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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

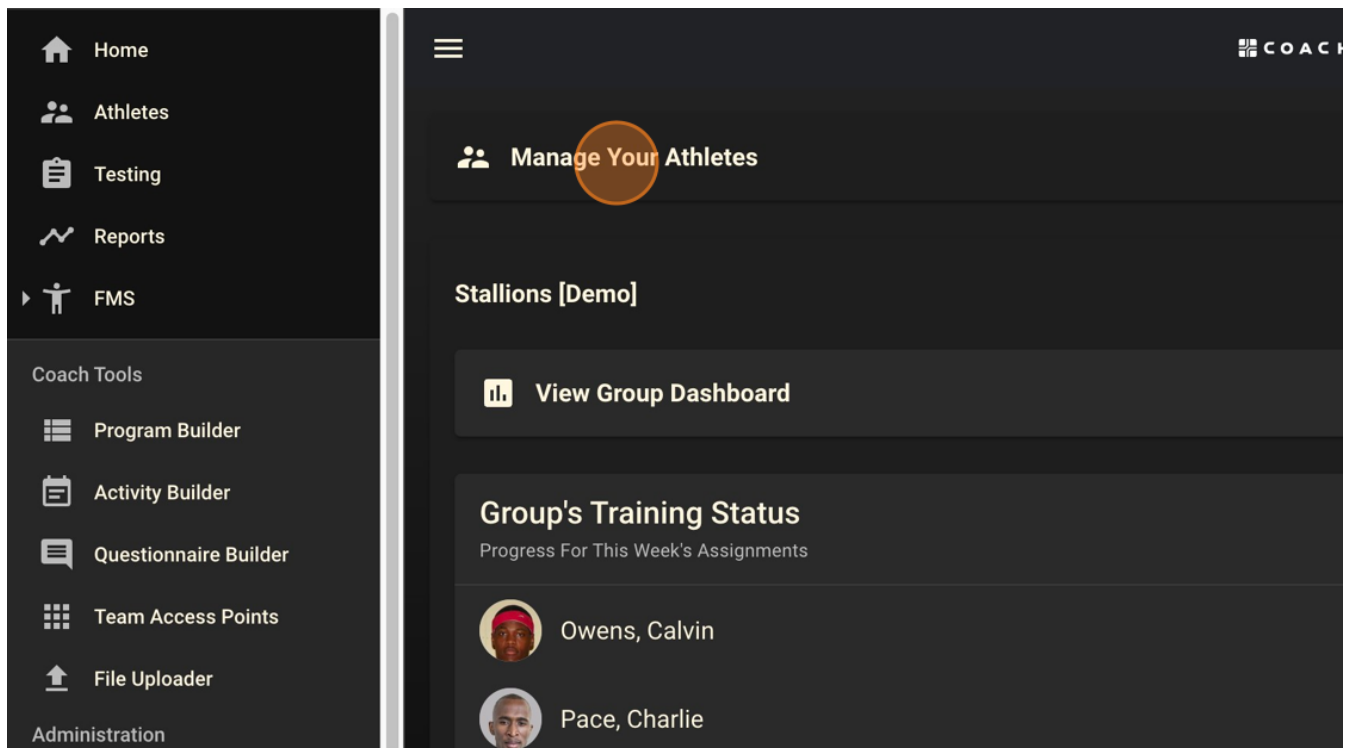
Video Walkthrough:

A Detailed Overview of Quick Reports in CoachMePlus | FA...

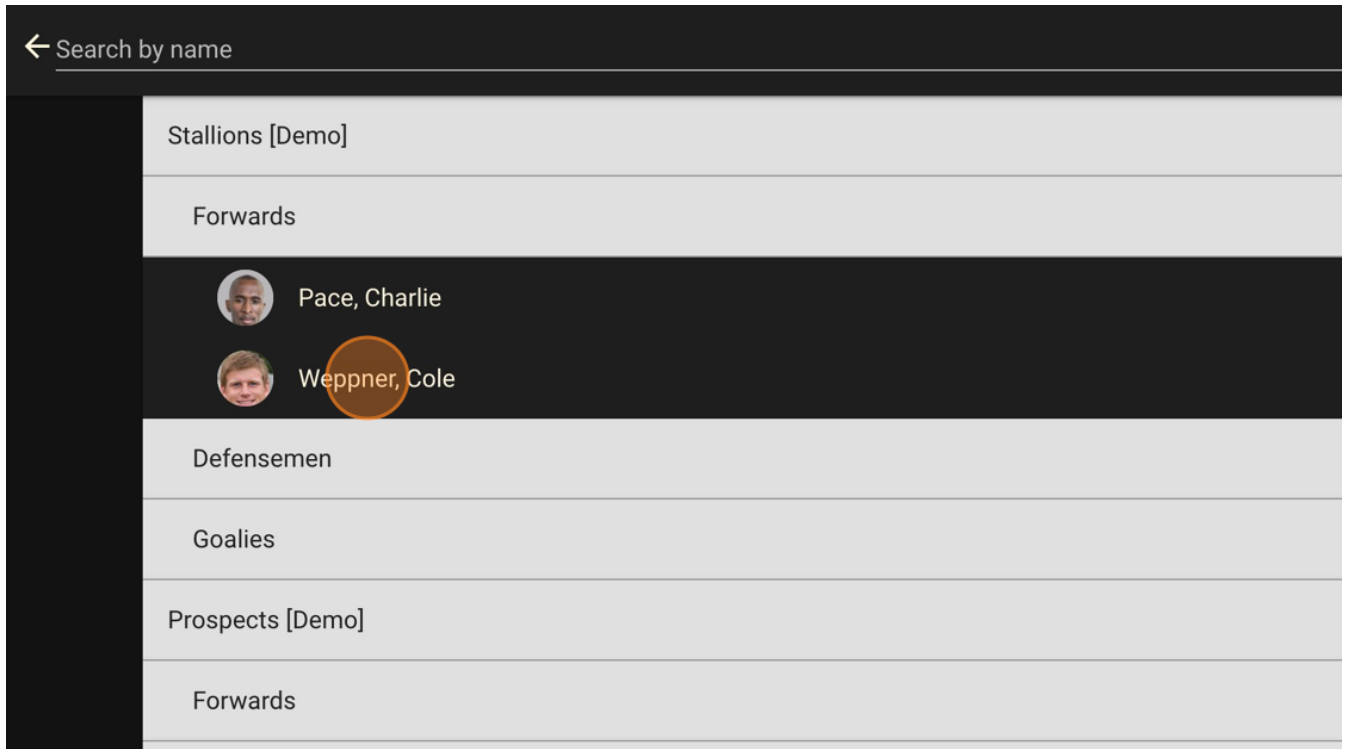


Step-by-step Instructions:

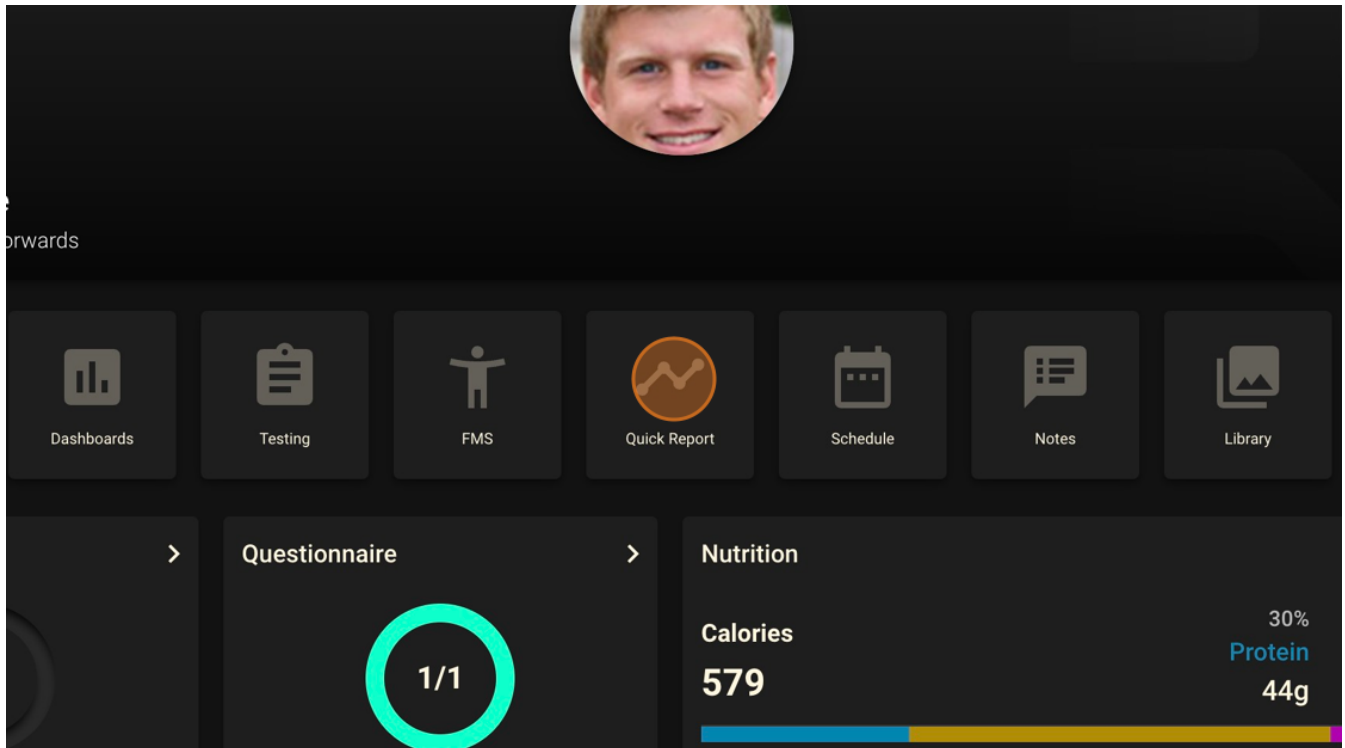
Step One: From your coach home screen, navigate to **Manage Your Athletes**.



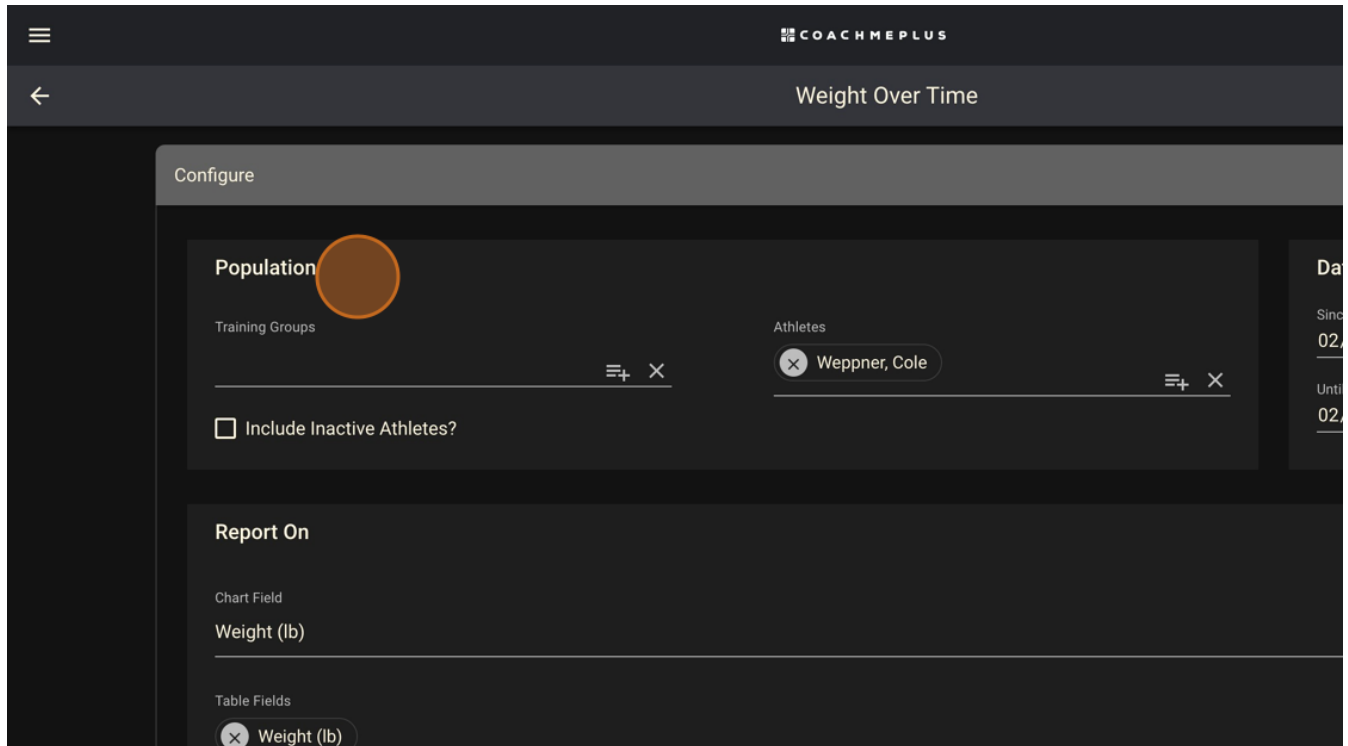
Step Two: Navigate to and then select the athlete you wish to report on.



