AppDirect Reports

Reports Functionality

➢ Company & Billing Administrators will have the permissions to access Reports. This feature allows users to be able to create on-demand or schedule for later detailed reports about their Marketplace.

Access Reports

➢ To access Reports:
- Log into the AppDirect Marketplace.
- Click on the gear icon, at the top right. Select "Account".

  On your Dashboard navigation bar, select "Reports".

Create & Schedule a Report

➢ Create a Report with that option under "Reports", then:
- Name the Report.
- Select the Type:
  - Standard
  - Customizable (Name followed by asterisk)
- Click the "Create standard report" or "Customize Report" options.
  - Use "Choose Fields; Rename & Reorder; Filter Field" tabs to customize the report.
- Schedule the report. Select date range.
- Click "Create Report".

If you encounter any issues or need assistance, please reach out to us using one of the methods found here: **AppDirect Support.**