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# How To: Create a Quick Report



[Michael Gallivan](#)

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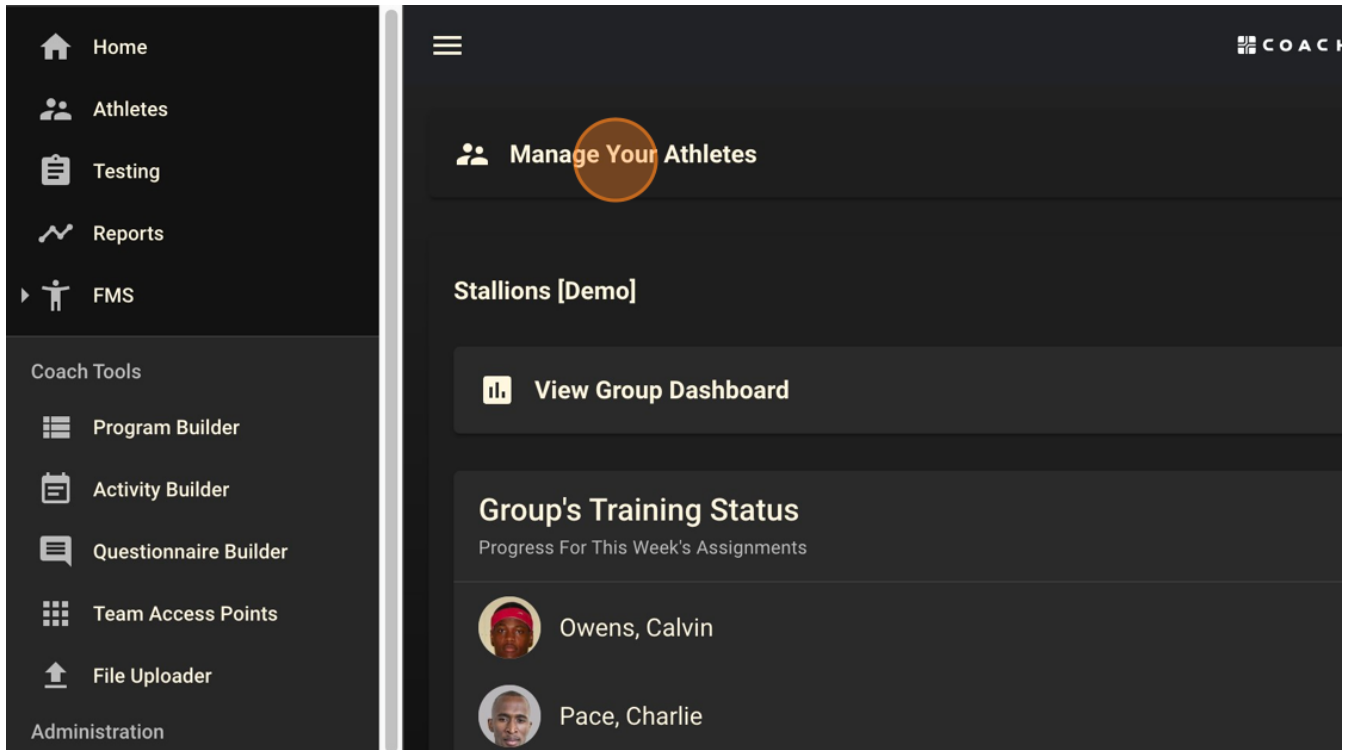
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## You need this article because:

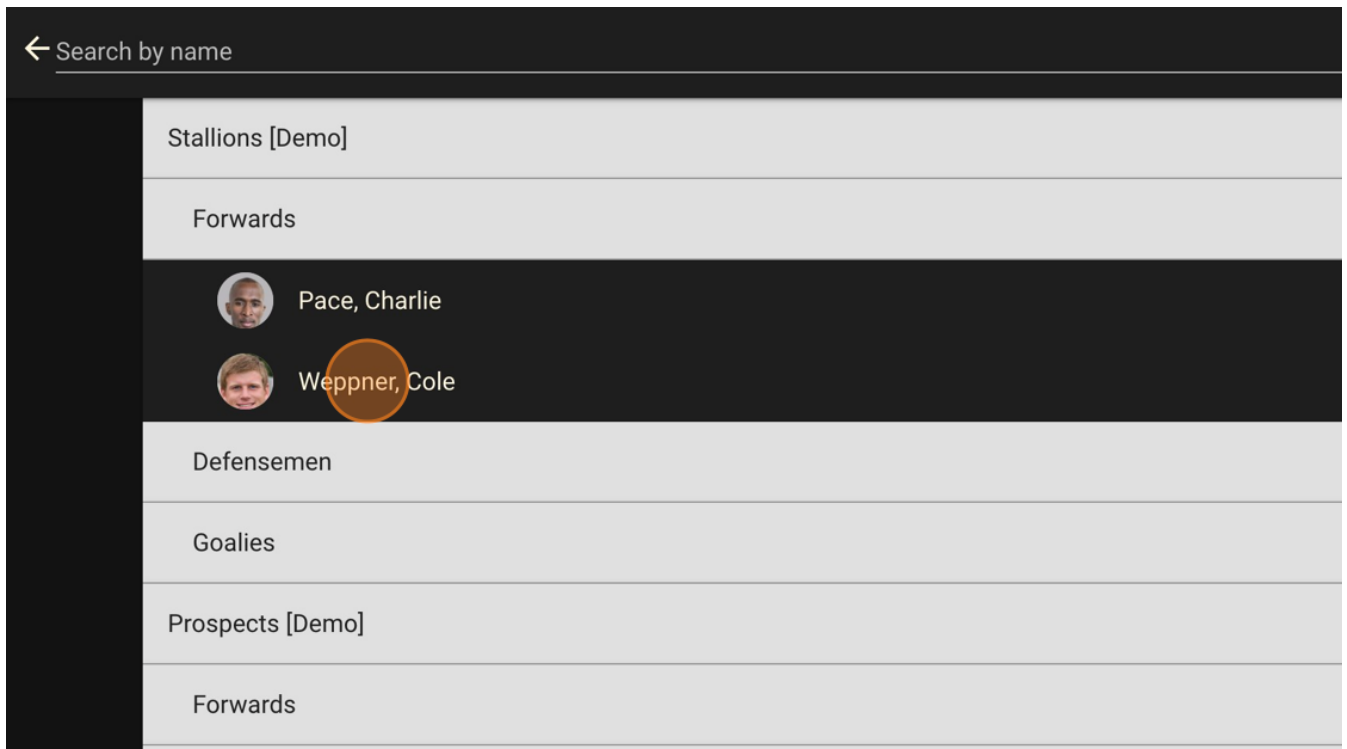
- You want to generate a quick report on your athlete data
- You want to compare your athlete's data to their historical progress
- You want to compare your athlete's data to other athletes in your system

## Step-by-step Instructions:

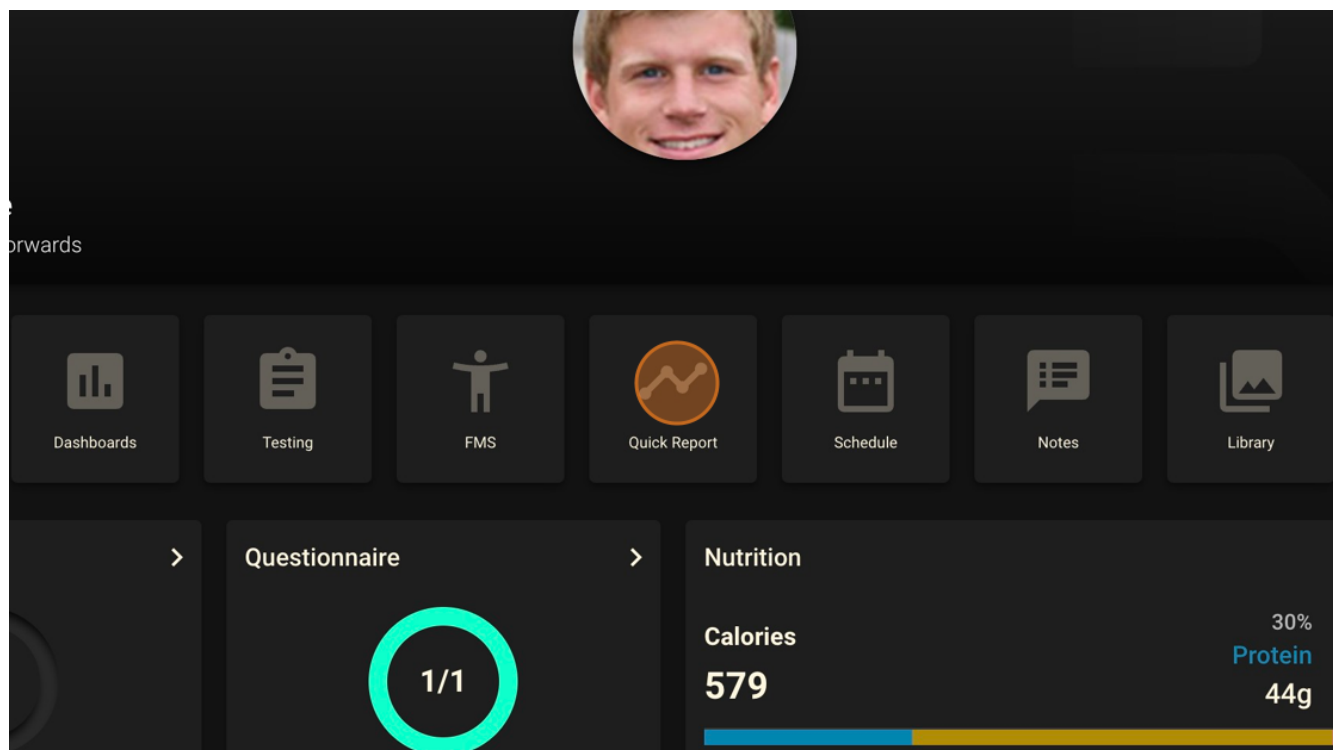
**Step One:** From your coach home screen, navigate to **Manage Your Athletes**.



