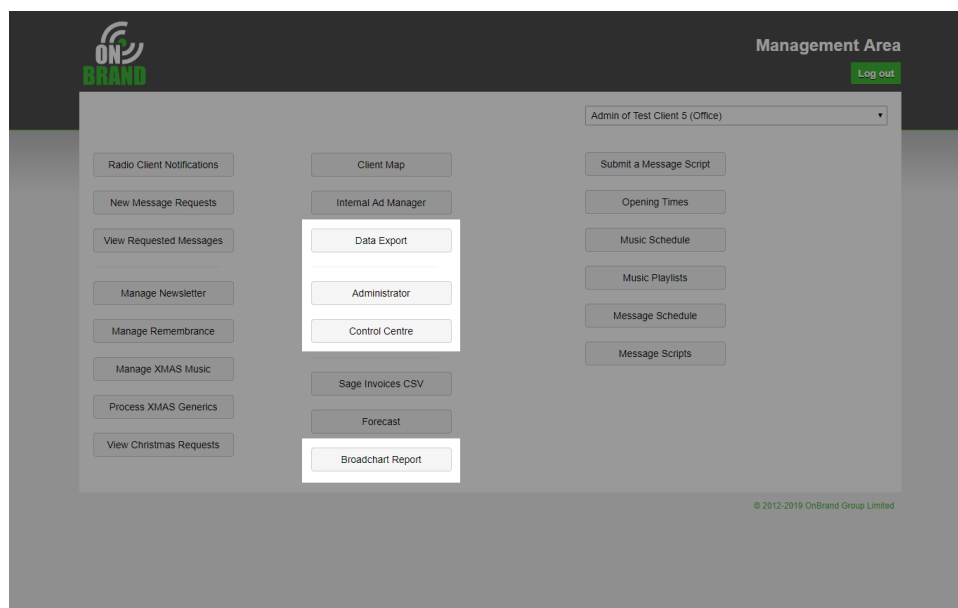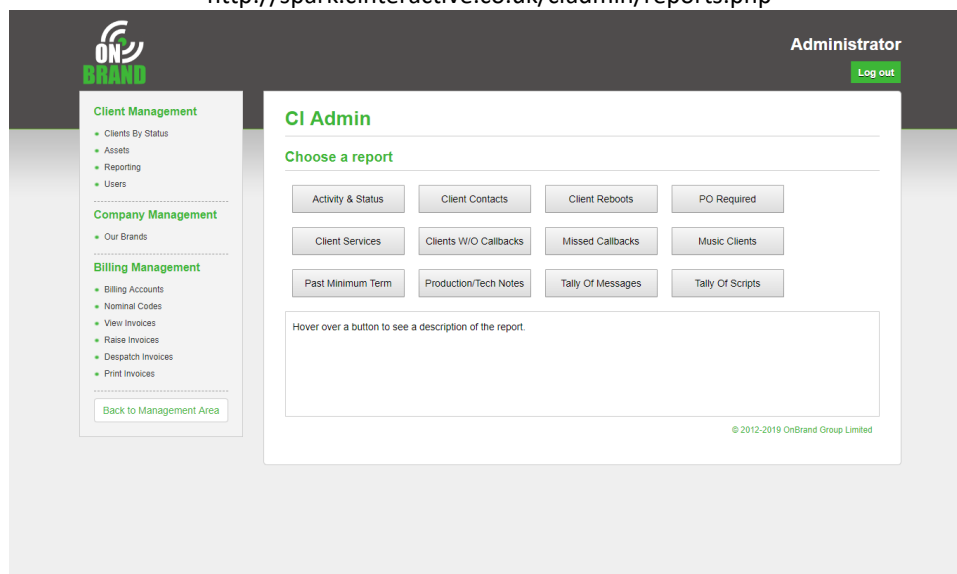# CI Admin Reports & Data Exports Guide

The OnBrand online administration system known as CI Admin has a number on reports and data sets which can be views and exported. This document is a guide outlining what reports and data is available for users to access.

Management Reports

Note: To export these reports as a CSV file you will need Flash activated in your browser.

Activity & Status

User	Client	Change Type	Old Value	New Value	Description	Created

The Activity & Status report tracks and logs the changes to important client related data within CI Admin.

Client Contacts

Centre Name	Status	Full Name	Email	Phone	Town	Postcode

This report shows you the contact details for each of the users link to a centre.

Client Reboots

Centre Name	Reboot Count

This report shows you how many times a client's music player has rebooted.

PO Required

Centre Name	Sage Acc.	Product Name	Cost Per Month	Charge Freq.	Town	Postcode

This report lists all the clients that require purchase orders.