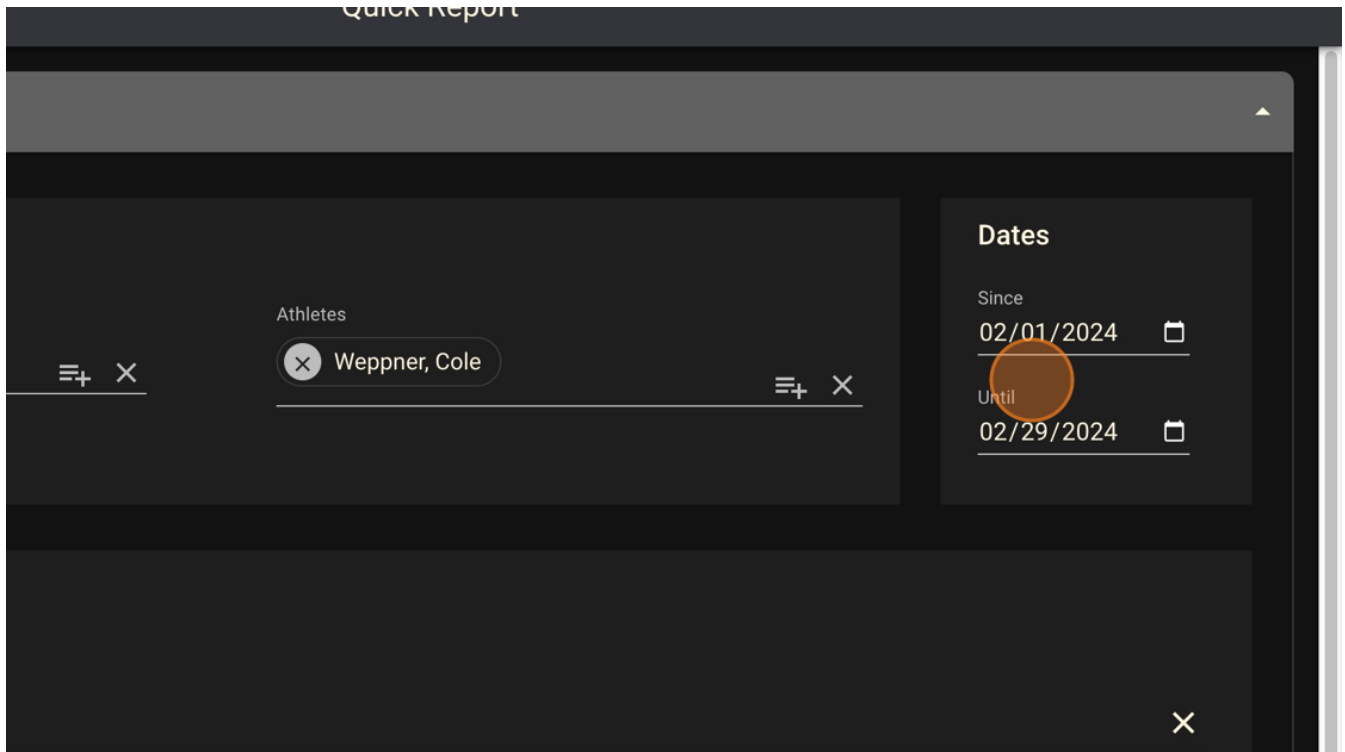
Step Three: On the athlete profile page, select **Reports**.



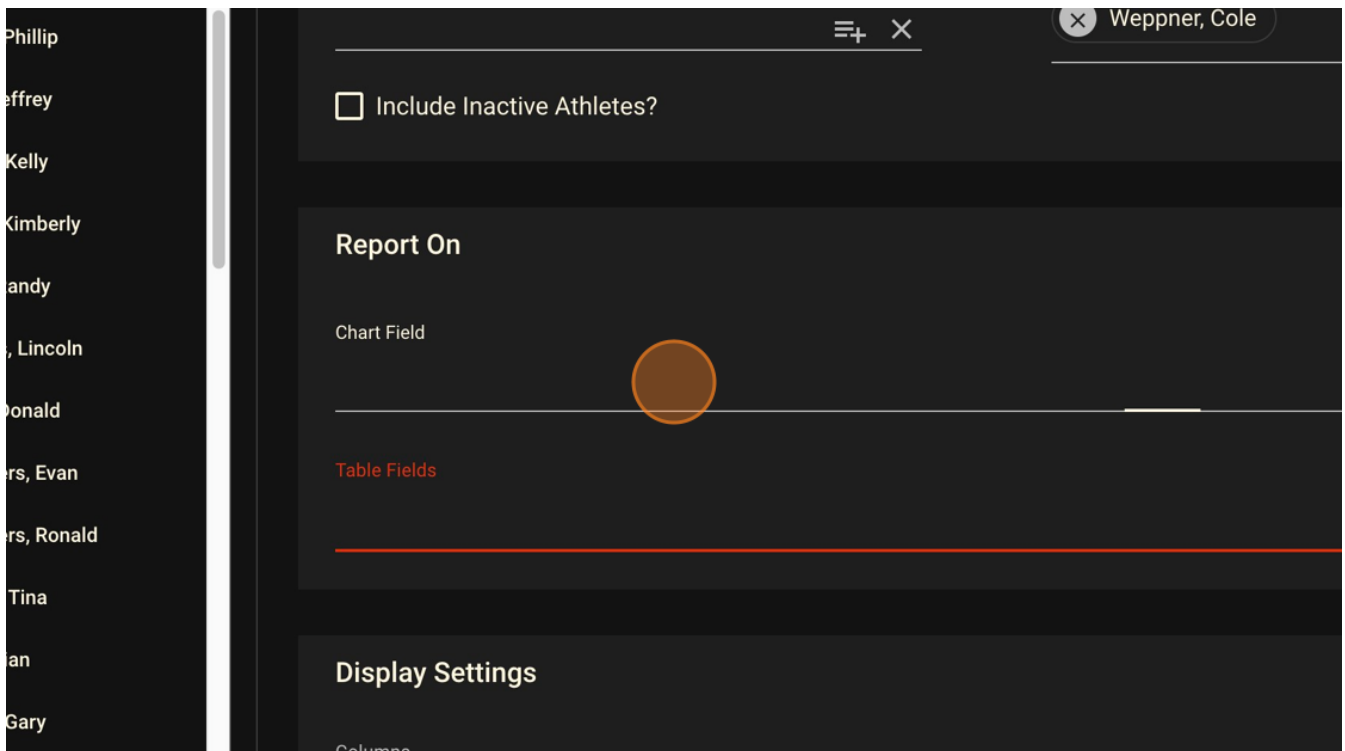
Step Four: On the report screen, you have many options to customize what you want to view. The first steps to take is to decide on your population. The athlete whose profile you navigated from will be auto-selected. On the **Population** section, you can decide to add in additional athletes or training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