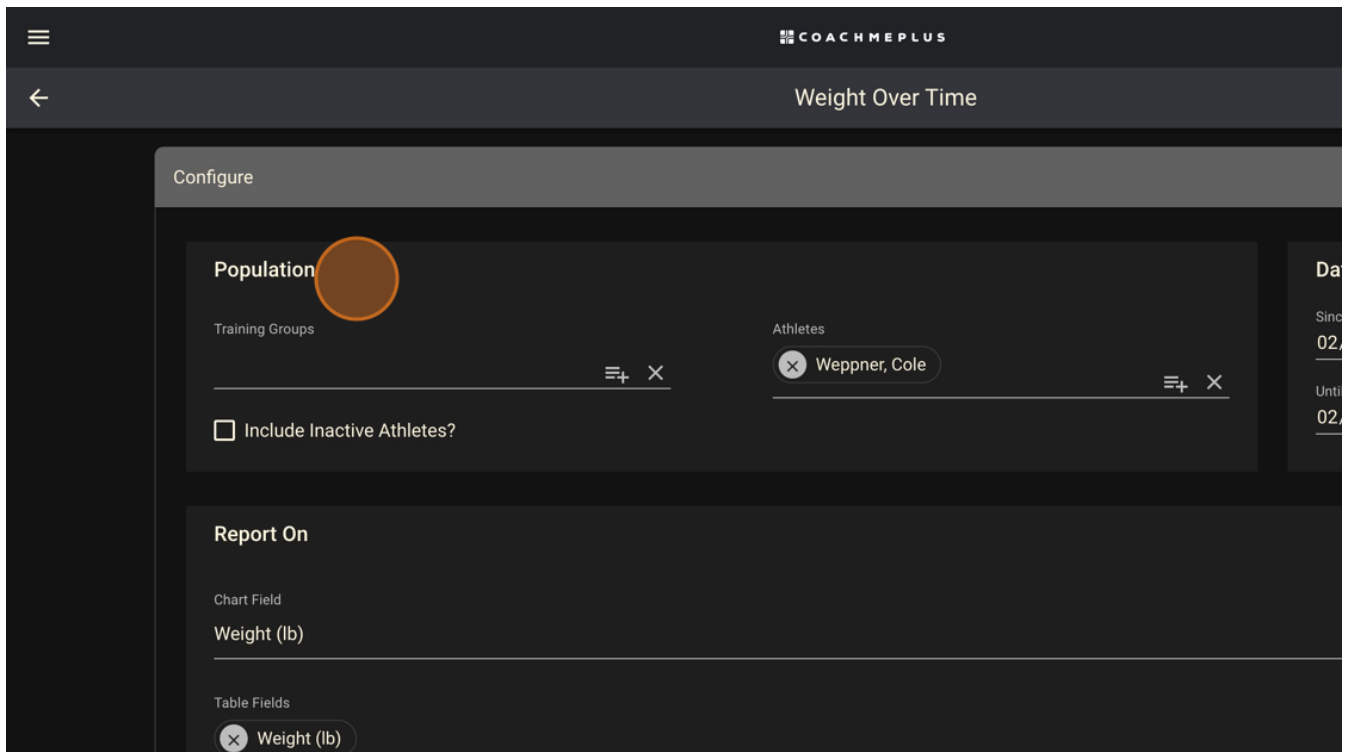
**Step Two:** Navigate to and then select the athlete you wish to report on.



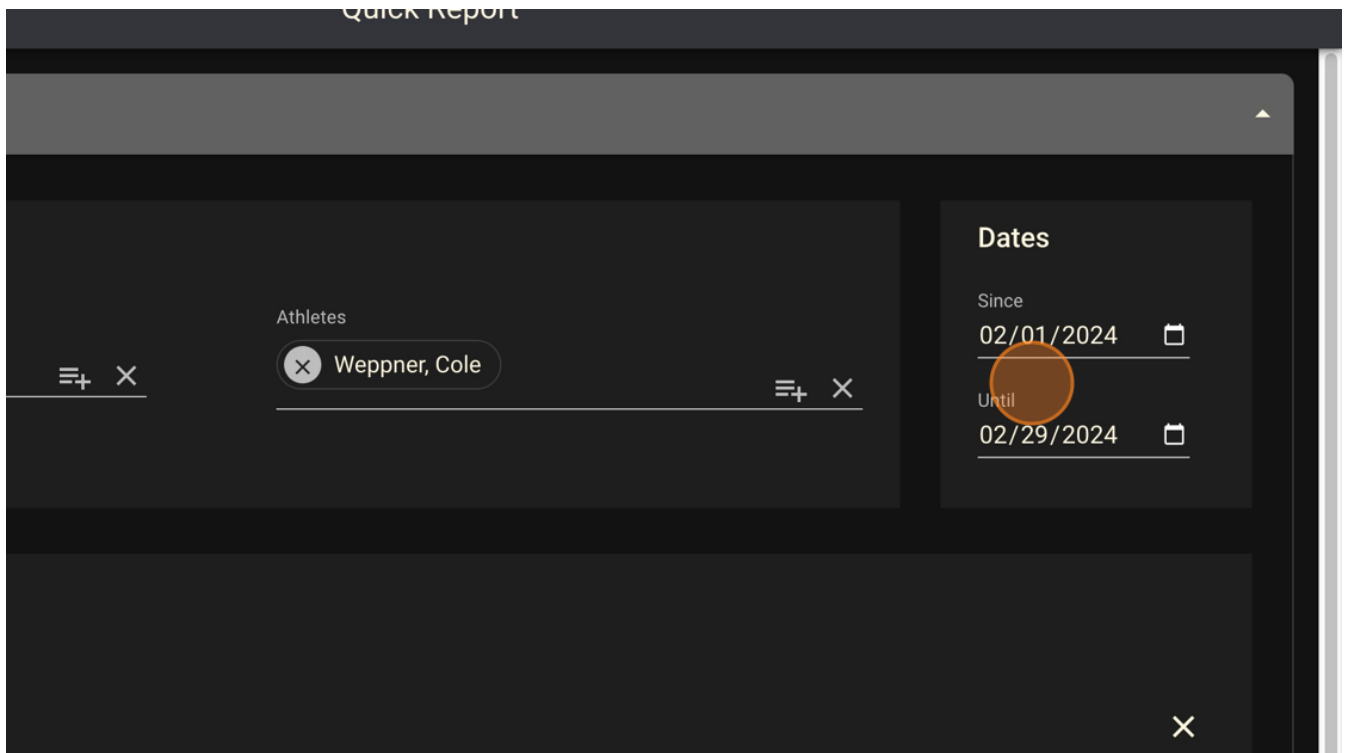
**Step Three:** On the athlete profile page, select **Reports**.



