## **Talk Report**

## Use cases:

- · view all discussions and suggestions in a space/subset of pages/page/pages with a label in one place
- · track the resolution of inline comments and suggestions
- · easily find a needed discussion or suggestion
- see the context of removed discussions

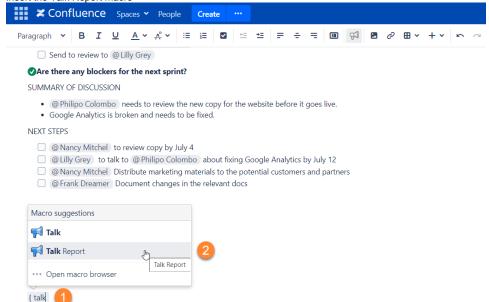
Talk Report is handy when you have many discussions and suggestions spread over multiple pages. It's also a great tool for managers in your company.



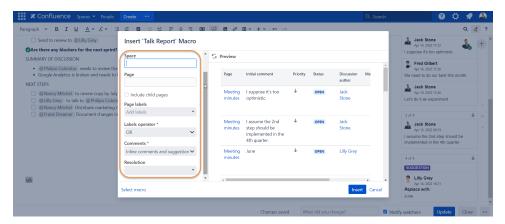
Read this article to facilitate your review process with Confluence documentation using the Talk Priority feature in a bundle with Talk Report.

## Create a report

- 1. Open a page where you want to add a report.
- 2. Insert the Talk Report macro



3. Configure the report



Space and Page fields work independently. There is no need to enter a space if you want to create a report for just one page or a subset of pages. For a report to share data, one of the fields must be set - Space, Page or Page labels.

Report type	How to configure
All talks of the current page	leave the <b>Space</b> and <b>Page</b> fields empty
All talks of a specific space	type in a space name in the <b>Space</b> field, leave the <b>Page</b> field empty

All talks of a specific page	leave the <b>Space</b> field empty, type in a page name in the <b>Page</b> field
All talks of a page with its child pages	leave the <b>Space</b> field empty, type in a root page name in the <b>Page</b> field, and check 'Include child pages'
All talks from pages with a certain label	leave the Space and Page fields empty, type in a label or several labels in Page labels field

In the field **Page labels**, choose Talk inline comments and suggestions from pages with which labels you want to include (optional) In the field **Labels operator** opt for **AND** if you need to build a report from pages that contain all the labels indicated. Opt for **OR** if you need to build a report from the pages that contain one of the labels indicated. In the field **Comments**, select what you want to include in the report:

- · both Talk inline comments and suggestions
- only Talk inline comments
- only Talk Suggestions

In Resolution, choose what Talk inline comments and suggestions you want to include (you can choose several):

- Open
- Resolved
- Archived
- 4. Save

## What can I see in the report?



Resolved talks are stored only starting from the version 3.5.0. The report does not include talks that were resolved prior to updating to v.3.5.0.

Talk Report includes the following information:

- Name of a page where an inline comment/suggestion was created
- · Link to an inline comment/suggestion
- Initial comment/suggestion
- Priority of an inline comment/suggestion
- Status (open, resolved, archived)
- · Discussion/suggestion author
- Users mentioned in a discussion
- Date when a talk was started
- Date of talk resolution

