Create a Data Analytics Export Report
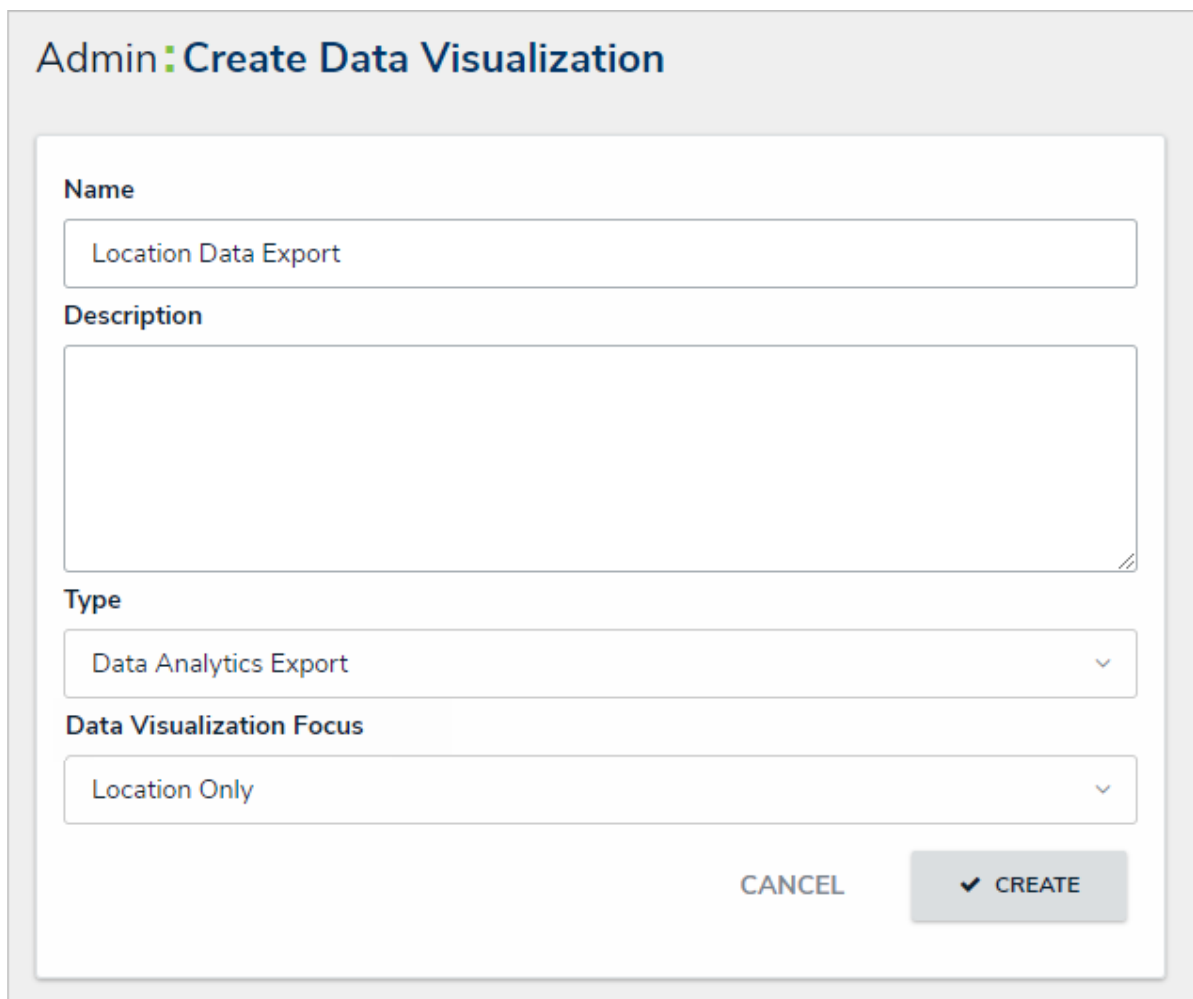
To create a Data Analytics report:

1. Ensure the data definition you wish to use for the data analytics report has been created from the Data Definitions settings in **Administration**.

2. Click the ⚙ icon in the top bar **> Data Visualizations** in the **Views** section.

3. Click **Create Data Visualization**.

4. Enter the name of the report in the **Name** field.

5. **Optional:** Enter a description of the report. This description will appear below the report's name on the **Data Visualizations** page.

6. Select **Data Analytics Export** from the **Type** dropdown menu.

7. Select a focus from the **Data Visualization Focus** dropdown menu. For example, if you wish to create a report that will allow users to export Location data, you would select a report focus with the Location object type as the anchor.

Admin : **Create Data Visualization**

Name

Location Data Export

Description

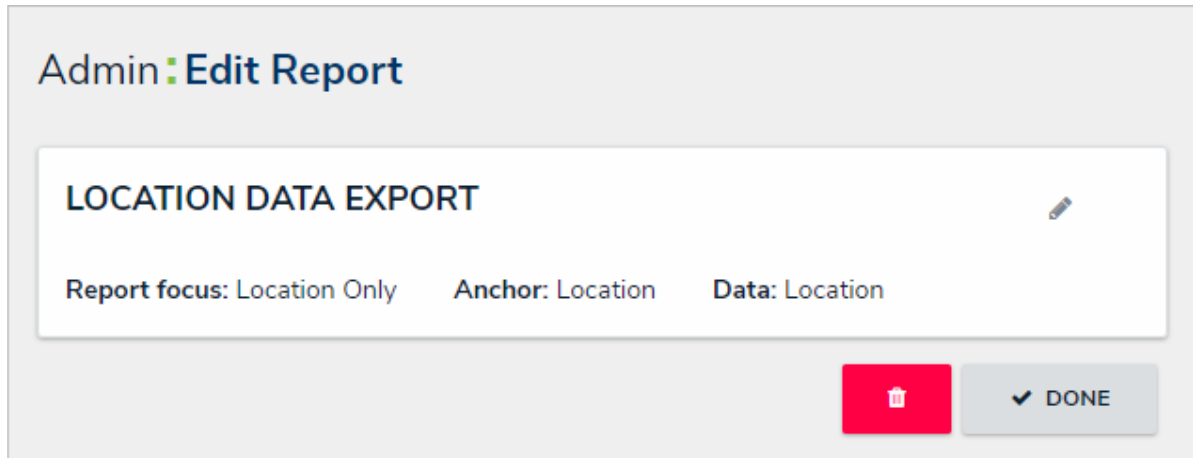**Type**

Data Analytics Export

Data Visualization Focus

Location Only

CANCEL   ✔ CREATE

The Create Data Visualization page.

8. Click **Create** to display the **Edit Report** page. From here, you can edit the name of the report, however, if you wish to change the report focus, you'll need to delete the report and recreate it.

The Edit Report page for a Data Analytics Export report.

Once the export report has been created, you can grant end users access to it by adding it to a view , action , or Export Data form action.