



Reports & Exports

Using the **Report** menu, you can generate graphs, view your journal entries and export both a PDF report and your data in CSV (spreadsheet) form.

1. Select the **date range** you want to view (Figure 1). Click in the date range box and adjust the dates as needed (hint: click in the start date box (left) and then change your start date). Click Apply.
2. **Choose which State** (Mental, Emotional, etc) you want to graph (Figure 2). Note: The graph will show all 4 items for your chosen state on a line graph.
3. Click **Submit**
4. To create your line graph, click **Generate Graph** (Figure 3). Note that you can highlight a single line by clicking on that item in the graph legend. In the future, we'll also display journal entries titles as part of the line graph.
5. **Journals:** Below the graph will be a listing of all Journal Entries you've made to date (not pictured). The selection box next to each entry allows you to include specific journal entries in your data export and/or PDF report (see below).
6. **Export CSV:** This option allows you to export your data (for dates and journal entries selected) in spreadsheet format (Figure 4). You can use this export to do further graphing on your own.
7. **Export PDF:** This option creates a PDF report that includes your graph and any selected journal entries (Figure 4).

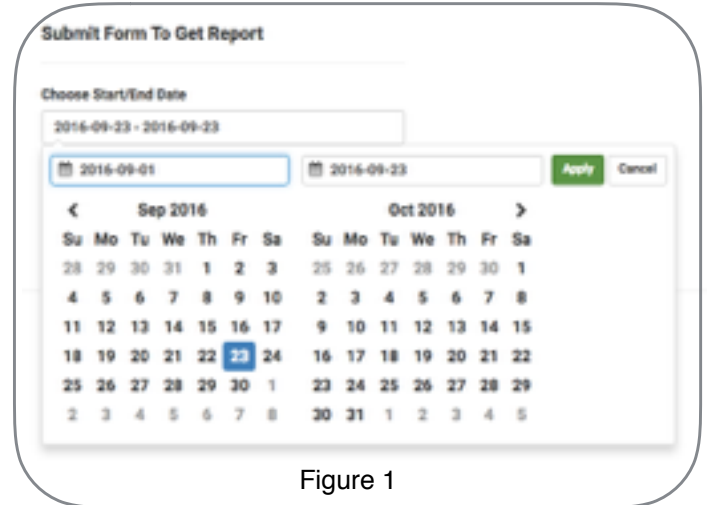


Figure 1

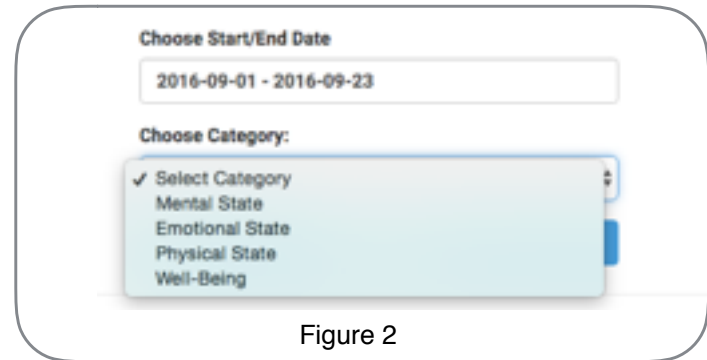


Figure 2

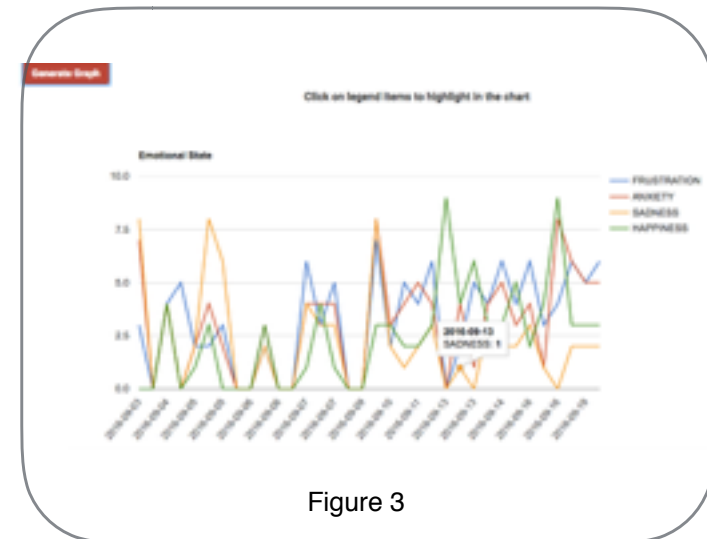


Figure 3

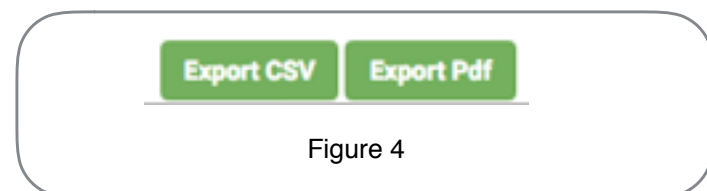


Figure 4