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Quick Reports: A Detailed Overview



Michael Gallivan 1 day ago · Updated

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You need this article because:

- You want to quickly picture data over a set timeframe
- You want to be able to export an athlete's testing data from the system
- You want to compare one athlete's data to another quickly

Video Walkthrough:

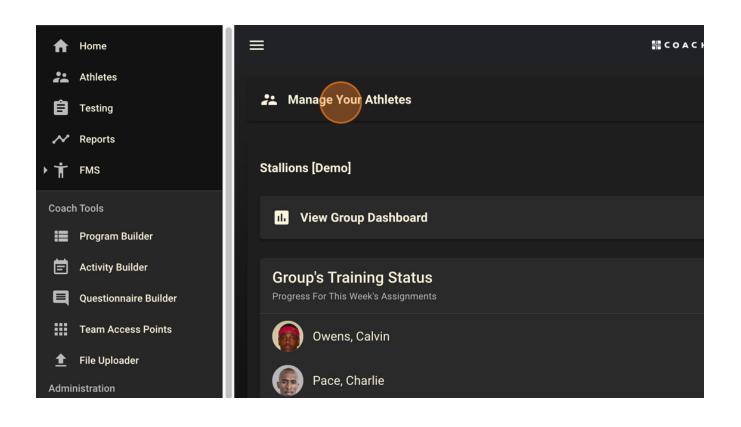


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Step-by-step Instructions:

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



<u>Step Two:</u> Navigate to and then select the athlete you wish to report on.

← Search	by name
	Stallions [Demo]
	Forwards
	Pace, Charlie
	Defensemen
	Goalies
	Prospects [Demo]
	Forwards

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

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prwards							
Dashboards	Testing	FMS	Quick Re	eport	Schedule	Notes	Library
>	Questionnaire	1/1	>	Nutrition Calories 579			30% Protein 44g

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.

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÷			Weight Over Time		
	Configure				
	Population Training Groups Include Inactive Athletes?	<u>≕ ×</u>	Athletes	<u>⇒ ×</u>	Da Sinc 02, Unti 02,
	Report On Chart Field Weight (lb) Table Fields				
	🗙 Weight (lb)				

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

	Quick Report			
				^
<u>=+ ×</u>	Athletes	<u>=+ ×</u>	Dates Since 02/01/2024 Until 02/29/2024	
				×

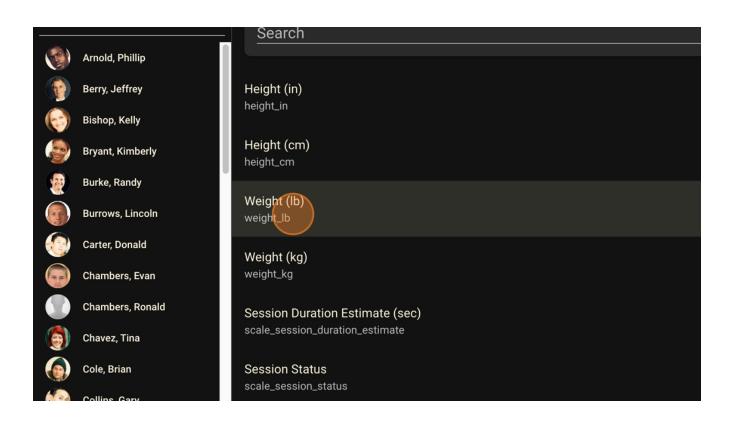
<u>Step Six:</u> Next, you will want to select your **Chart Field (optional)** and your **Table Fields. Chart Field** gives you an option to generate a line, spline, bar, or column graph over time of one field in your report. **Table Fields** allows you to select as many fields as you'd like to see and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

Phillip	=+ × Weppner, Cole
effrey	Include Inactive Athletes?
Kelly	
Kimberly	Report On
andy	
, Lincoln	Chart Field
onald	
ers, Evan	
rs, Ronald	
Tina	
ian	Display Settings
Gary	Columns

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	,	
	Bryant, Kimberly	Report On
	Burke, Randy	
	Burrows, Lincoln	Chart Field
	Carter, Donald	Weight (lb)
	Chambers, Evan	Table Fields
	Chambers, Ronald	
6	Chavez, Tina	
	Cole, Brian	Display Settings
	Collins, Gary	O alumaa
	Diaz, Gloria	Columns 🗙 Athlete 😠 Training Group 😞 Measured Date 😠 Measured Tin
6	Diaz, Linda	
	her Andrea	Chart Type

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



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Select a field	G	Filters
	×	Field Group CLEAR
		Apple HealthKit
		BodPod
	DONE	Body Comp Height/Weight
		Body Comp Jackson/Poll
		Body Comp Jackson/Poll
		Body Comp Other
		Body Comp Skinfolds

<u>Step Eight:</u> 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.