Client Services

Centre Name	Product Name	Nominal Code	Sage Acc.	Start Date	Terminated Date
Billing Until	Min. Term	Cost Per Month	Frequency	Town	Postcode

The Client Services report lists the services clients have with use along with the details.

Clients W.O Call-backs

This report shows you client call-backs. *This is a legacy report as the call-back system in CI Admin isn't used.*

Missed Call-backs

This report shows you all the missed call-backs. *This is a legacy report as the call-back system in CI Admin isn't used.*

Music Clients

Centre Name	Category	Start Date	Termination Date	Bill Until

The Music Client report lists all the music clients and give you the option to remove terminated clients from the list along with the option to filter by minimum start date. The Broadchart report can also be downloaded in Excel format.

Past Minimum Term

Centre ID	Centre Name	Product Name	Start Date	Minimum Term	End Date

The Past Minimum Term report lists the clients service which have past the minimum term.

Production/Tech Notes

Created	Client	Author	Asset	Title	Note	Category

The Production/Tech Notes report shows you the notes that have been create in CI Admin for each client.

Tally of Messages

Client	Year	QTR 1 Request	QTR 1 Messages	QTR 2 Request	QTR 2 Messages
QTR 3 Request	QTR 3 Messages	QTR 4 Request	QTR 4 Messages	Ann. Total Req.	Ann. Total Msg.

The Tally of Messages report shows you the number of messages requested and then delivered to client by year and quarter.
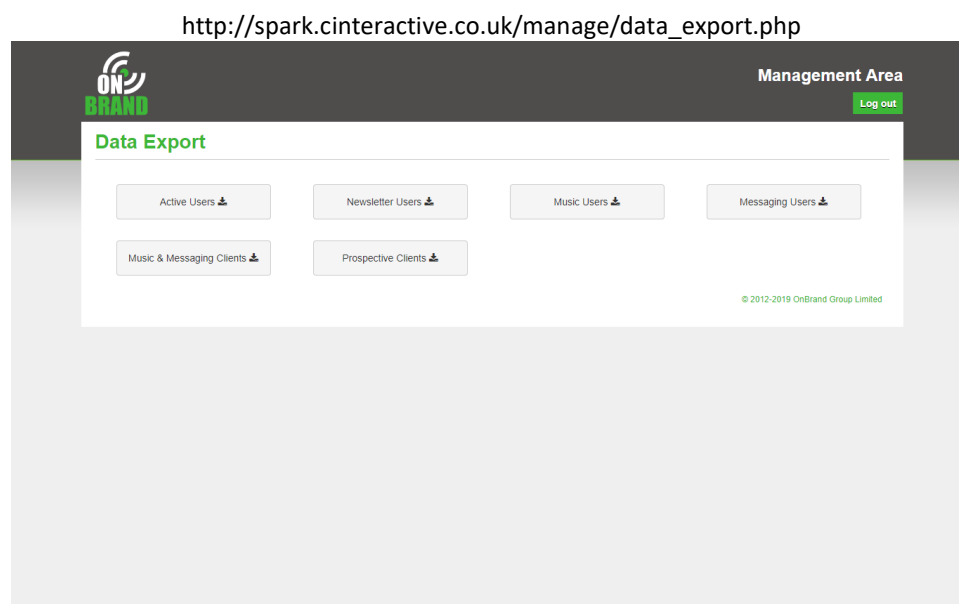
Tally of Scripts

Client	Year	QTR 1	QTR 2	QTR 3	QTR 4	Ann. Total

The Tally of Scripts report shows you the number of scripts a client has used by year and quarter.

Data Export

The Data Export page provides buttons to export different data sets in CSV format.

Active Users

Centre Name	Client ID	Newsletter	User ID	First Name	Surname	Email	Phone

The Active Users dataset is a list of users whom are linked to a centre/client with an active music or messaging services.

Newsletter Users

User ID	First Name	Surname	Email	Phone	Centre Name

The Newsletter Users data set lists all users whom have selected to receive newsletters for a centre/client.

Music Users

User ID	First Name	Surname	Email	Phone	Newsletter	Centre Name	Has Music

The Music Users data set lists all users whom are linked to a centre/client whom has an active music service.

Messaging Users

User ID	First Name	Surname	Email	Phone	Newsletter	Centre Name	Has Messaging

The Messaging Users data set lists all users whom are linked to a centre/client whom has an active messaging service.

Music & Messaging Clients

Client ID	Client Name	Has Music	Has Messaging

The Music & Messaging Clients data set lists centres/clients whom have a music or/and messaging service.