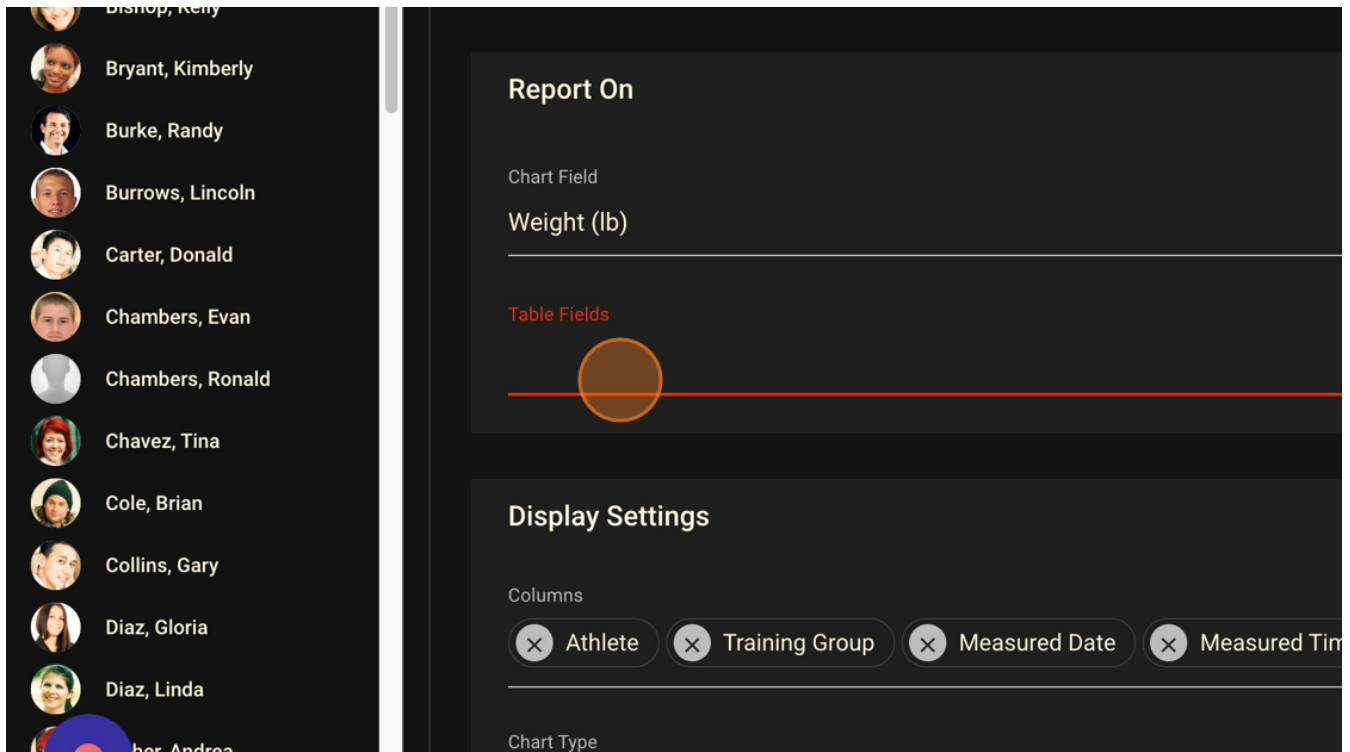


Step Five: Next, you can define the **Start date** and **End date** for your report.

