

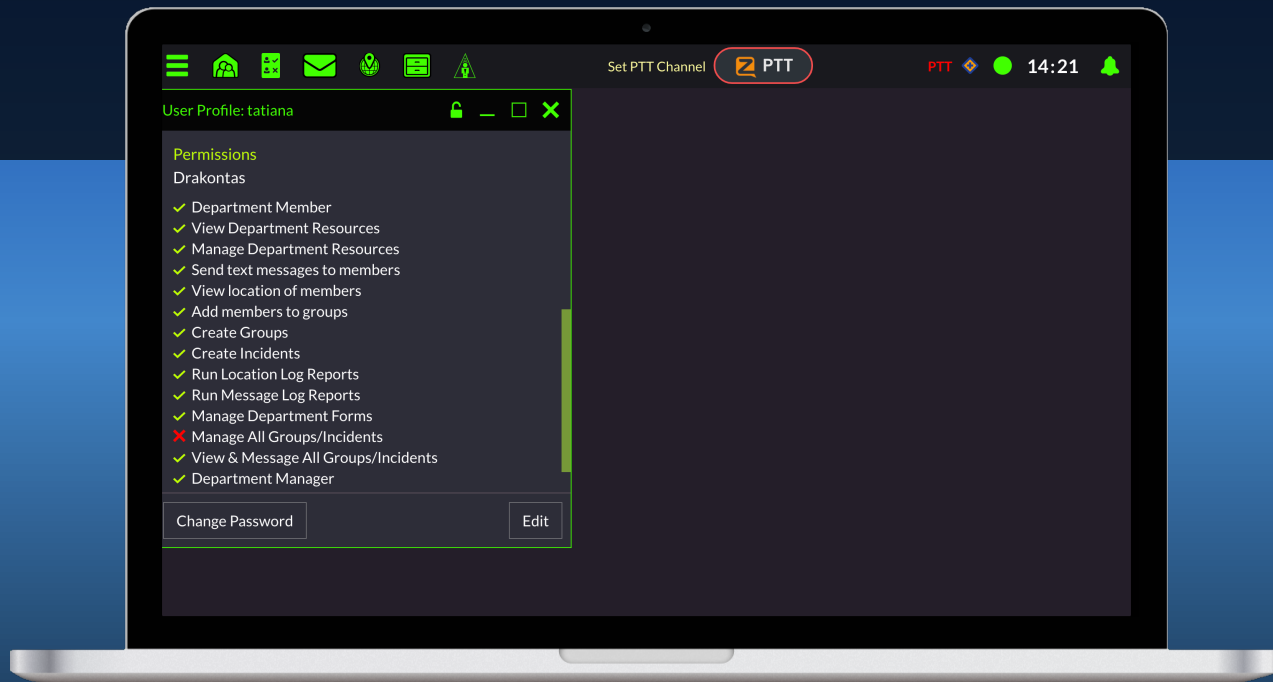


DragonForce

Team Collaboration

Message Reports

# Message Reporting in DragonForce



DragonForce features an ability to automatically log messages sent between users or groups on the system. This log can easily be downloaded in an CSV file format for reporting purposes.

Message reports can only be generated by users that are granted this permission. To view which permissions you have been granted, click the username on the Main Options Menu from the web app to open the user's profile > scroll down.

The ability to create and export messaging, location, and report forms can only be done via the web client.