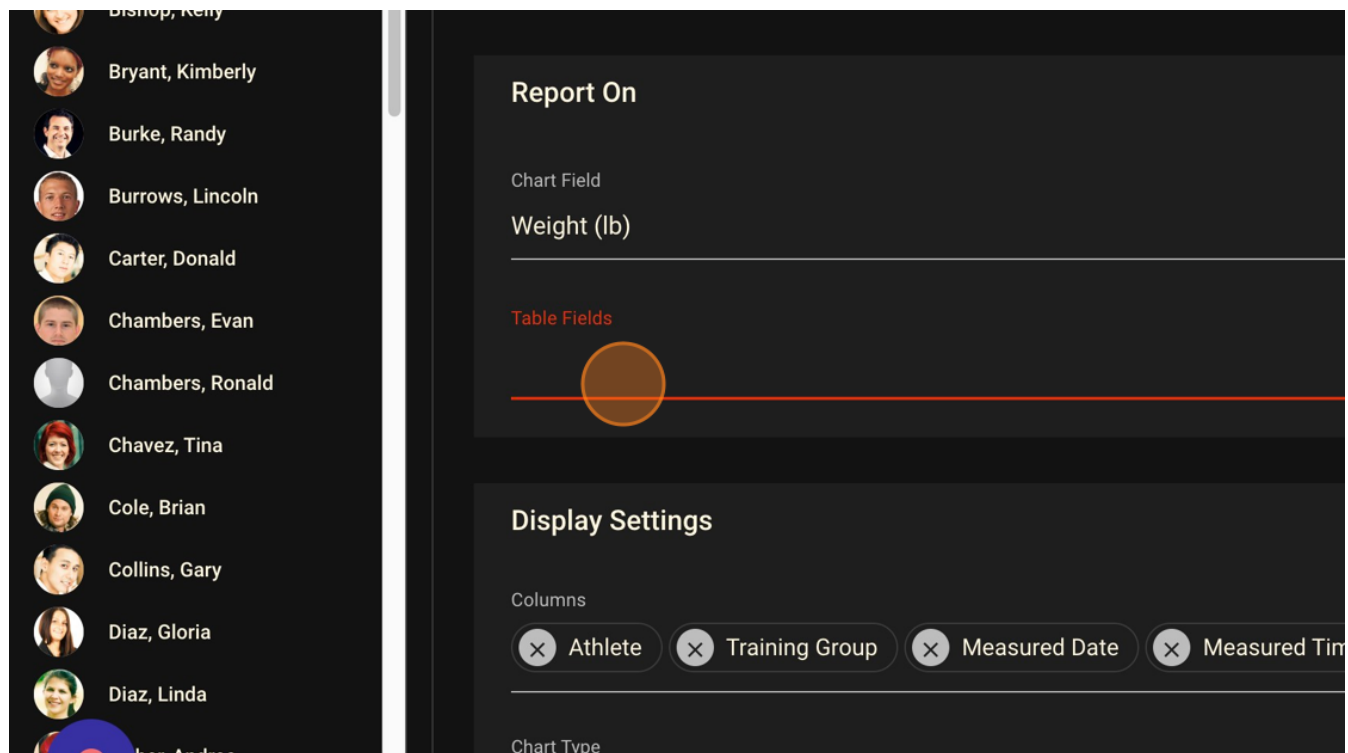
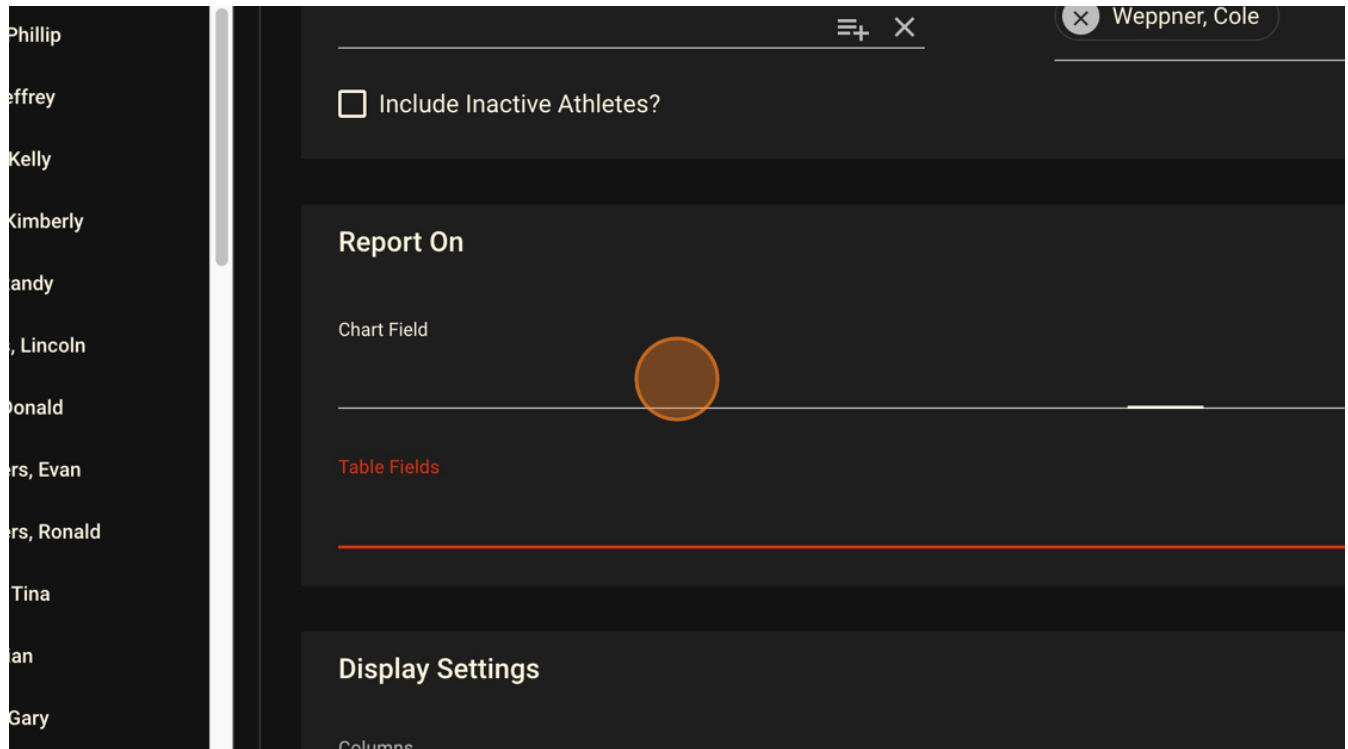
**Step Four:** On the report screen, you have many options to customize what you want to view. The first steps to take is to decide on your population. The athlete whose profile you navigated from will be auto-selected. On the **Population** section, you can decide to add in additional athletes or training groups to view on your report.