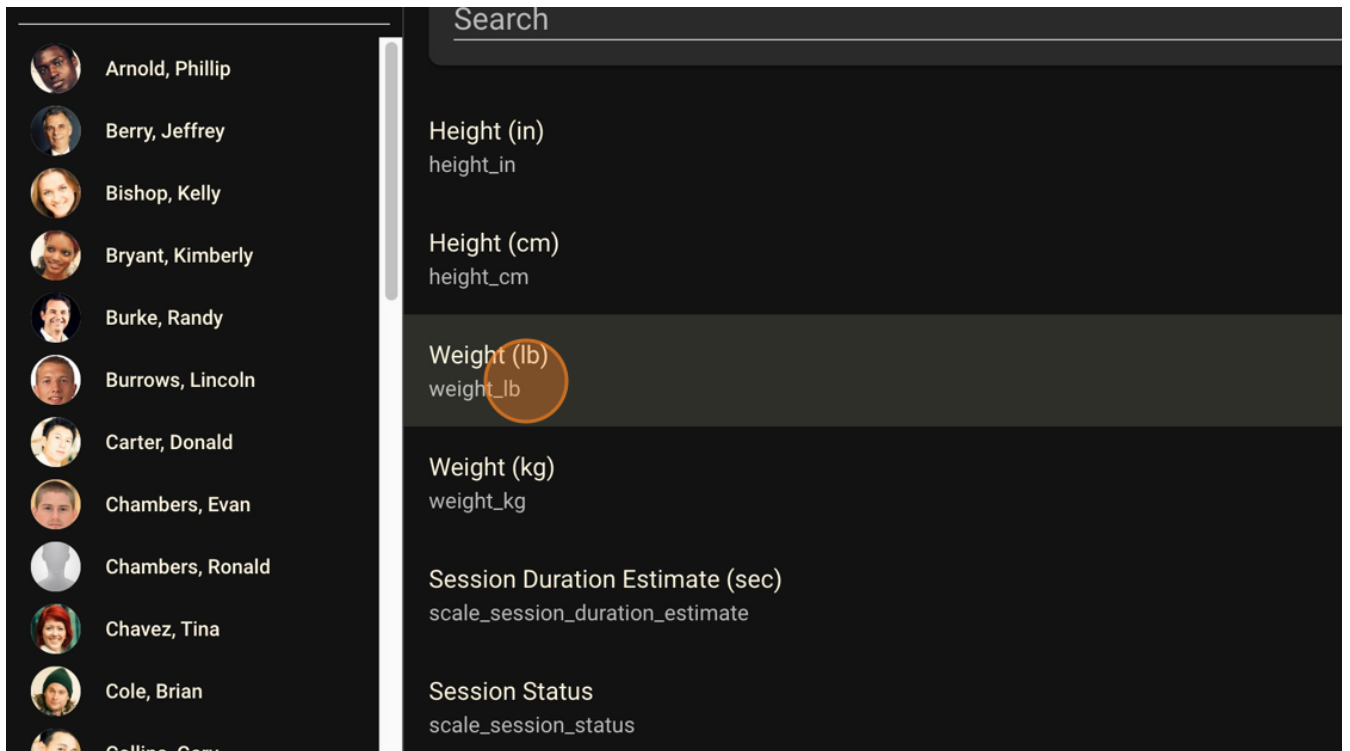


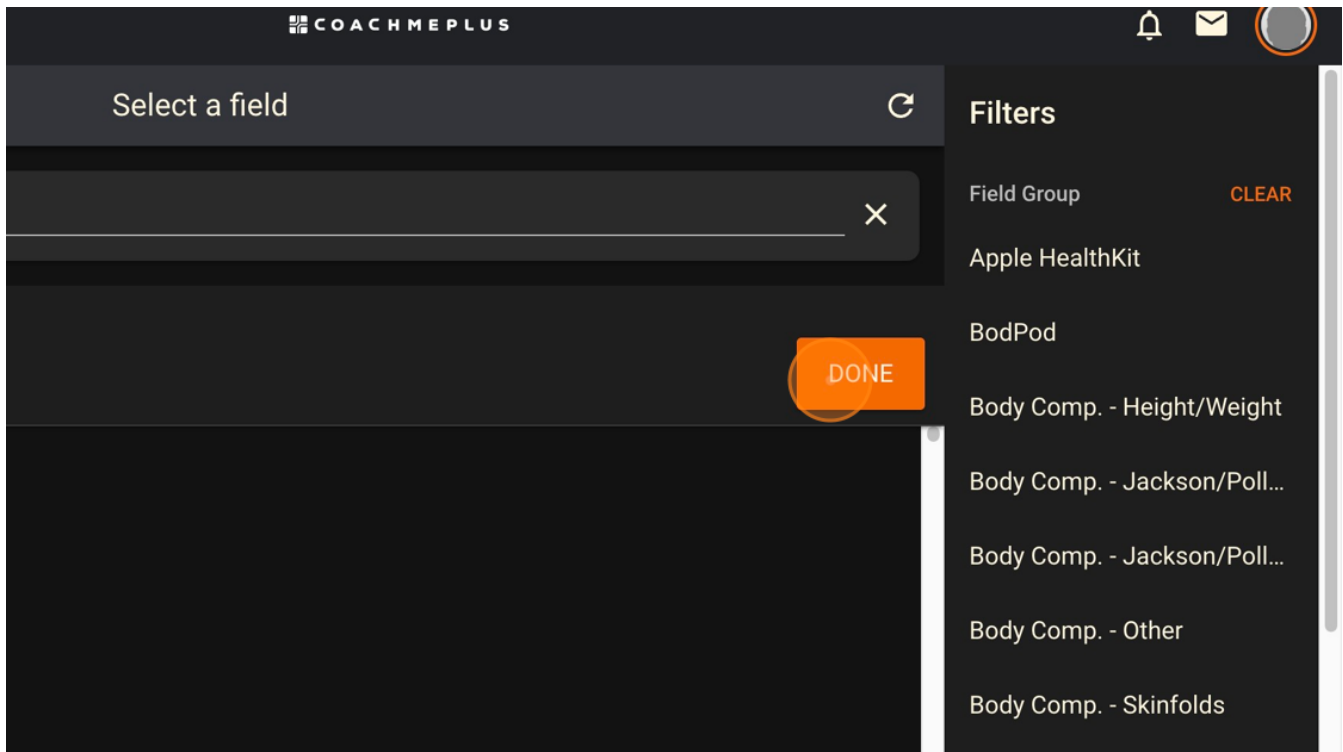
Step Six: Next, you will want to select your **Chart Field (optional)** and your **Table Fields**. **Chart Field** gives you an option to generate a line, spline, bar, or column graph over time of one field in your report. **Table Fields** allows you to select as many fields as you'd like to see and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



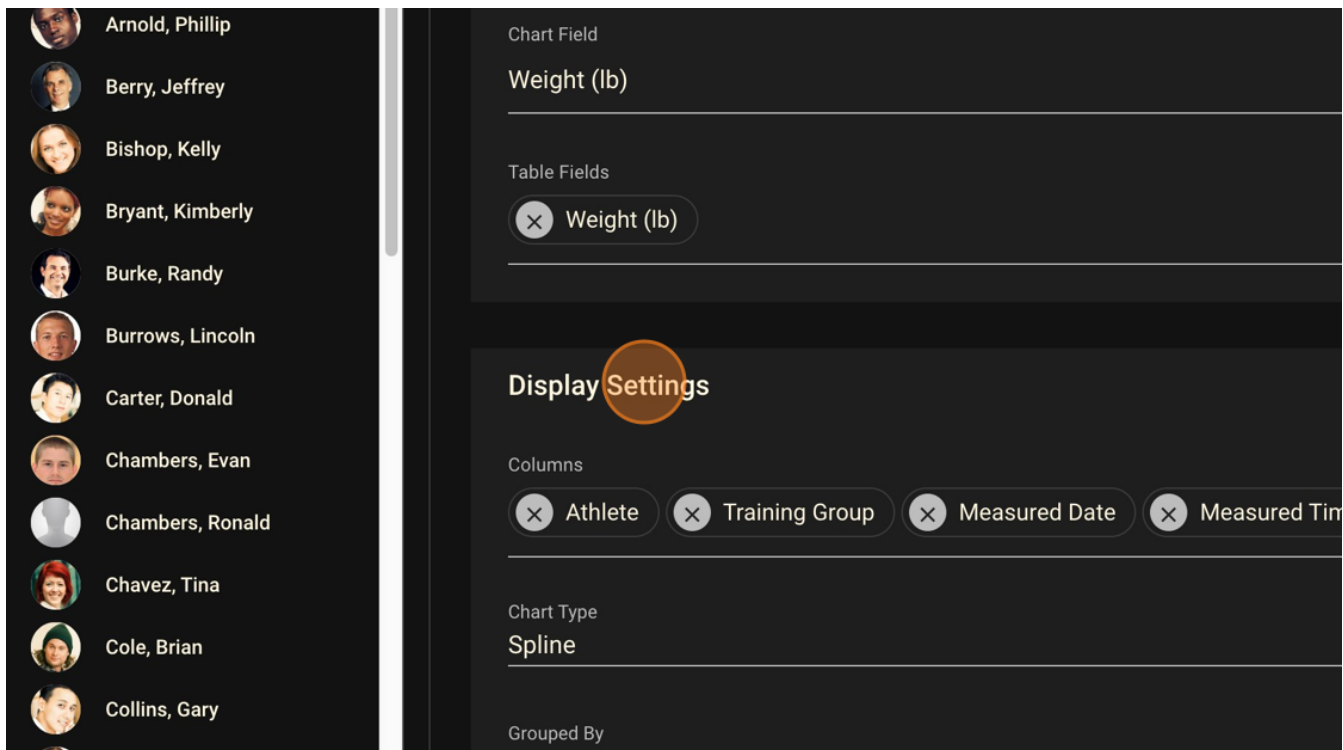


Step Seven: On the next lists, you can select the fields to report on and then click **DONE**.