# Creating a message Report

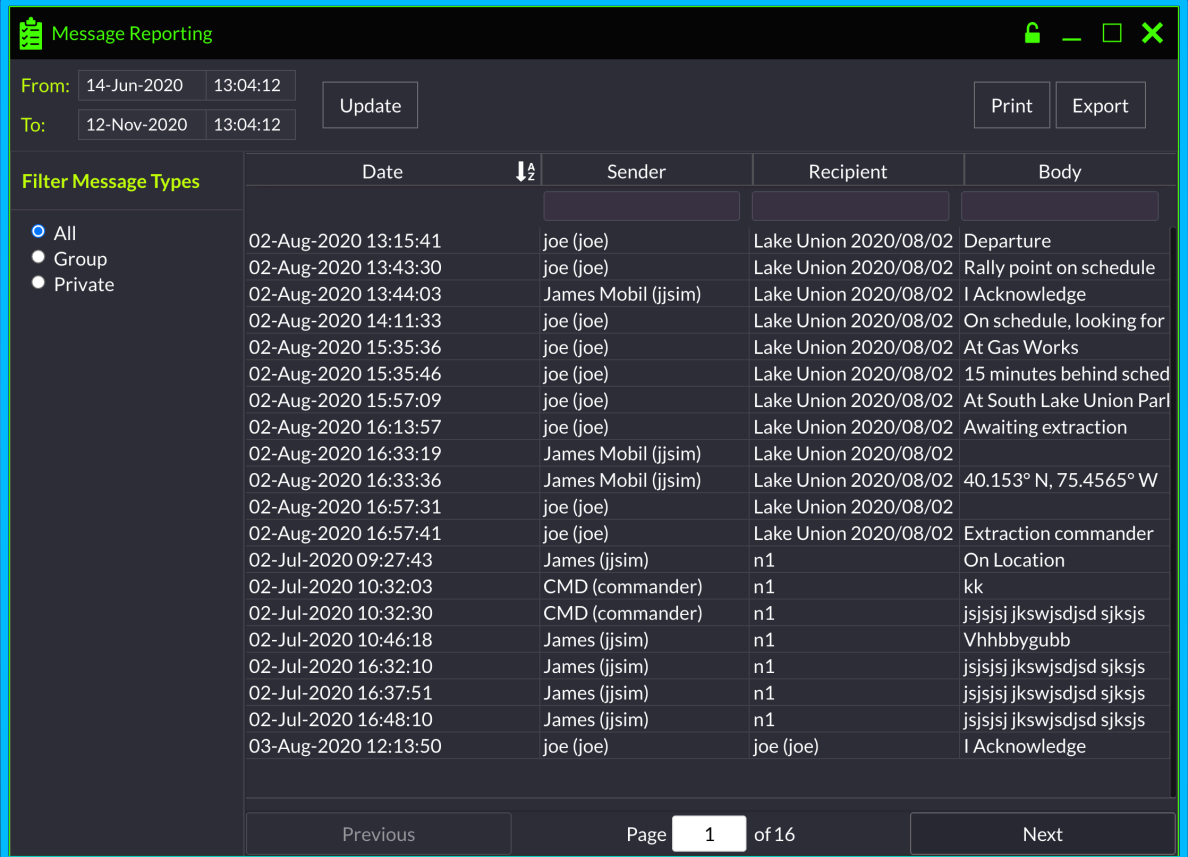
To view the message report, you must download the report as a CSV file.

To generate the report:

1. Open the main options menu from the web client
2. Reporting tools > Messages
3. Click the date container to select a time frame > update > export/print

## Optional

Use the **Filter Message Type** to filter out groups and users you want to exclude from the report. If you apply filters, you must click **Update** again to refresh the report.



