

# Introduction to Reports

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To read, edit, or create a report, click on *Reports* in the left navigation pane.

You'll see the reports screen.

The screenshot shows the 'Reports' interface. At the top, there's a search bar with the placeholder 'Enter search term' and a search icon. Below the search bar is a 'FILTER REPORTS' section with a 'Reset' link. The filters include 'Report Type' (set to 'All Types'), 'Updated After' (set to 'Select a date...'), and 'Updated Before' (set to 'Select a date...'). Below the filters, it says 'Showing 1 to 14 of 14 results' and 'Sort by: Newest first'. A table lists the reports with columns for 'REPORT NAME', 'REPORT TYPE', and 'DATE'.

REPORT NAME	REPORT TYPE	DATE
<a href="#">Wellbeing Index (women, 18-34, women 18-34)</a>	MultiTimeview	March 21, 2023
<a href="#">Wellbeing Index</a>	MultiTimeview	March 21, 2023
<a href="#">Sadness T2B (women, 18-34, women+18-34)</a>	MultiTimeview	March 21, 2023
<a href="#">Future economy, age</a>	MultiTimeview	March 17, 2023
<a href="#">CFHI</a>	MultiTimeview	July 20, 2022
<a href="#">CFHI + components</a>	MultiTimeview	July 14, 2022
<a href="#">CFHI - Debt, Income, Savings, Investing, and Credit Outlook</a>	MultiScore	July 14, 2022

To find a report, enter your terms in the search field. Only the names of reports are indexed, so you won't be able to search for a term found only in the responses to questions included in a report. Searches with single-word criteria will discover precisely what you put in. Searching for **age** will find reports with **Age** or **Ages** in the title and reports whose names include **manage, engagement, or outage**. If you use more than one search term or phrase, the system will search for them in the order you enter them. So, searching for **wellbeing index** would find two of the reports shown in the image above, but searching for **index wellbeing** would not find them.

You may also use the filters to narrow your search results. Filters include *Report Type*, *Updated After*, and *Updated Before*. You may also sort by *Newest first*, *Oldest first*, or *Name*.

## Types of Reports

There are several types of reports included in InsightStore 2:

**Deep Profile reports** help to gain deeper insights into a segment or group's behavior.

**MultiScore reports** create scores across more than one question, rebase responses from checkbox

questions, or create a row in a scorecard.

[MultiTimeview reports](#) view time trends across multiple questions or various demographics.

[Scorecard reports](#) combine data from multiple questions. You can segment them in any way you choose.



Note: Crosstabs were previously included in the Reports area. They have been moved to a separate menu item in the left navigation bar.

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