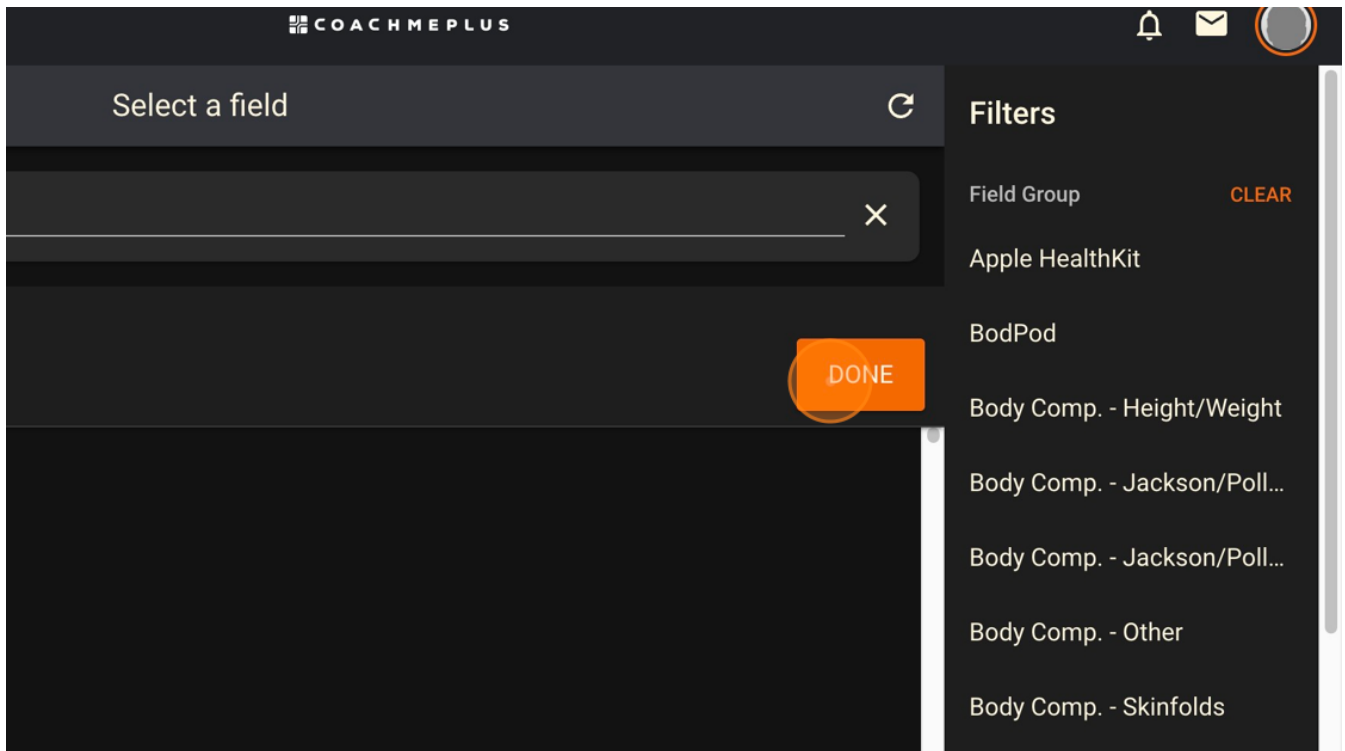
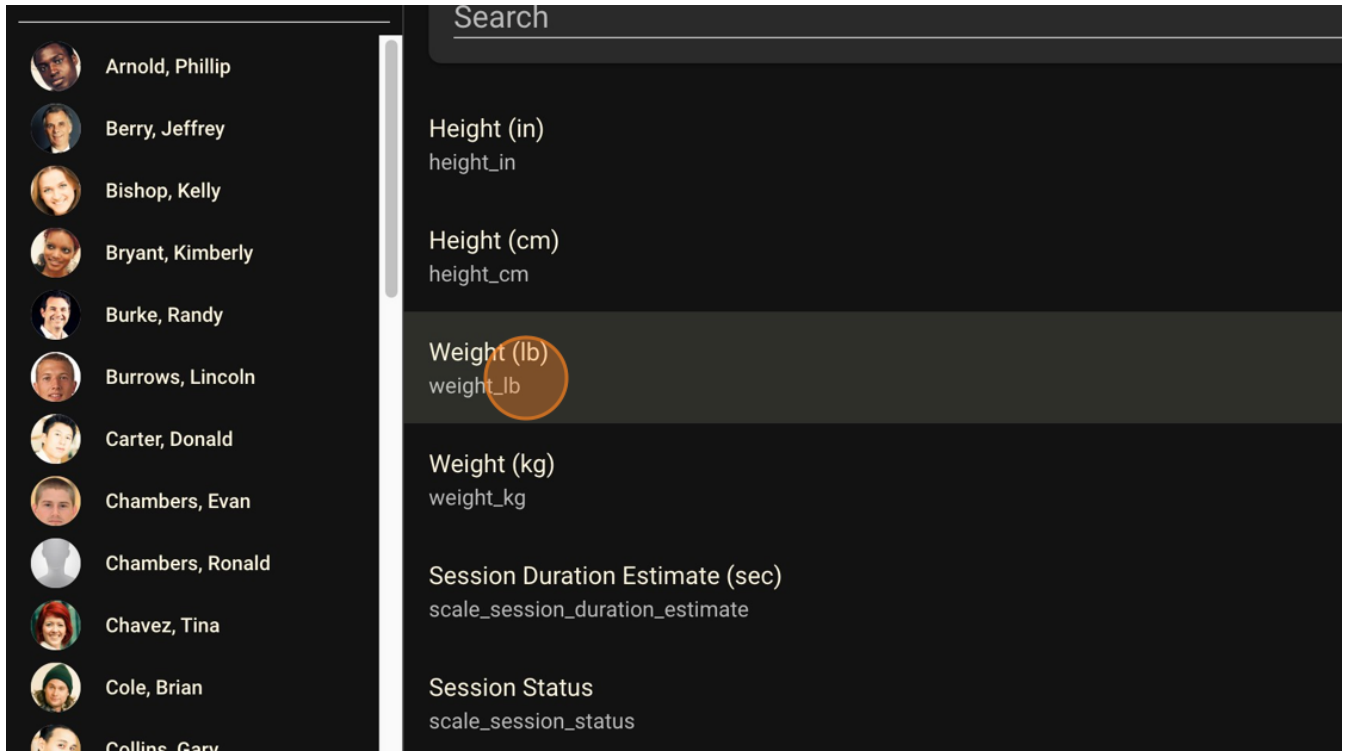
**Step Five:** Next, you can define the **Start date** and **End date** for your report.



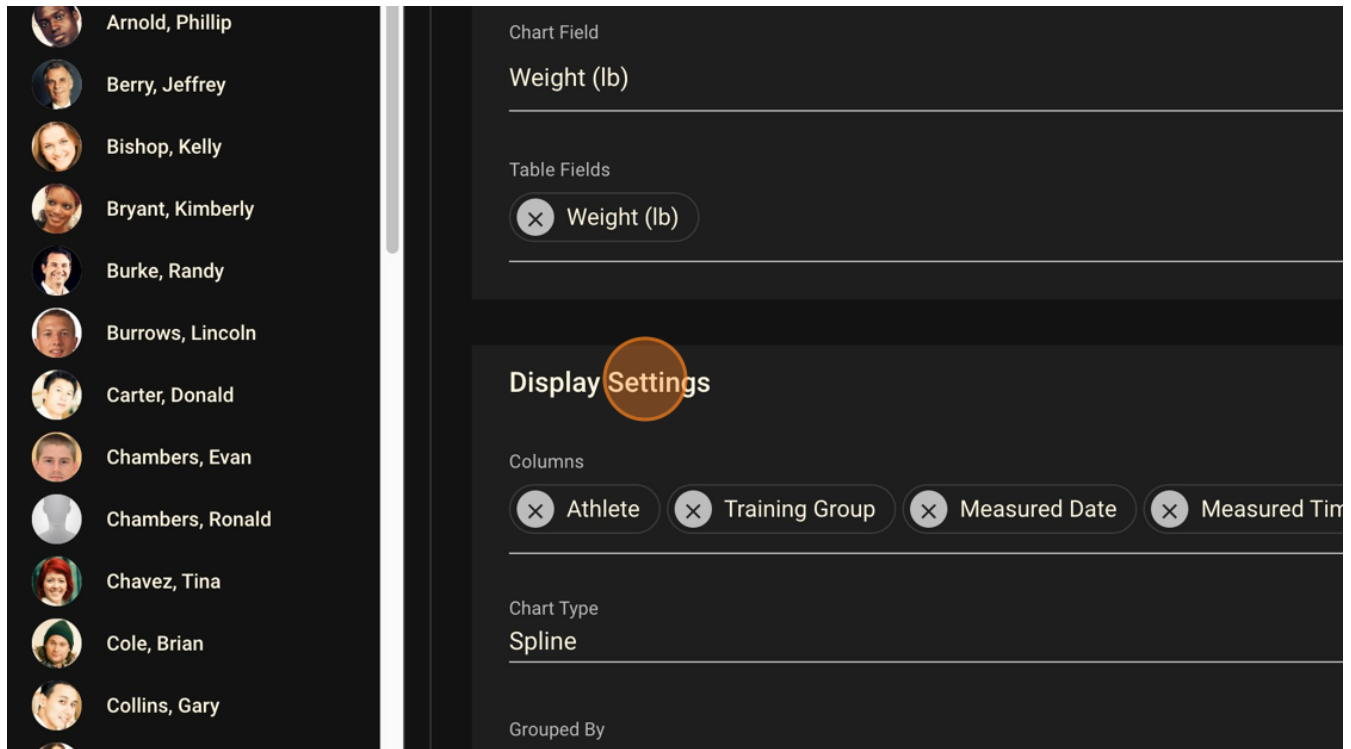
**Step Six:** Next, you will want to select your **Chart Field (optional)** and your **Table Fields**. **Chart Field** gives you an option to generate a line, spline, bar, or column graph over time of one field in your report. **Table Fields** allows you to select as many fields as you'd like to see and will generate a table over time of any existing data in those fields.