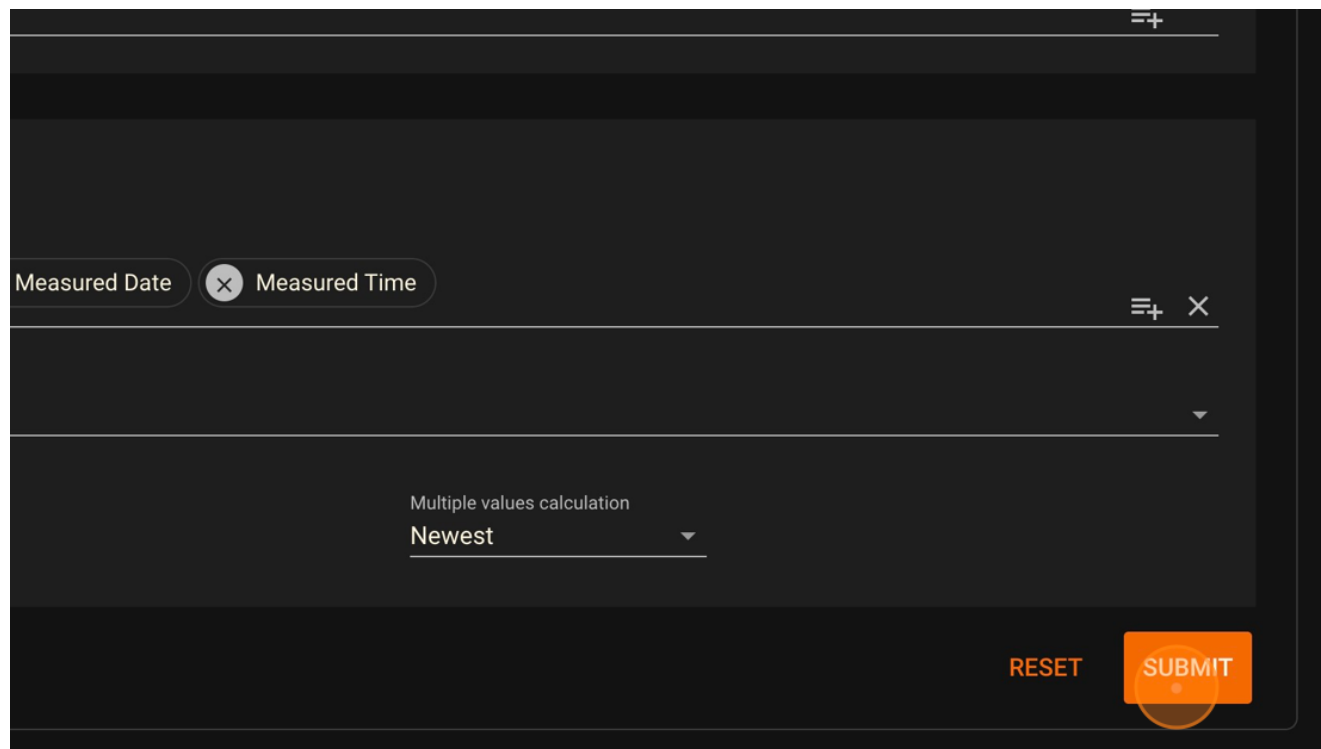




Step Eight: Next, on **Display Settings**, you can customize the columns you'd like to see including athlete **Name, Team, Trainign Group, Position, Measured Date, and Measured Time**. You can also change what your chart looks like, and how the data is grouped on the table.

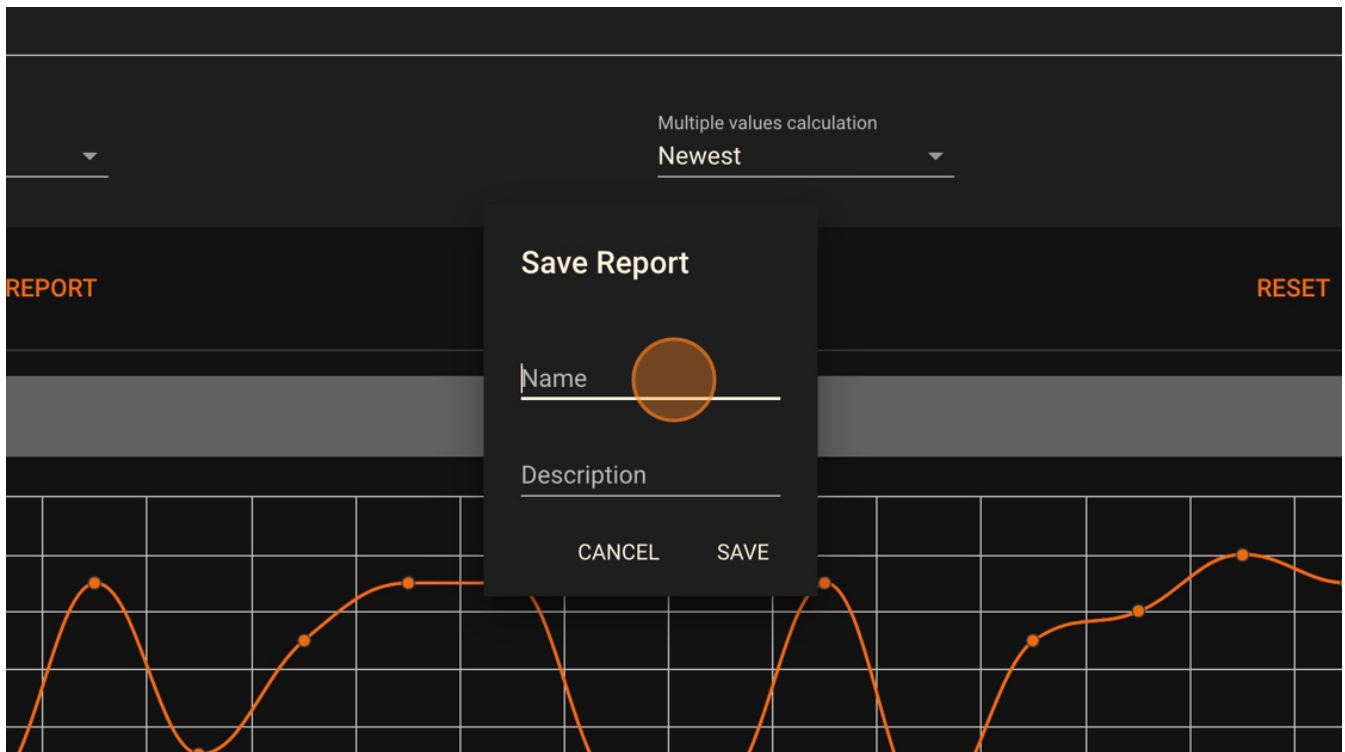
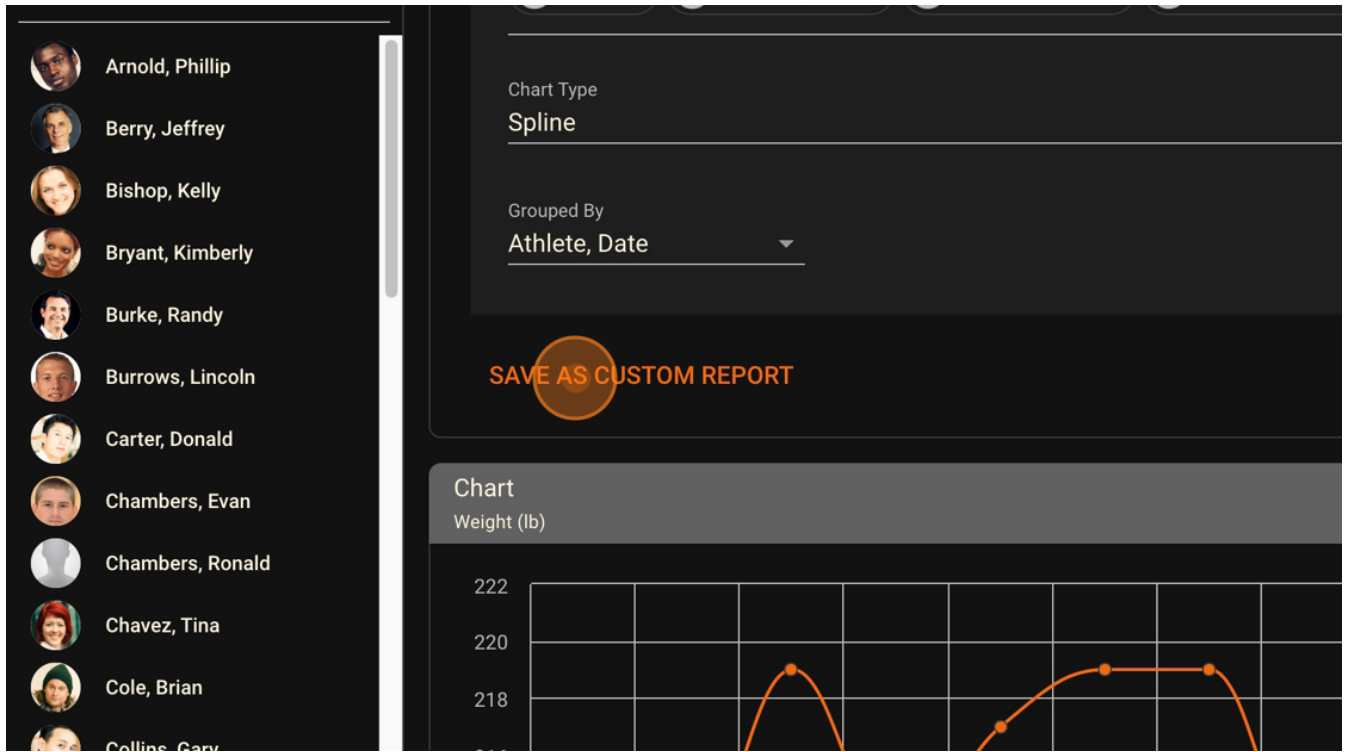


