



How to Be a Reporting Demi-god

Top Text Edits by Workfront Consultants

VIEW

1 Status Timestamp

IF(Status='INP',IF(ISBLANK({DE:Custom Field}),'\$NOW',{DE:Custom Field}},{DE:Custom Field}))

This is a calculated field on a custom form (labeled "DE: Custom Field") that enables you to capture the timestamp of the change to INP (works for other statuses, too). Status timestamp custom field can then be reported on normally. Note that if your status changes to INP, then another status, then back to INP, only the timestamp of the first change to INP will be captured.

2 TIME Between Status Changes

valueexpression=DATEDIFF({DE:Status Timestamp},{entryDate})

Requires creation of custom field in #1 as "DE:Status Timestamp".

3 Displaying an Image in a Report

displayname=Link Project

image.name=Link Project

image.valuefield=URL

link.linkproperty.0.name=projectId

link.linkproperty.0.value=ID

link.lookup=link.edit

link.page=/view

link.valuefield=objCode

link.valueformat=val

textmode=true

type=image

valueformat=

You must insert the URL for the image into the URL field in the project details, then use the above code to replace a column in text mode in the view area of the report, then any image linked via the URL in the project details will show up as a column. Images appear in their actual resolution so try to use small images! This example is for projects, but applies to any object with a URL in the system details.

4 Saving Column Widths

"usewidths=true" – one time at beginning of text mode

"width=<number>" – use once per column, <number> = width in pixels

5 Export with Indented Child Tasks

```
valueexpression=IF(({indent}<1,{name},IF(({indent}<2,CONCAT(" -  
",{name}),IF(({indent}<3,CONCAT(" - - ",{name}),IF(({indent}<4,CONCAT(" - - -  
",{name}),CONCAT(" - - - - ",{name}))))))
```

Essentially adds dashes for up to 4 layers of subtasks to task name. May be best to add this temporarily, export, then remove; or copy an existing report and rename

6 Sort by “Hidden” Column

```
displayname=  
linkedname=<insert field name – e.g. project>  
querysort=<insert sort field name – e.g. project:name>  
sortOrder=1  
sortType=asc  
textmode=true  
value=  
valueformat=HTML  
width=1
```

This creates a “hidden” field that will sort the report. Very useful for sorting by a field that you don’t want to allocate a full column to, such as a field you are already using for a grouping

7 Collections

```
displayname=Column Name  
valueformat=HTML  
listdelimiter=<br>  
textmode=true  
valueexpression={name}  
type=iterate  
listmethod=nested(collection).lists  
displayname=Column Name
```

For eligible objects, you can see a one to many relationship – for example, show task data from a project report. To see a list of eligible objects, reference the API explorer at <https://developers.workfront.com/api-docs/api-explorer/>. Search for the object your report is based on then select the “collections tab. Insert the collection you would like to reference over the word ‘collection’ in the listmethod line above.

GROUPING

8 Renaming Groupings

```
group.0.linkedname=project  
group.0.namekey=view.relatedcolumn  
group.0.valuefield=project:name*  
group.0.namekeyargkey.0=project  
group.0.namekeyargkey.1=name  
group.0.valueformat=string*  
textmode=false*
```

```
group.0.valuefield=project:name*  
group.0.valueformat=string*  
textmode=false*  
group.0.name=<insert repeat text or blank>
```

If you change the default text mode on grouping naming from the left example to the right, you will rename the grouping bar.

9 Convert a GUID to a Name

Switch “ownerID” to “owner:name” in text mode

10 Limiting a Count to Unique or Distinct Items

Add a “D” in front of the count in text mode, e.g. “DCNT” from the view area to change how this displays in the grouping

11 Combine Fields for Grouping Name

```
group.0.displayName=project
group.0.linkedname=project
group.0.valueexpression=CONCAT([project].[name],” | Owner: “,[project].[owner].[name],” | Due: “,[project].
{plannedCompletionDate})
group.0.valueformat=string
textmode=true
```

This text mode combines Project Name, Project Owner, and Project Due Date into a single grouping for a task report. This increases the amount of data that you can get into the grouping so that you don’t waste space by adding these data points as columns. This can be used for any type of report with many fields.

FILTERS

12 Switch a Status Filter from Status to Status:Pending Approval

Add a “:A” to the valuefield, e.g. `status=NEW:A`

`Status_Mod=in` – this should already be there if you started with a status filter first

13 See Projects Created by a Request You Submitted

`Resolvables:enteredByID=$$<user.id>`

`Resolvables:enteredByID_Mod=eq`

Filters projects to only ones that were created by requests from the user id indicated. Setting the user ID to yourself will only show your requests. You must have access to the projects and original requests cannot be deleted.

14 Filter to when Actual Completion is Greater than Planned Completion

`actualCompletionDate=FIELD:plannedCompletionDate`

`actualCompletionDate_Mod=gt`

We recommend starting with a compare a date field to a date, then modifying it in text mode – after that, you can actually select the field from the filter builder