Report - Function	Contacts	Tasks	User	Activity Planner	Resource Planner	Expenses	Incomes	Documents	Portal administration	Financial administration	Resource administration	Contact administration	Lobby settings	Room settings	Time administration	My documents	My settings	My time reporting
Activity list (export to Excel,PDF. + Print). Filter (All activities, Non finished activities, Started activities, Finished activities, Non started activities), Activity (name), Start- and Stop date, Duration (days), Responsible, Priority, Status %			x	x														
Workspace Summary (export to Excel,PDF. + Print). Filter (All activities, Non finished activities, Started activities, Finished activities, Non started activities), Description, Current status, Project start and ending, Duration (total, used, remaining), Time (estimated, allocated, actual), Expenses (budgeted, actual, deviation), Number of activities (non started, started, finished), Users			x	x	x	x	x		x				x	x				x
Assigned activities per unit and resource (export to Excel,PDF. + Print). Filter (Portal, Org.unit, Room, Group, Individual), Activity (name), Start- and stop date, Room, Resource (name), Allocated time, Actual time (reported)			x	x	x										x			x
Assigned activities per resource (export to Excel,PDF. + Print). Graphical display and interactiv data. Filter (All 3 types of resources), Filter (Month, Week, Day), Number of hours (overtime, not allocated, allocated, total)			x	x	x					x								
Budget (export to Excel,PDF. + Print). Graphical display and interactiv data. Filter (All projects or single), Filter (All activities or single), Filter (All accounts or single), Filter (Currency), Filter (Year, Month, Week), Budgeted incomes, Budgeted expenses, Result, Totals			x	x		x	x			x								
Document structure (Print). Filter (Room), Showing document folders (in Expanded view, also which files folders contain, and size of the files), Total storage volume per room								x										
Gantt-chart (Print). Filter (All activities, Non finished activities, Started activities, Finished activities, Non started activities), Activities				x														
Gantt chart with status (Print). Filter (All activities, Non finished activities, Started activities, Finished activities, Non started activities), Activities (with graphical display of the Status %)				x														
Incomes (export to Excel,PDF. + Print). Graphical display and interactiv data. Filter (All projects or single), Filter (All activities or single), Filter (All accounts or single), Filter (Currency), Filter (Year, Month, Week), Budgeted incomes, Actual incomes, Result, Totals			x	x			x			x								
Expenses (export to Excel,PDF. + Print). Graphical display and interactiv data. Filter (All projects or single), Filter (All activities or single), Filter (All accounts or single), Filter (Currency), Filter (Year, Month, Week), Budgeted expenses, Actual expenses, Result, Totals			x	x		x				x								
Contacts (export to Excel,PDF. + Print). Filter (Users, Contacts), Filter (Room), Name, E-mail, Phone, Mobile, Company, Group (only Contacts)	x		x						x			x					x	
Storage utilization (Print). Storage space (both room level and per user), Total (total per room level and per user), Total (total storage space portal Users + Rooms)			x					x								x		
Cash flow from Expenses & Incomes tables (export to Excel,PDF. + Print). Graphical display and interactiv data. Filter (All projects or single), Filter (All activities or single), Filter (All accounts or single), Filter (Currency), Filter (Year, Month, Week), Actual Revenues, Actual Payments, Result, Accumulated Result, Totals			x	x		x	x			x								
Salary sheet (export to Excel,PDF. + Print). Filter (Portal, Org.unit, Room, Group, Individual), Employee (Name), Salary period, Time registrations (Salary type , Name, Hours), Totals			x		x				x					x	x		x	x
Result (export to Excel,PDF. + Print). Graphical display and interactiv data. Filter (All projects or single), Filter (All activities or single), Filter (All accounts or single), Filter (Currency), Filter (Year, Month, Week), Actual Incomes, Actual Expenses, Result, Accumulated Result, Totals			x	x		x	x			x								

Feature	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Resource allocation per unit (export to Excel,PDF. + Print). Filter (Portal, Room, Group,Individual), Filter (Month, Week, Day), Filter (Percent, Hours), Organizational unit (name), Room (name), Activity (name), Resource (name), Allocation (in hours or percent), Total allocation per room	x		x	x	x			x	x	x					
Resource allocation per resource (export to Excel,PDF. + Print). Filter (Portal, Room, Group,Individual), Filter (Month, Week, Day), Filter (Percent, Hours), Resource (name), Organizational unit (name), Room (name), Activity (name), Allocation (in hours or percent), Total allocation per resource	x		x	x	x			x	x	x					
Resources - budget, allocation, capacity & outcome (export to Excel,PDF. + Print). Graphical display and interactiv data. Filter (Portal, Room, Group,Individual), Filter (Month, Week, Day), Estimated time (hours)(shows only for Portal and Room), Allocated time (hours), Available time (hours), Actual time (hours)	x		x	x	x			x	x	x	x	x	x		x
Resource utilization (export to Excel,PDF. + Print). Graphical display and interactiv data. Filter (Portal, Org.unit, Room, Group, Individual), Resource (name), Allocated time, Working hours, Available time, Allocation %	x		x	x	x			x	x	x					
Last login (export to Excel,PDF. + Print). Filter (All logins, Logins today, Logins one week back, Logins one month back, Logins one year back), Filter (Surname, Firstname, Email, Last login, Register date), Name, Email, Last login, Register date			x					x						x	
Status summary per room (Print). Shows the status summary per room (in Expanded view, also previous status logs)			x					x				x			
Table with incomes/expenses (export to Excel,PDF. + Print). Filter (All projects or single), Filter (All, Actual Expenses, Actual Incomes, Budgeted Expenses, Budgeted Incomes), Filter (Currency), Total (whole Portal), Total (organizational unit), Total (room), Total (both Actual & both Budgeted), Activity, Type, Date, Title, Description , Currency, Amount excl. VAT, Amount incl. VAT				x		x	x		x						
Time sheet (export to Excel,PDF. + Print). Filter (All projects or single), Filter (All Activities or single), Filter (All users or single), Total (room), Date, Activity (name), Type, Description, User (name), Time (hours), Total (for the whole portal if chosen)			x	x					x			x	x		x
Tasks (export to Excel,PDF. + Print). Filter (All tasks, Active tasks, Closed tasks), Filter (No grouping, Group by date, Group by category, Group by assigned user), Filter (All users or single), Title, Category, Assigned to, Due Date, Status		x	x					x							