

smartsheet ENGAGE /

Increase Transparency
and Accelerate
Productivity



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#SmartsheetENGAGE

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Learning Objectives

At the end of this session you will be able to:

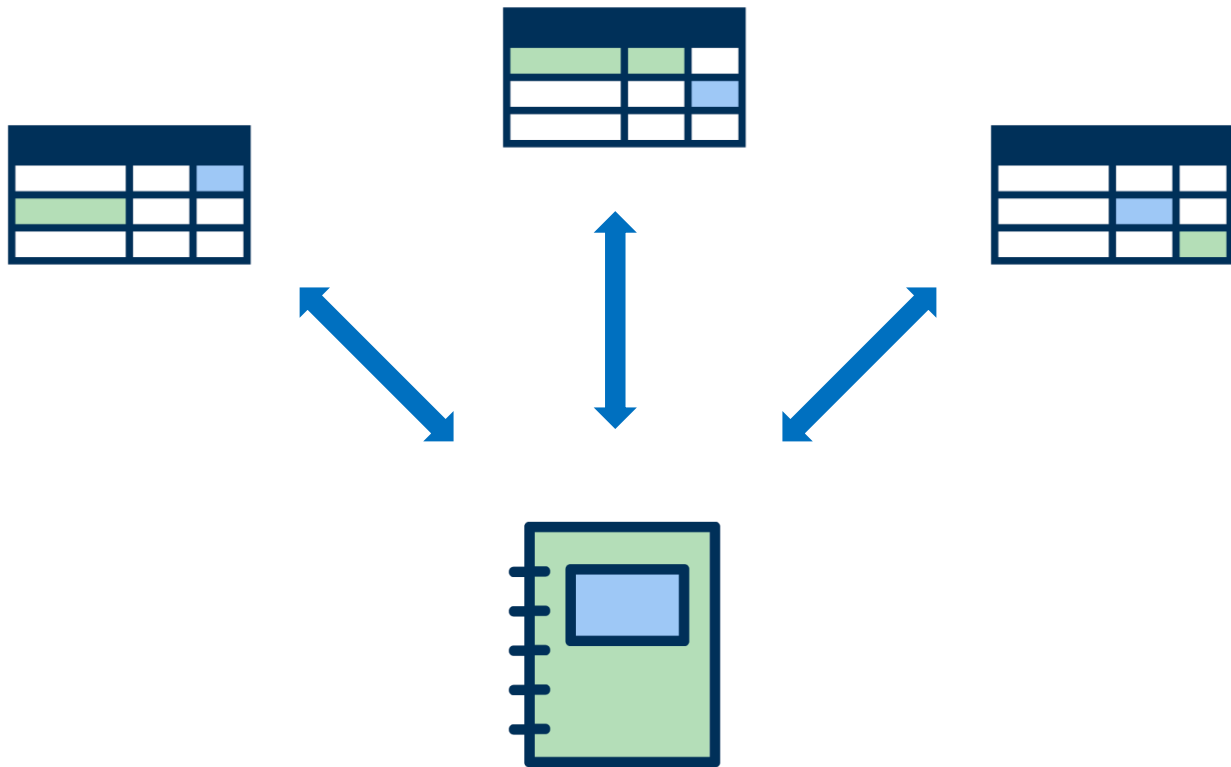
- **Use Report Builder to create a filtered report across one or more sheets**
- **Update sheet information using reports**
- **Share reports with internal and external stakeholders**

