

Requests Report

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Gain a deeper understanding of your intake process with the **Requests Report**. Evaluate request volume by requester or request time, look for seasonal spikes in volume, or identify process improvement opportunities by understanding how long it takes team members to accept a request or send the first proof out for review.

Available Columns & Filters

	Available Columns	Available Filters
Accepted Date	✓ (Selected by Default)	✓
Archived Status	✓	✓
Associated Work Members	✓	✓
Associated Work Name	✓	
Associated Work Status	✓	
Associated Work Type	✓	✓
Completed Date	✓ (Selected by Default)	✓
Created Date	✓ (Selected by Default)	✓
Due Date	✓ (Selected by Default)	
Files	✓	
Level of Effort	✓	
Request Acceptor Name	✓	✓
Request Duration	✓ (Selected by Default)	
Request Form	✓	
Request Name	✓ (Selected by Default)	
Request Status	✓ (Selected by Default)	✓
Request Accepted by	✓ (Selected by Default)	✓
Submitted Date	✓ (Selected by Default)	✓
Tags	✓	✓
Time from Acceptance to First	✓	

Proof	Available Columns	Available Filters
Time from Request to Acceptance	✓	
Time Tracked (%)	✓	
Total Time Tracked	✓	

Duration Definitions



Duration Metrics are calculated every day at 6am and 6pm EDT

Request Duration: The total amount of time starting when a request is created and ending when it is marked as "Completed."