



Ask the Experts

Create your own reports and save reports as a library template for future use

Q Can I create reports with MarketPlace Target? If so, what types?

A MP Target provides a set of pre-defined reports to guide you through an exploration of your market. You also have the ability to create your own custom reports that allow you to focus on an analysis that contains only the information you are interested in viewing. Additionally, when you create a custom report, you have the ability to include it in any future projects because these reports are saved within MP Target and not the individual project.

Follow these steps to create your own report:

1. On the reports tab, click **New Report**.
2. Click the **Categories and sorting** tab to choose how you want the reports sorted.

3. Click the **Adding and deleting columns** tab to select the columns you want to display in the report.
 - Select an item and click **Add** to display it in the report, or **Delete** to remove it.
 - Select a column and click **up** or **down** to change the order in which it appears in the report.
4. Click the **Other settings** tab to name the report and to enter any notes you would like to save with it.

To Add the report to the template library for future use:

1. Once a new report is created, click **Add to template library** and enter a report name if you have not already done so.
2. When finished click **ok**. You will now be able to access this report for use with other projects

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