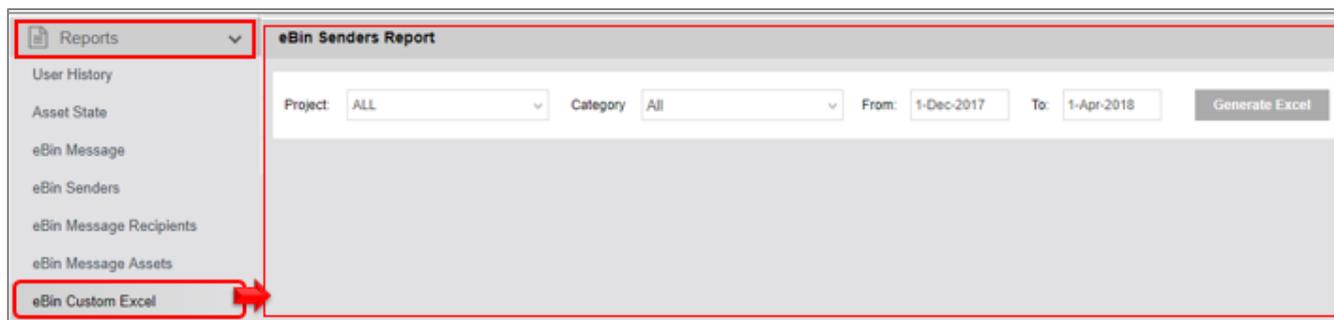
To generate eBIN Message Assets Report, follow the steps below;

1. Under **Reports**.
2. In the left navigation panel, select '**eBIN Message Assets Report**'.
3. From the **Select** drop down list menu, select date range.
  - Report can be generated for a week, a month, an year or for a specific date range.
  - Options '**This week**', '**This Month**' and '**This Year**' generate reports for current week, current month and current year respectively.
  - Reports for a specific date range can be generated by choosing the option '**Specify Date Range**' from the drop-down list and providing the start and end date in the text boxes. Use calendar to provide date range, which is a mandatory field.
4. Click '**Go**' to generate eBIN Message Asset Report.

eBIN Message Report includes following fields:

- **Asset Name:** Displays asset name.
- **Asset Type:** Displays asset type.
- **Open Count:** Displays the number of times asset has been viewed. Click on '**Open Count**' generates '**Actions Report**' which displays message name, name of the recipient who viewed the asset and date of the view.
- **Download Count:** Displays number of times asset has been downloaded. Click on Download Count generates '**Actions Report**' which displays message name, name of the recipient who downloaded the asset and download date.
- **Comment Count:** Displays number of comments for an asset. Click on the count generates '**Actions Report**' which displays comment as well as the date of comment.

- g. **eBIN Custom Excel:** You can generate a custom eBIN excel report for the selected asset belonging to the specified project and category. To generate the custom eBIN excel report, select the asset, choose the project and category from the drop-down menu, select 'To' and 'From' date, and click '**Generate Excel**'. The excel sheet is created and saved in the local system.



The generated report has asset name, asset file name, eBIN Open count, asset play count, total number of downloads, total eBIN' s delivering asset and date and number of times '*eBIN Open Count*' and '*Asset Play Count*' actions were performed.

### Need Help

Please contact eMAM Support at [support@emamcloud.com](mailto:support@emamcloud.com).