

How To Access Predefined Reports





1 To run any Predefined Reports, Click "PREDEFINED REPORTS"

 WebCoRE

MY REPORTS

PUBLIC REPORTS

PREDEFINED REPORTS

	Report Name	Author	Visible to
	#34 Employee List	Jamie Thorley	 Only me
	#27 List of Buildings	Jamie Thorley	 Only me
	My First Report	Jamie Thorley	 Only me
	#35 double deskers	Jamie Thorley	 Only me

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From here, you can access any reports that CWP has made for your WebCoRE

The screenshot shows a web interface titled "REDEFINED REPORTS". At the top right, there is a "WHAT'S NEW" button and a download icon. Below the header is a table with two columns: "Description" and "Actions". The table lists six reports, each with a "RUN" button in the "Actions" column. The first row is highlighted in grey.

Description	Actions
This report provides a breakdown on how chargeable area is calculated	RUN
Report of Building Bookings	RUN
Displays list of employees that have not been allocated a desk.	RUN
Average number and highest number of workstations that have been booked	RUN
Printable PDFs of desk labels for WebCoRE GO checkin	RUN
Time location(s) are booked as days and available time	RUN