Step Nine: Once you are happy with the setup, click on **SUBMIT** to run your report. Shortly after, you will see your chart if you created one as well as the table of the data you requested.

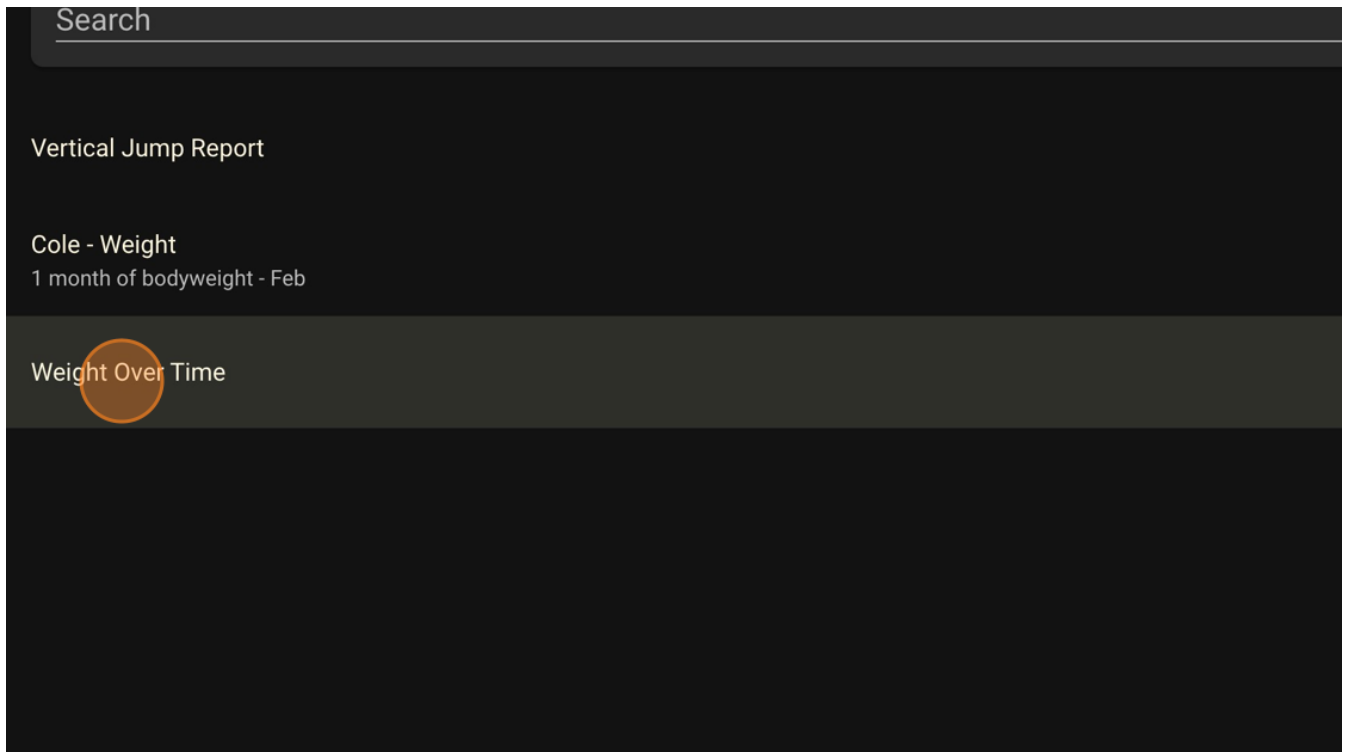
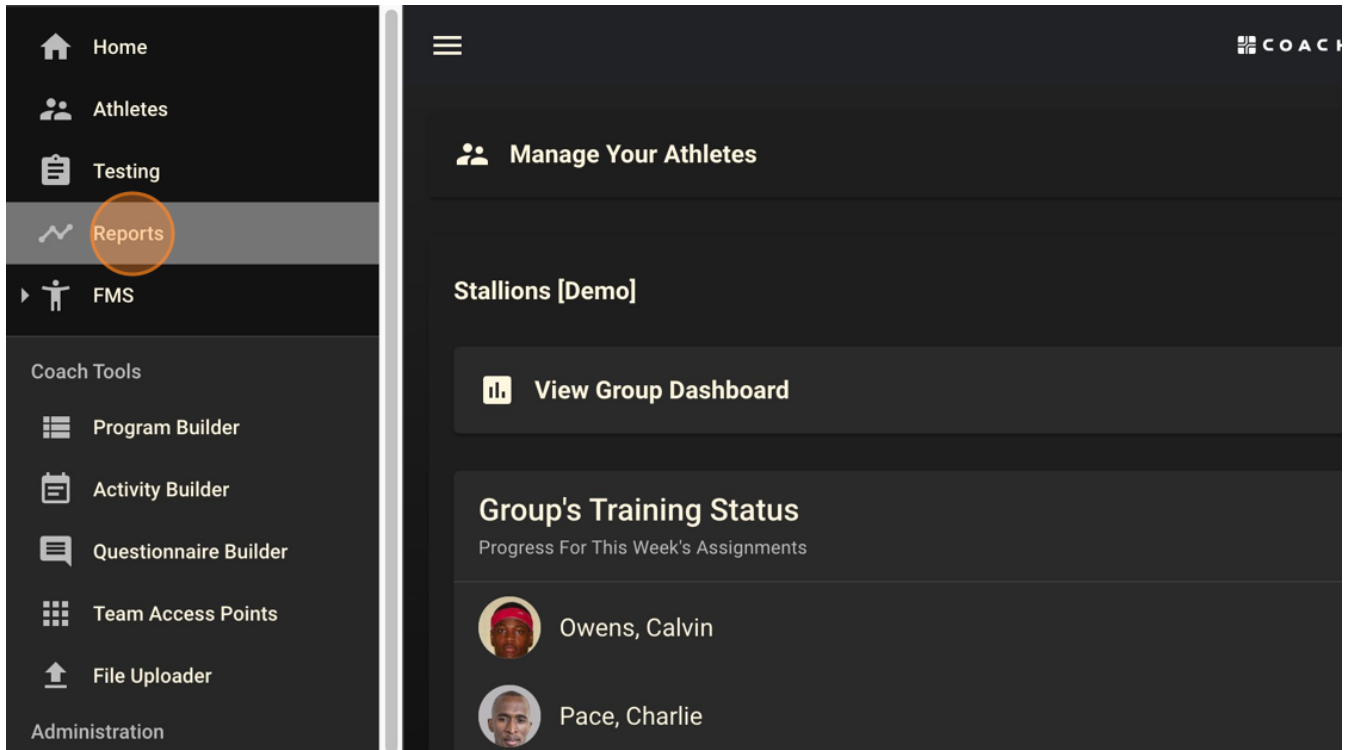


