

# Creating a report

Reports give you a recurring summary of your project's data — delivered automatically, so you don't have to log in and export data by hand.

## Set up a report

1. Open the **Reports** view from the main menu.
2. Select **Setup new report**.
3. Choose what the report should include and how often it should be generated.
4. Save the report.

### **Note**

Reviewer: verify the exact configuration options (content selection, frequency, recipients/delivery) — this draft is intentionally light on specifics until confirmed against the product.

## Export data once

If you just need the data right now instead of a recurring report, use **Export data** in the Reports view to download your project's measurements. See [Exporting data to CSV](#) for the full walkthrough.

## Support

Questions about reports? Contact [support@consibio.com](mailto:support@consibio.com).