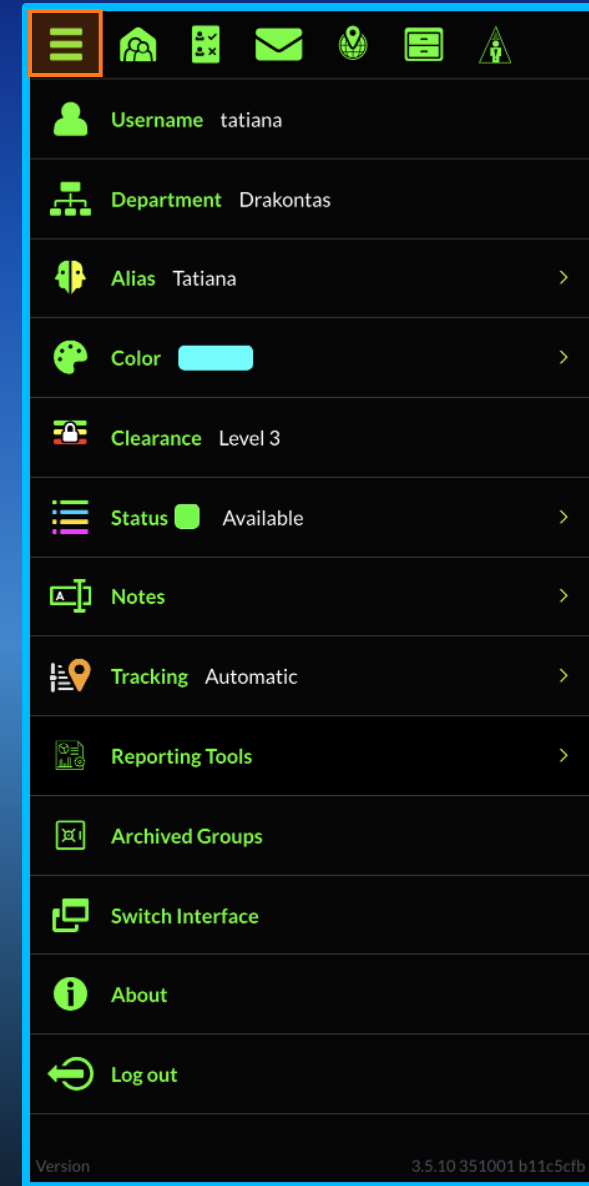
The screenshot shows the 'Message Reporting' interface. At the top, there are date and time filters: 'From: 14-Jun-2020 13:04:12' and 'To: 12-Nov-2020 13:04:12'. There are 'Update', 'Print', and 'Export' buttons. Below the filters is a 'Filter Message Types' section with radio buttons for 'All' (selected), 'Group', and 'Private'. The main area is a table with columns: Date, Sender, Recipient, and Body. The table contains 20 rows of message data. At the bottom, there are 'Previous', 'Page 1 of 16', and 'Next' navigation controls.

Date	Sender	Recipient	Body
02-Aug-2020 13:15:41	joe (joe)	Lake Union 2020/08/02	Departure
02-Aug-2020 13:43:30	joe (joe)	Lake Union 2020/08/02	Rally point on schedule
02-Aug-2020 13:44:03	James Mobil (jjsim)	Lake Union 2020/08/02	I Acknowledge
02-Aug-2020 14:11:33	joe (joe)	Lake Union 2020/08/02	On schedule, looking for
02-Aug-2020 15:35:36	joe (joe)	Lake Union 2020/08/02	At Gas Works
02-Aug-2020 15:35:46	joe (joe)	Lake Union 2020/08/02	15 minutes behind sched
02-Aug-2020 15:57:09	joe (joe)	Lake Union 2020/08/02	At South Lake Union Parl
02-Aug-2020 16:13:57	joe (joe)	Lake Union 2020/08/02	Awaiting extraction
02-Aug-2020 16:33:19	James Mobil (jjsim)	Lake Union 2020/08/02	
02-Aug-2020 16:33:36	James Mobil (jjsim)	Lake Union 2020/08/02	40.153° N, 75.4565° W
02-Aug-2020 16:57:31	joe (joe)	Lake Union 2020/08/02	
02-Aug-2020 16:57:41	joe (joe)	Lake Union 2020/08/02	Extraction commander
02-Jul-2020 09:27:43	James (jjsim)	n1	On Location
02-Jul-2020 10:32:03	CMD (commander)	n1	kk
02-Jul-2020 10:32:30	CMD (commander)	n1	jsjsjsj jkswjsdjsd sjksjs
02-Jul-2020 10:46:18	James (jjsim)	n1	Vhhbbygubb
02-Jul-2020 16:32:10	James (jjsim)	n1	jsjsjsj jkswjsdjsd sjksjs
02-Jul-2020 16:37:51	James (jjsim)	n1	jsjsjsj jkswjsdjsd sjksjs
02-Jul-2020 16:48:10	James (jjsim)	n1	jsjsjsj jkswjsdjsd sjksjs
03-Aug-2020 12:13:50	joe (joe)	joe (joe)	I Acknowledge