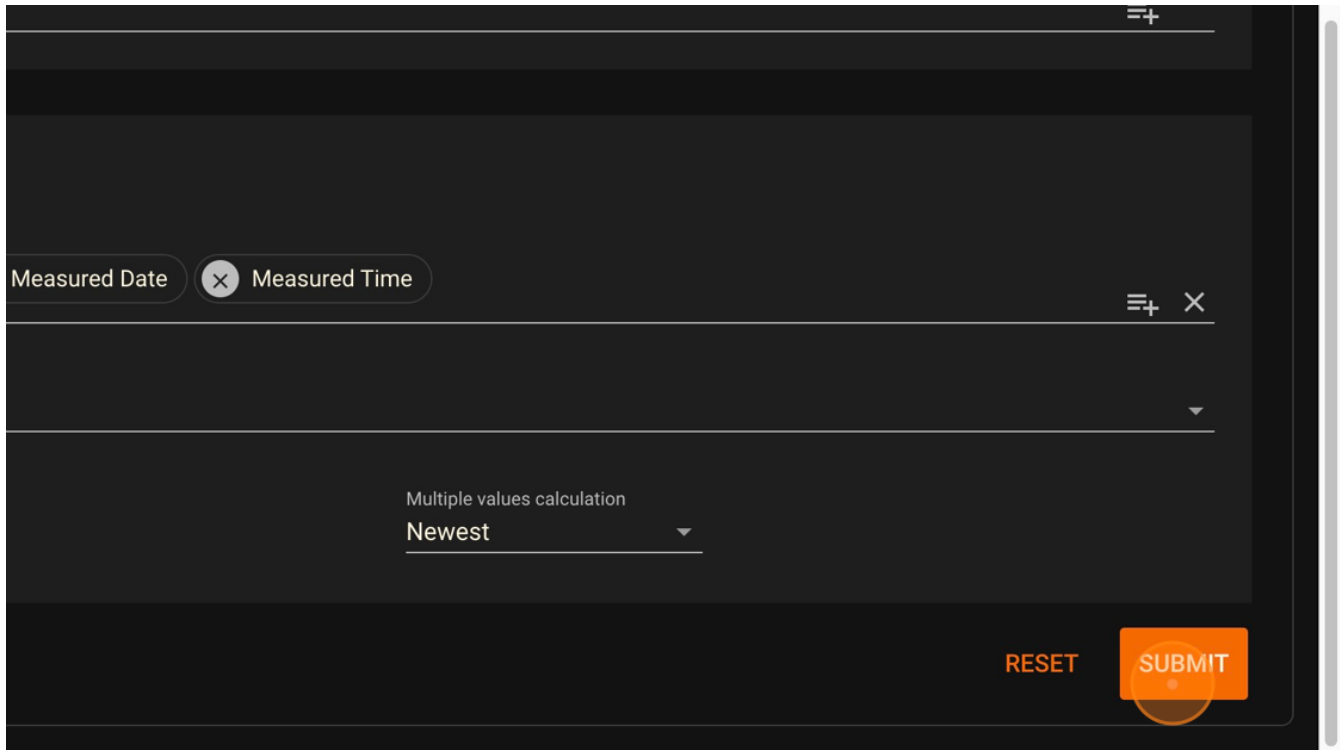
**Step Seven:** On the next lists, you can select the fields to report on and then click **DONE**.



**Step Eight:** Next, on **Display Settings**, you can customize the columns you'd like to see including athlete **Name, Team, Trainign Group, Position, Measured Date, and Measured Time**. You can also change what your chart looks like, and how the data is grouped on the table.



**Step Nine:** Once you are happy with the setup, click on **SUBMIT** to run your report. Shortly after, you will see your chart if you created one as well as the table of the data you requested.



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