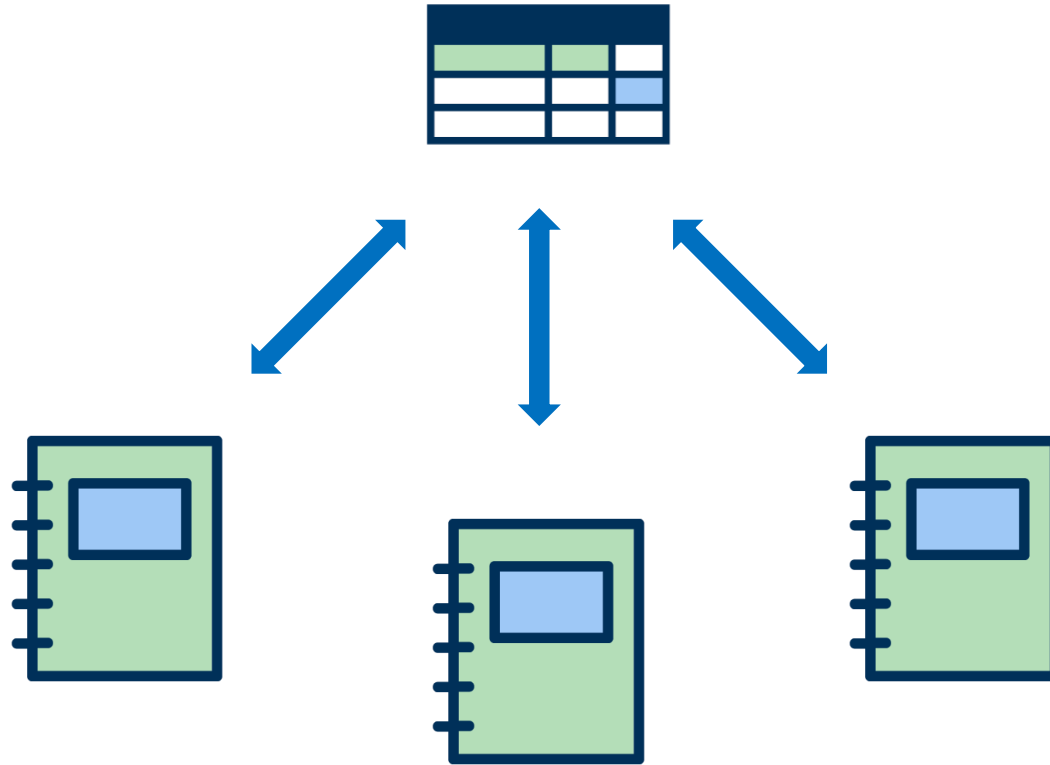
Agenda

- **What is a report?**
- **Creating reports**
- **Sharing reports**

What is a Report?

Why use a Report?





use the Smartsheet mobile app

the app.

Show us how you would make it better

Creating Reports

Report Builder

Sharing Reports

Share, Publish, Send as Attachment

Status	Assigned To	Start Date	Due Date	Budget	Actuals	% Done
Complete	Elizabeth Bennet	07/31/17	08/01/17	\$5,000	\$3,755	
Complete	Elizabeth Bennet	08/01/17	08/04/17	\$10,000	\$9,278	
Complete	Elizabeth Bennet	08/01/17	08/04/17	\$5,000	\$5,315	
Complete	Elizabeth Bennet	08/07/17	08/11/17	\$5,000	\$4,714	
Complete	Emmett Fitzgerald	08/07/17	08/11/17	\$25,000	\$27,808	
Complete	Emmett Fitzgerald	08/07/17	08/11/17	\$25,000	\$26,779	
Complete	Roman Mars	08/14/17	08/21/17	\$65,000	\$66,280	
Complete	Roman Mars	08/21/17	09/01/17	\$65,000	\$67,310	
In Progress	Charlotte Lucas	09/04/17	09/08/17	\$75,000	\$73,000	
Not Started	William Darcy	09/11/17	09/22/17	\$70,000		

Recap

- **Use Report Builder to create a filtered report across one or more sheets**
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smartsheet ENGAGE / Q&A

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use the Smartsheet mobile app

Don't forget to:

Show us how you would make it better

- Share your feedback in our survey in the ENGAGE app
- Stop by the Smartsheet Reports booth on the first floor
- Visit the Innovation Center for hands-on learning, support, services, swag, and more



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