Prospective Clients

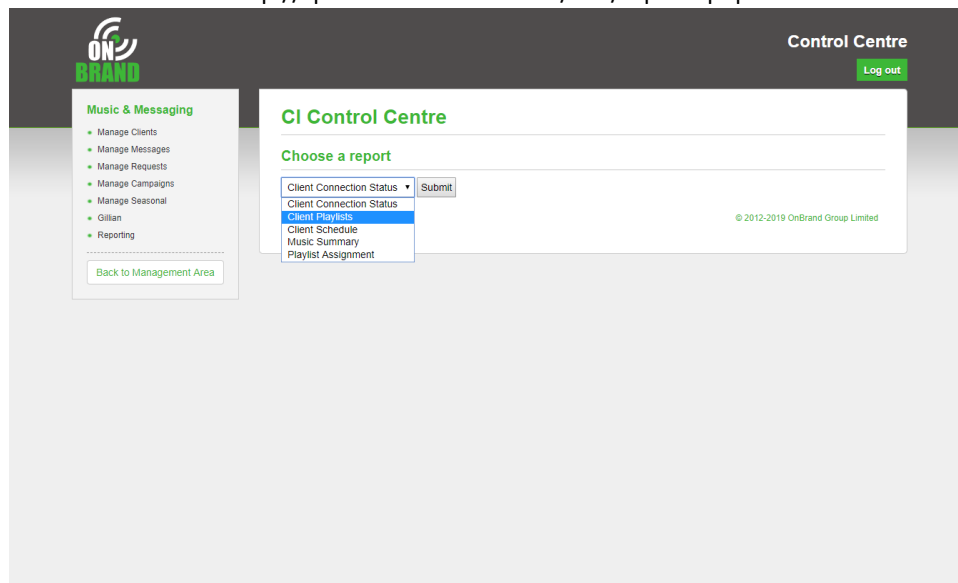| Client ID	Client Name	Centre Manager Name	Centre Manager Email	Phone No.	verified	Status

The Prospective Clients data set lists all prospective centres/clients in the CI Admin database.

CI Control Centre Reports

Note: To export these reports as a CSV file you will need Flash activated in your browser.

Client Connection Status

ID	Name	IP Address	Status	Client Ver.	Player Ver.	OS	Last Online

The Client Connection Status report list the connection status of all centres/clients with our music or/and messaging service.

Client Playlists

Client Name	Playlist

The Client Playlists report list the playlist that a centre/client has. *This report only lists one playlist per client/centre.*

Client Schedules

Client Name	Playlist

The Client Schedules report list the playlist that a centre/client has. *This report only lists multiple playlists per client/centre.*

Music Summary

ID	Client Name	Unsigned	Royalty Free	Address

This is a legacy report.
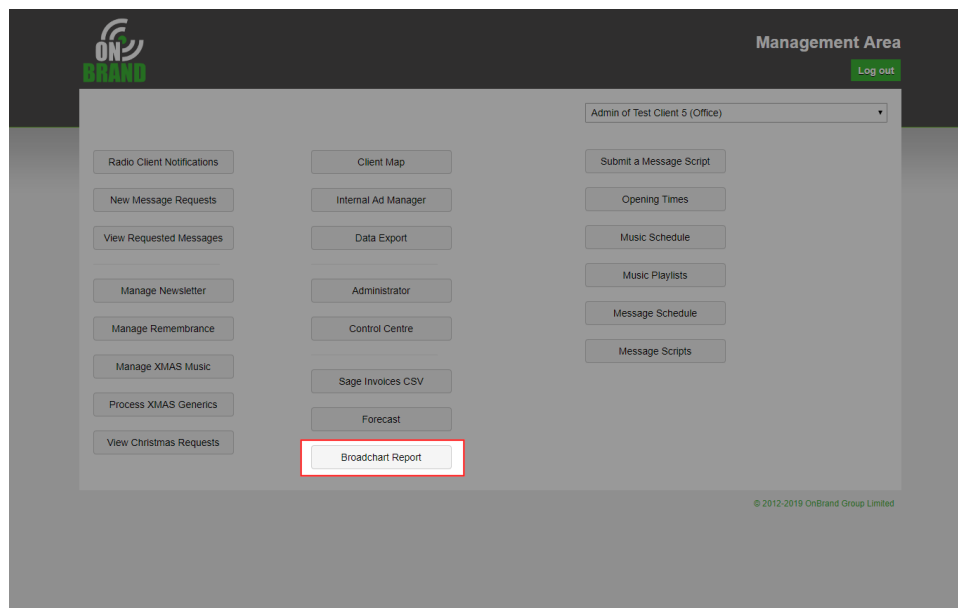
Playlist Assignment

Playlist	Client Name

The Playlist Assignment report list the playlist that being used by a centre/client.

Broadchart Report

The button on the management area landing page (see below) links to a Broadchart report.

Note: There is another Broadchart report available on the reports page in CI Admin (http://spark.cinteractive.co.uk/ciadmin/reports.php)