


# 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

Confluence Spaces People Create ...

Paragraph B I U A ...

☐ Send to review to @Lilly Grey

☒ Are there any blockers for the next sprint?

SUMMARY OF DISCUSSION

- @Philipo Colombo needs to review the new copy for the website before it goes live.
- Google Analytics is broken and needs to be fixed.

NEXT STEPS

- ☐ @Nancy Mitchel to review copy by July 4
- ☐ @Lilly Grey to talk to @Philipo Colombo about fixing Google Analytics by July 12
- ☐ @Nancy Mitchel Distribute marketing materials to the potential customers and partners
- ☐ @Frank Dreamer Document changes in the relevant docs

Macro suggestions

- Talk
- Talk Report**
- Open macro browser

talk

2

1

3. Configure the report

Confluence Spaces People Create ...

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Insert 'Talk Report' Macro

Space

Page

☐ Include child pages

Page labels

- Add labels

Labels operator \*

- OR

Comments \*

- Inline comments and suggestion

Resolution

-

Preview

Page	Initial comment	Priority	Status	Discussion author	Me
Meeting minutes	I suppose it's too optimistic.	↓	OPEN	Jack Stone	
Meeting minutes	I assume the 2nd step should be implemented in the 4th quarter.	↓	OPEN	Jack Stone	
Meeting minutes	June	↓	OPEN	Lilly Grey	

Select macro

Insert Cancel

Changes saved What did you change? Notify watchers Update Close

**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 <b>Space</b> and <b>Page</b> fields empty, type in a label or several labels in <b>Page labels</b> 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

 The report is compatible with [Table Filter and Charts](#) app. You can use it to add filters to your reports, and create pivot tables and charts to summarize and visualize the report data.

With the combination of these apps, you can filter comments by a certain user, the priority of a comment (low, medium, or high), and its status (open, archived, or resolved). These filters can help you to see which comments need to be promptly addressed.

<div> <div>  Mentions = <span>Jack Stone ✕</span> </div> <div> Status = <span>Open ✕</span> </div> <div> Priority = <span>High ✕</span> </div> </div> <div>  </div>							
Page	Initial comment	Priority	Status	Discussion author	Mentions	Date started	Date resolved
<a href="#">Talk - Advanced Inline Comments for Confluence app</a>	@ Jack Stone Elaborate on that point, please.	⬆	OPEN	Frank Dreamer	Jack Stone	Nov 19, 2021 09:55	