

PROJECTS



OVERVIEW

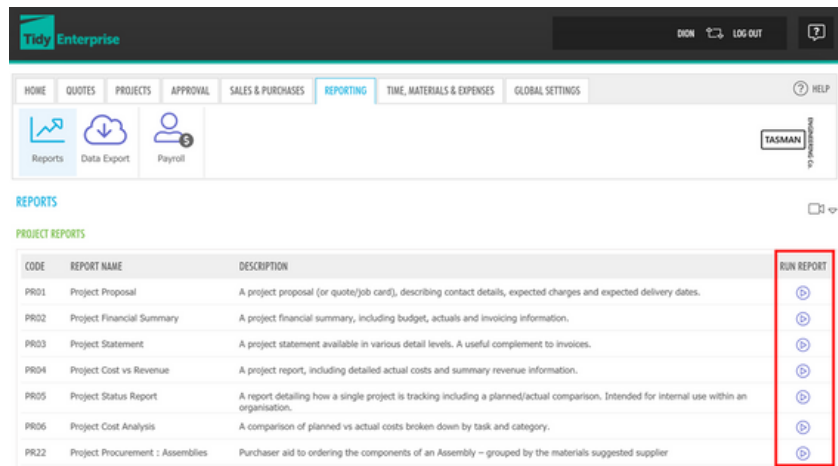
STEPS

How to run a report

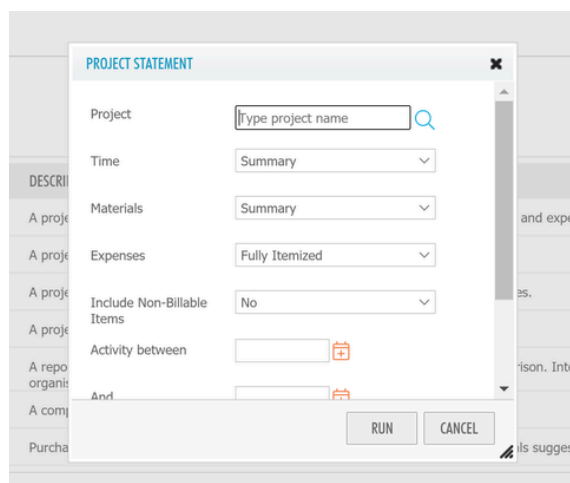
There are many different types of reports that are available to run. The categories of these reports are: Project Reports, Time & Productivity Reports, Operational Reports, Sales Reports, Stock Reports, Administration Reports.

Head to **Reports** under the **Reporting** tab.

To run a report, click the **purple play** icon next to the report you want.



A **pop-up box** will display with **filters** and **fields** to tailor the report to a **specific timeframe** or **other more specific reports**. You can also choose a **format** you want based on your use, Tidy has **PDF, WORD, EXCEL** and **CSV** formats.



If you want to have a **custom report**, please click the **help** icon at the right top or the **support** button at the right bottom to **raise a ticket** to our support team.

