Requests Report

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Gain a deeper understanding of your intake process with the **Requests Report**. Evaluate request volume by requester or request time, look for seasonal spikes in volume, or identify process improvement opportunities by understanding how long it takes team members to accept a request or send the first proof out for review.

Available Columns & Filters

	Available Columns	Available Filters
Accepted Date	✔ (Selected by Default)	✔
Archived Status	✔	✔
Associated Work Members	✔	✔
Associated Work Name	✔	
Associated Work Number	✔	
Associated Work Status	✔	
Associated Work Type	✔	✔
Change Request Status	✔ (Selected by Default)	✔
Completed Date	✔ (Selected by Default)	✔
Created Date	✔ (Selected by Default)	✔
Deliverables	✔	
Due Date	✔ (Selected by Default)	✔
Files	✔	
Level of Effort	✔	
Original Due Date	✔	
Request Accepted By	✔	✔
Request Duration	✔ (Selected by Default)	
Request Form	✔	✔
Request ID	✔	
Request Members	✔	✔

	Available Columns	Available Filters
Request Name	✔ (Selected by Default)	
Request Number	✔	
Request Shared With	✔	✔
Request Status	✔ (Selected by Default)	✔
Requester Name	✔ (Selected by Default)	✔
Submitted Date	✔ (Selected by Default)	✔
Tags	✔	✔
Time from Acceptance to First Proof	✔	
Time from Request to Acceptance	✔	
Time Tracked (%)	✔	
Total Time Tracked	✔	

Duration Definitions

> ℹ️ Duration Metrics are calculated every day at 6am and 6pm EDT

Request Duration: The total amount of time starting when a request is created and ending when it is marked as "Completed."

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