# Step 1

## Creating A Message Report



Username tatiana

Department Drakontas

Alias Tatiana

Color

Clearance Level 3

Status Available

Notes

Tracking Automatic

Reporting Tools

Archived Groups

Switch Interface

About

Log out

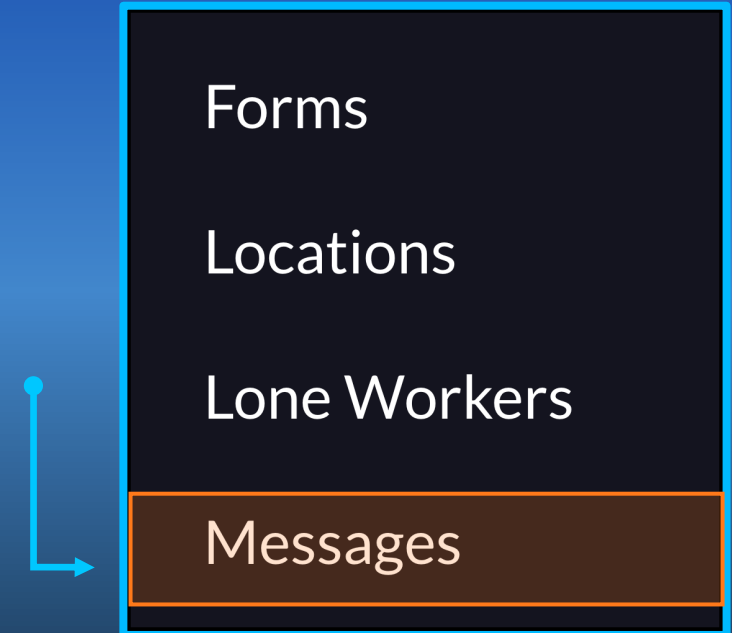
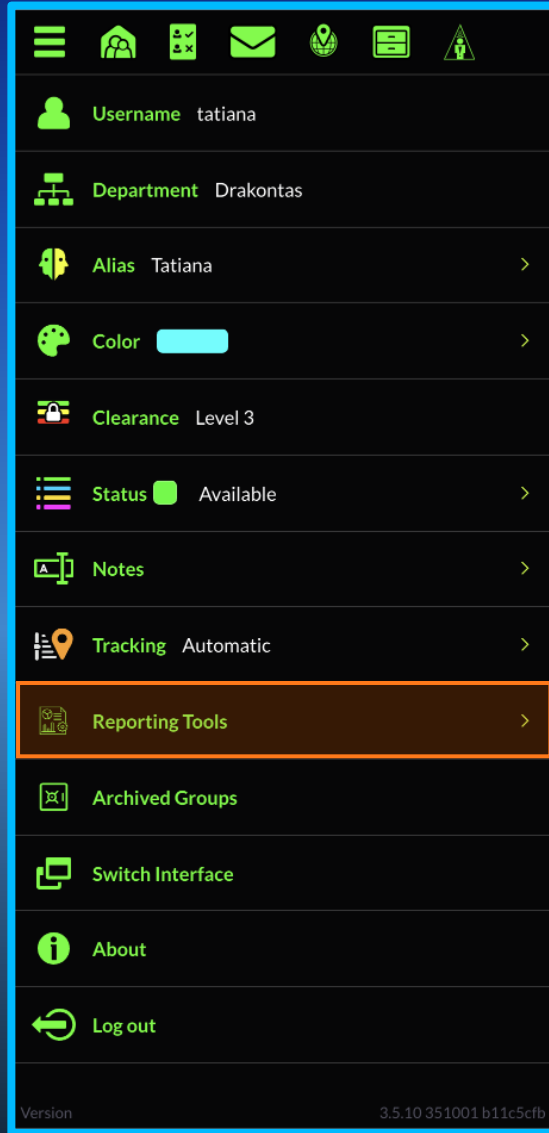
Version 3.5.10 351001 b11c5cfb

