

# How to Read a Basic QuickView+ Report

## QuickView+

DOCUMENTATION WHAT'S NEW FEEDBACK MY ACCOUNT

Account: CHAMFORD & GERTZ TEST ACCT, CHICAGO IL (1004594129)
 
 Target Client: All Client 12345-8789

Date Range: August 04, 2020 - August 10, 2020

Report Format: Summary-Account by Client by User by Day (Targeted)

Products: Westlaw, Westlaw Retired

Content Families: All Content Families [+]

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Account by Client by User by Day

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Account: 1004594129  
 Client 12345-8789  
 User Name MARSHALL, NOELLE (13891872)

Database Time    Transactions    Docs/Lines    Connect Time    Standard Charge

	Database Time	Transactions	Docs/Lines	Connect Time	Standard Charge
Totals for Included		9			272.00 USD
Totals for Day 08/04/2020		9			272.00 USD
Day 08/05/2020					
Totals for Included		7			184.00 USD
Totals for Excluded		3			930.00 USD
Totals for Day 08/05/2020		10			1,114.00 USD
Day 08/06/2020					
Totals for Included		6			140.00 USD
Totals for Day 08/06/2020		6			140.00 USD
Day 08/07/2020					
Totals for Included		10			316.00 USD
Totals for Excluded		1			310.00 USD
Totals for Day 08/07/2020		11			626.00 USD
Day 08/08/2020					
Totals for Included		6			140.00 USD
Totals for Excluded		2			620.00 USD
Totals for Day 08/08/2020		8			760.00 USD
Day 08/09/2020					
Totals for Included		5			226.00 USD
Totals for Day 08/09/2020		5			226.00 USD
Day 08/10/2020					
Totals for Included		5			96.00 USD
Totals for Day 08/10/2020		5			96.00 USD
Totals for User Name MARSHALL, NOELLE (13891872)		54			3,234.00 USD
Totals for Client 12345-8789		54			3,234.00 USD
Totals for Account: 1004594129		54			3,234.00 USD

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Report Totals - Included    48    1,374.00 USD  
 Report Totals - Excluded    6    1,860.00 USD  
 Report Totals    54    3,234.00 USD

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1 Summary of parameters selected when the report was created

2 Click here to navigate reports with multiple pages

3 Displays account number, client ID, and Westlaw user for the data displayed below

4 Total for Included: Details for in-plan Westlaw documents accessed by day  
 Total for Excluded\*: Details for out-of-plan Westlaw documents accessed by day  
 Totals for Day: Combined in-plan and out-of-plan by day  
 \*Excluded charges may show as Ancillary on your invoice.  
 Related Articles: [What are Ancillary Charges?](#)

5 Summary totals for whole report

6 Database Time: if users are set to hourly billing the report displays the amount of time signed in during the corresponding day  
 Transactions: if users are set to transactional billing the report displays the number of times a document was accessed during the corresponding day  
 Docs/Lines: number of documents or lines that were printed, downloaded or emailed

7 Use the Target Client filter to limit to a particular client

8 Standard Charge reflects the retail rates of the usage. Even though this usage shows as included the report provides you with the amount you would have paid if it wasn't included in your subscription

9 Use these buttons to View, Email or Download the report in excel or HTML format for future reference or sharing