Saving Your Report - Instructions:

Step One: 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**.

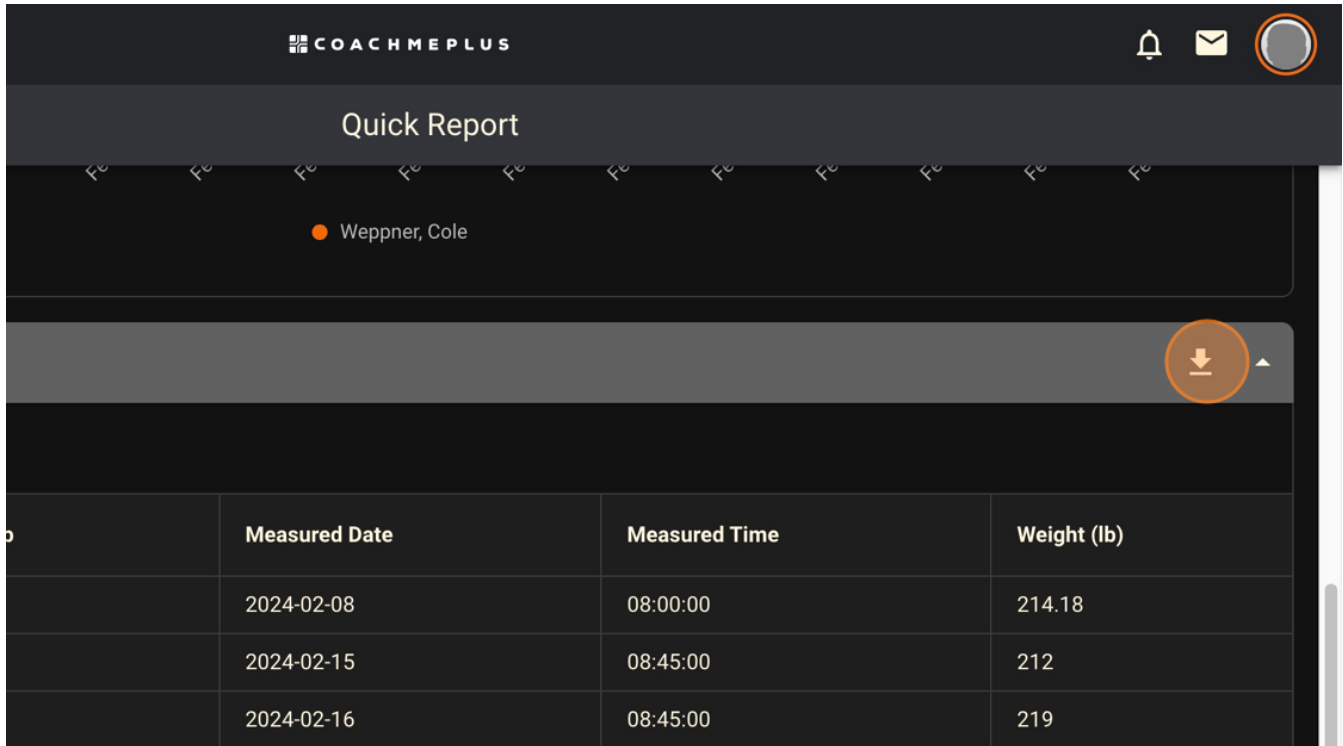


Step Two: Navigate back to your **Home** screen, and on the side menu select **Reports**. Your saved report will populate this list and you can open it up, make any necessary changes to population, date, or otherwise and select **SUBMIT**.



Exporting the Report Data - Instructions:

Step One: 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.



Step Two: 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**.

	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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