Open the main options menu from the web client



# Step 2

## Creating A Message Report



# Step 3

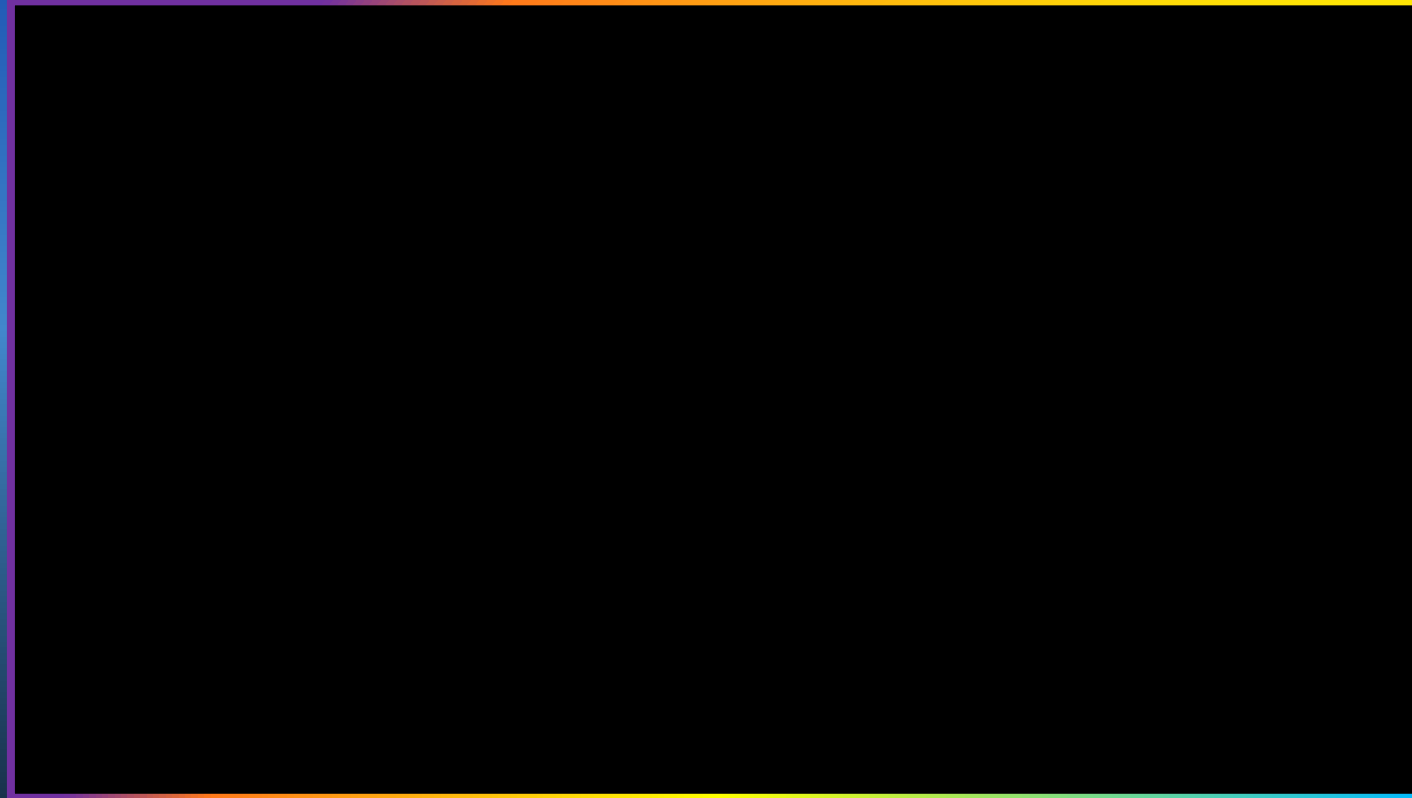
## Creating A Message Report

The screenshot shows the 'Message Reporting' application window. At the top, there is a date range '14-Sep-2020 11:56:16' to '11-Nov-2020 11:56:16' with an 'Update' button. Below this is a table with columns 'Sender', 'Recipient', and 'Body'. A calendar pop-up for 'November 2020' is open, showing the date '11' selected. To the right of the screenshot, three buttons are shown in a vertical stack: 'Update', 'Print', and 'Export', with the word 'OR' between 'Print' and 