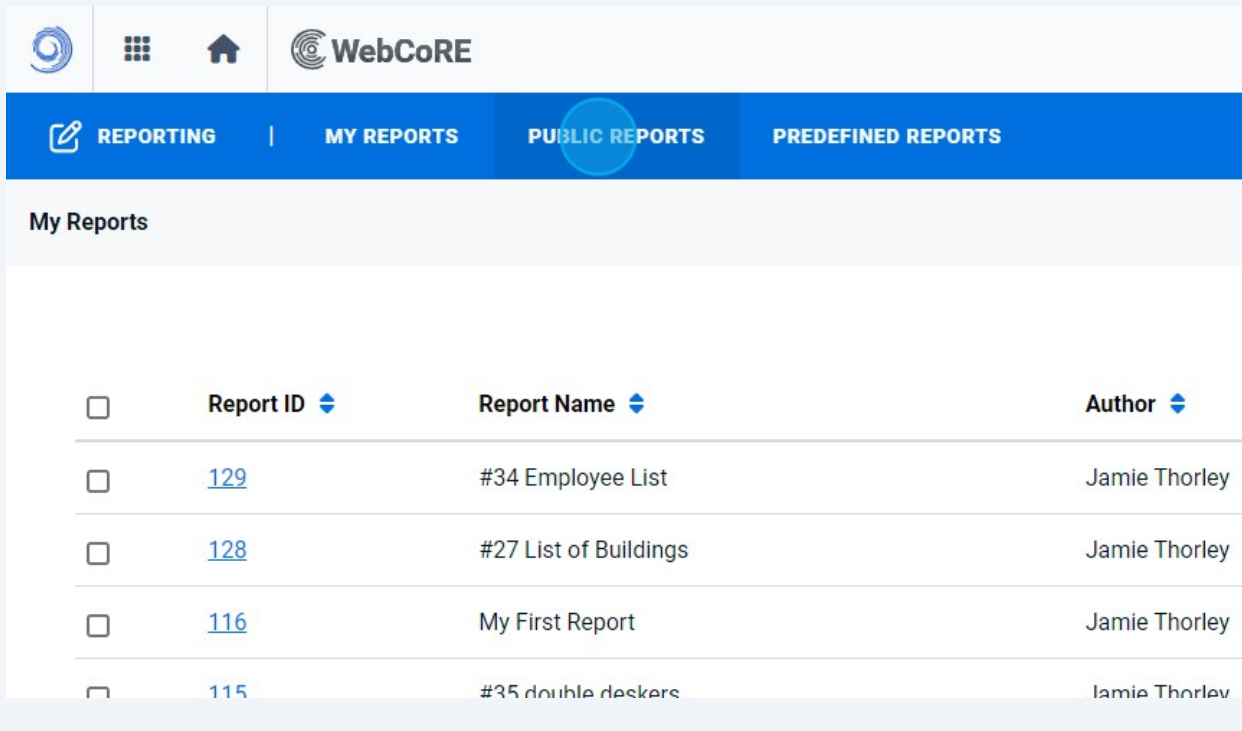


# Accessing Public Reports

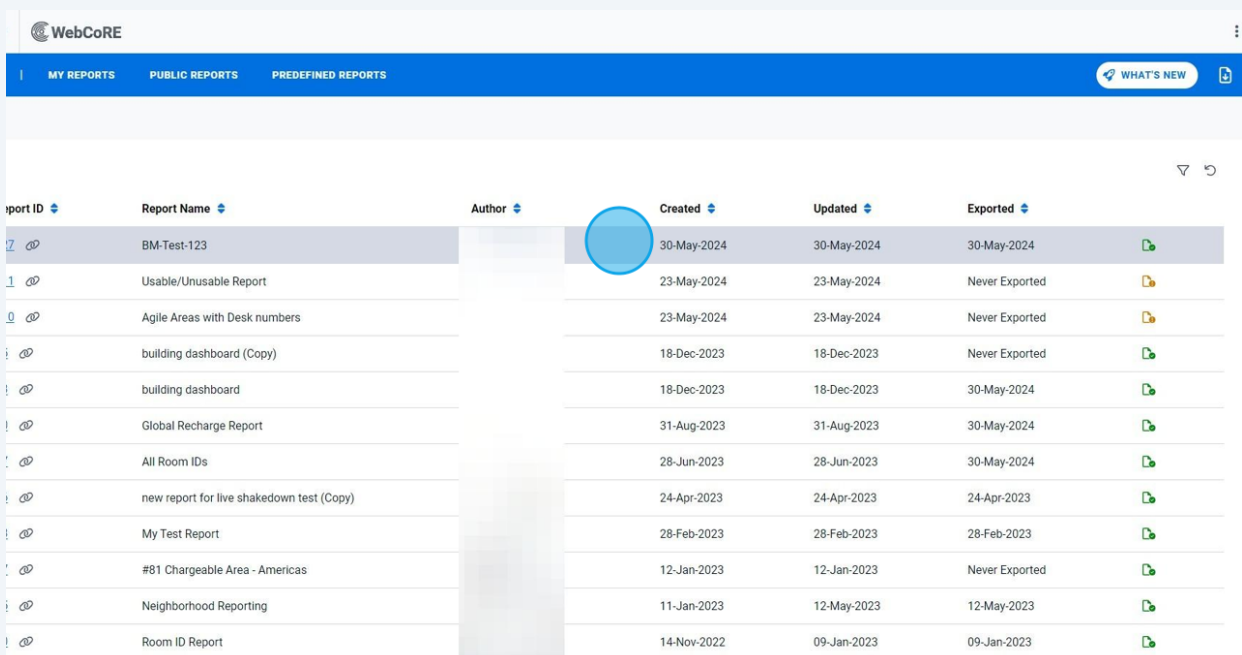
1 To access any reports users have made public, click "PUBLIC REPORTS"



The screenshot shows the WebCoRE interface. At the top, there are navigation icons for home, grid, and WebCoRE. Below that is a blue navigation bar with four tabs: REPORTING, MY REPORTS, PUBLIC REPORTS (highlighted with a blue circle), and PREDEFINED REPORTS. Underneath, the 'My Reports' section contains a table with the following data:

<input type="checkbox"/>	Report ID	Report Name	Author
<input type="checkbox"/>	<a href="#">129</a>	#34 Employee List	Jamie Thorley
<input type="checkbox"/>	<a href="#">128</a>	#27 List of Buildings	Jamie Thorley
<input type="checkbox"/>	<a href="#">116</a>	My First Report	Jamie Thorley
<input type="checkbox"/>	<a href="#">115</a>	#35 double desks	Jamie Thorley

2 From here you can select any report that users have shared publicly



The screenshot shows the WebCoRE interface with the 'PUBLIC REPORTS' tab selected. A table of public reports is displayed with the following columns: Report ID, Report Name, Author, Created, Updated, and Exported. A blue circle highlights the 'Created' column header. The table contains the following data:

Report ID	Report Name	Author	Created	Updated	Exported
<a href="#">7</a>	BM-Test-123		30-May-2024	30-May-2024	30-May-2024
<a href="#">1</a>	Usable/Unusable Report		23-May-2024	23-May-2024	Never Exported
<a href="#">0</a>	Agile Areas with Desk numbers		23-May-2024	23-May-2024	Never Exported
<a href="#">8</a>	building dashboard (Copy)		18-Dec-2023	18-Dec-2023	Never Exported
<a href="#">8</a>	building dashboard		18-Dec-2023	18-Dec-2023	30-May-2024
<a href="#">1</a>	Global Recharge Report		31-Aug-2023	31-Aug-2023	30-May-2024
<a href="#">2</a>	All Room IDs		28-Jun-2023	28-Jun-2023	30-May-2024
<a href="#">8</a>	new report for live shakedown test (Copy)		24-Apr-2023	24-Apr-2023	24-Apr-2023
<a href="#">8</a>	My Test Report		28-Feb-2023	28-Feb-2023	28-Feb-2023
<a href="#">2</a>	#81 Chargeable Area - Americas		12-Jan-2023	12-Jan-2023	Never Exported
<a href="#">8</a>	Neighborhood Reporting		11-Jan-2023	12-May-2023	12-May-2023
<a href="#">1</a>	Room ID Report		14-Nov-2022	09-Jan-2023	09-Jan-2023