	Arnold, Phillip	Chart Field
	Berry, Jeffrey	Weight (lb)
	Bishop, Kelly	Table Fields
	Bryant, Kimberly	Weight (lb)
	Burke, Randy	
	Burrows, Lincoln	
0	Carter, Donald	Display Settings
	Chambers, Evan	Columns
	Chambers, Ronald	🗙 Athlete 🗙 Training Group 🚫 Measured Date 🗙 Measured Tin
6	Chavez, Tina	
	Cole, Brian	Chart Type Spline
	Collins, Gary	Grouped By

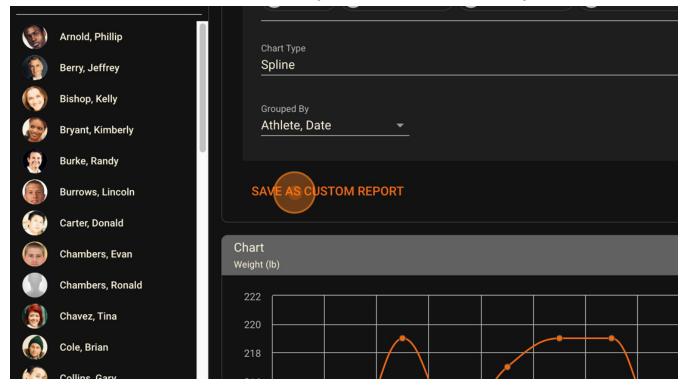
<u>Step Nine:</u> Once you are happy with the setup, click on **SUBMIT** to run your report. Shortly after, you will see your chart if you created one as well as the table of the data you requested.

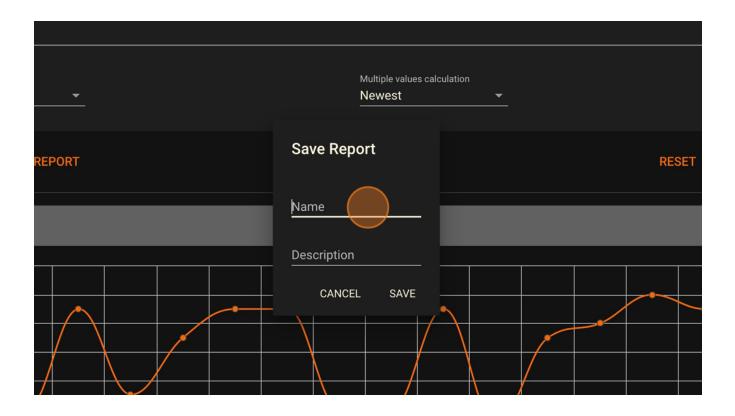
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Measured Date 🛛 🗙 Measured Time			
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		RESET	SUBMIT

Saving Your Report - Instructions:

<u>Step One</u>: To save your report to be accessed later on in your main reporting menu, you can click on **SAVE AS CUSTOM REPORT** then **Name** your saved report. For this example, we will call this **Weight Over Time**.

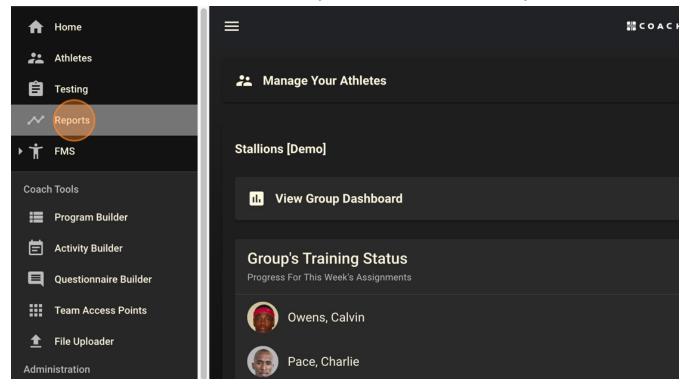
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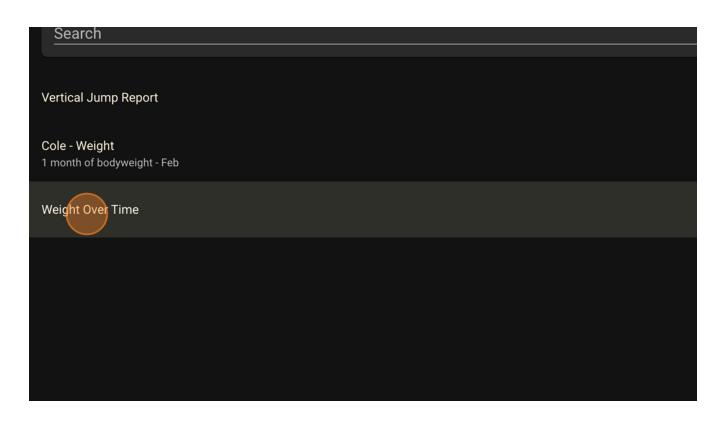




<u>Step Two:</u> Navigate back to your **Home** screen, and on the side menu select **Reports.** Your saved report will populate this list and you can open it up, make any necessary changes to population, date, or otherwise and select **SUBMIT.**

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Exporting the Report Data - Instructions:

<u>Step One:</u> Once you have submitted your report, on the top of the table will be a **Download** button. Click here to open up your options to **Export** your data.

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			<u>+</u> -
o N	Measured Date	Measured Time	Weight (lb)
2	2024-02-08	08:00:00	214.18
2	2024-02-15	08:45:00	212
2	2024-02-16	08:45:00	219

<u>Step Two:</u> From here, you can select to export as a .csv file to excel or an .xls file if you wish to manipulate the data outside of **CoachMePlus**.

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	Quick Report		
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			CSV Format Excel Format
)	Measured Date	Measured Time	Weight (lb)
	2024-02-08	08:00:00	214.18
	2024-02-15	08:45:00	212
	2024-02-16	08:45:00	219
	2024-02-17	08:45:00	213

Now you have all of the information to generate a report, save the report template, and export the data from the **CoachMePlus** System. Enjoy!

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