'Export'. Orange lines and arrows connect these buttons to the corresponding elements in the screenshot: 'Update' to the 'Update' button in the interface, 'Print' to the 'Print' button, and 'Export' to the 'Export' button. An arrow also points from the date range in the interface to the 'Update' button in the callout.

Click the date container to select a time frame > update > print/export

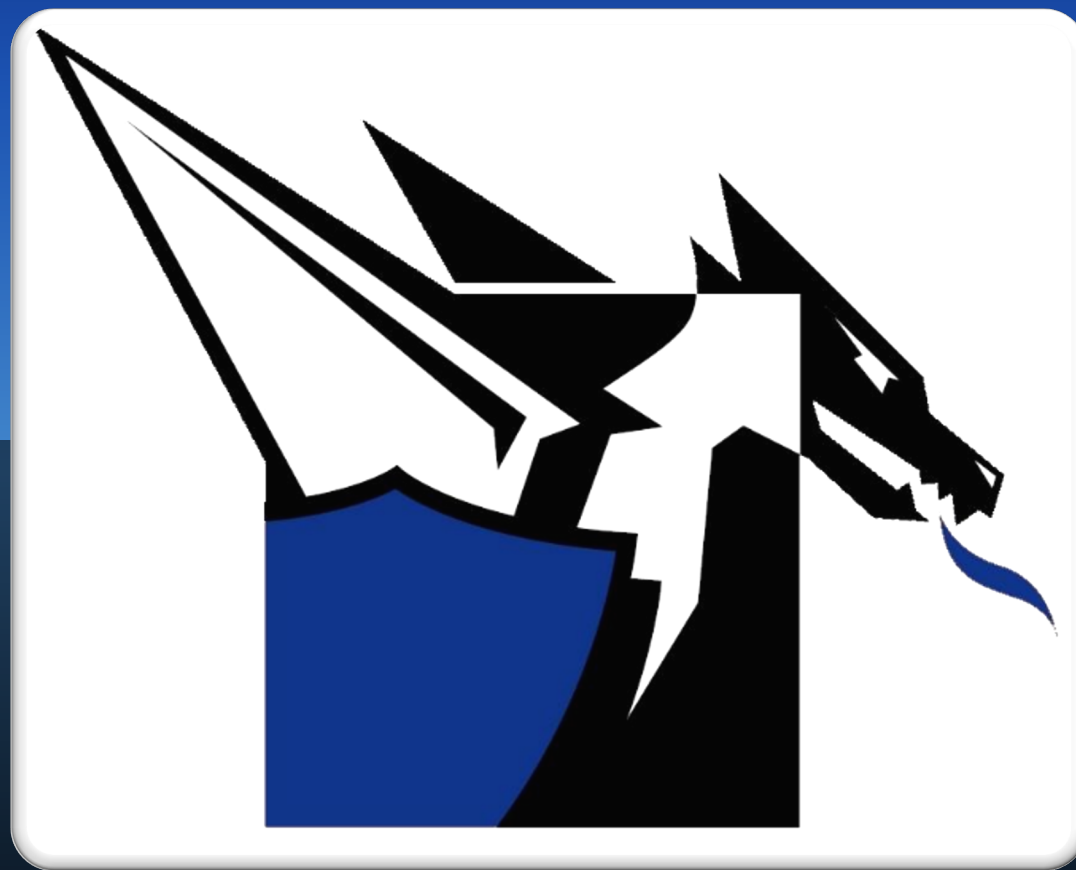


# Video Demonstration



Learn how to create, filter, export and read a message report





Documentation

<http://www.drakontas.com/academy>

Support

[dfsupport@drakontas.com](mailto:dfsupport@drakontas.com)