HTML and Text Reports

HTML and Text reports show data in tables, columns, or lists. This style of report is also used for the Detail View of other report types.

HTML Reports

HTML reports take the filters and groupings/summaries set in the wizard and applies an HTML template, configured in the Report Template tab, to generate a report in HTML format. The HTML editor can be used to add functions, variables, CSS, and any additional formatting to the report.

ⓘ Example

Here's a basic HTML report example for the Contracts table.

All Active Contracts with Suppliers

Number of Contracts : 6

Sum of Contract Amount : $5,575,000

ID	Record Type	Contract Type	Status	For Department	Contract Title	Contract Amount	Contract Start Date	Contract End Date	Start Date Fiscal Year
363	Contract	Supplier Product Support and Upgrades	Active		Ingels & Herd supply agreement	$125,000	Jun 01 2018	May 30 2022	FY 2017-18
210	Master Agreement	Master Services Agreement	Active	Legal	Tesla Master Services Agreement	$850,000	Oct 01 2018	Oct 28 2021	FY 2018-19
148	Contract	Non-Disclosure Agreement	Active	Sales	Acme NDA	$0	Sep 22 2020	Dec 22 2021	FY 2020-21
35	Contract	Supplier Subscription Service	Active	Sales	Hosted service subscription for one year	$1,950,000	Nov 16 2020	Nov 16 2021	FY 2020-21
33	Contract	Supplier Subscription Service	Active	Customer Support	Hosted Service of Agiloft Platform by Dun Milin	$2,000,000	Nov 01 2020	Nov 01 2021	FY 2020-21
32	Master Agreement	Master Services Agreement	Active	Customer Support	Master Services Agreement with IBM	$650,000	Aug 01 2021		FY 2021-22

All Active Contracts with Suppliers

Text Reports

Text reports output either a tabular or comma-delimited plain text (.txt) report based on the filters and groupings /summaries that were added in their respective tabs. This is ideal for importing into other systems with, such as XML or SQL-based data management and analysis tools.