

# Reporting and Queries

## Introduction

The following information is about the reporting tool, its functionality and purpose. Use the Capalnstaller Reporting and Queries plugin to compose and generate detailed reports based on your inventory data. You can establish the content of each report using many different criteria and choose the precise set of units to include, thereby allowing you to generate the precise output that you need. Reports can be saved and exported to SQL server Reporting Services.

It is possible to create reports on the following areas,:  
Hardware, Software\Metering, User, Login, Updates and Packages

Each area has its own tree view, but the functionality is the same, and will be described below. The different assets are collected by category.

### Right clicking on a category on an item brings the following possibilities:

Element	Description
Select sub item	Select all elements under the selected node.
Deselect all sub item	Deselect all elements under the selected node.

### Right clicking on an item brings the following possibilities:

Element	Description
Select item	Select element.
<a href="#">Define report criteria</a>	In here specific criteria's can be set for a report.
Deselect item	Deselect element.



If you want to...	You can...
Create a report	<a href="#">Create a report</a> to see how.
Preview a report	<a href="#">Preview a report</a> to see how.