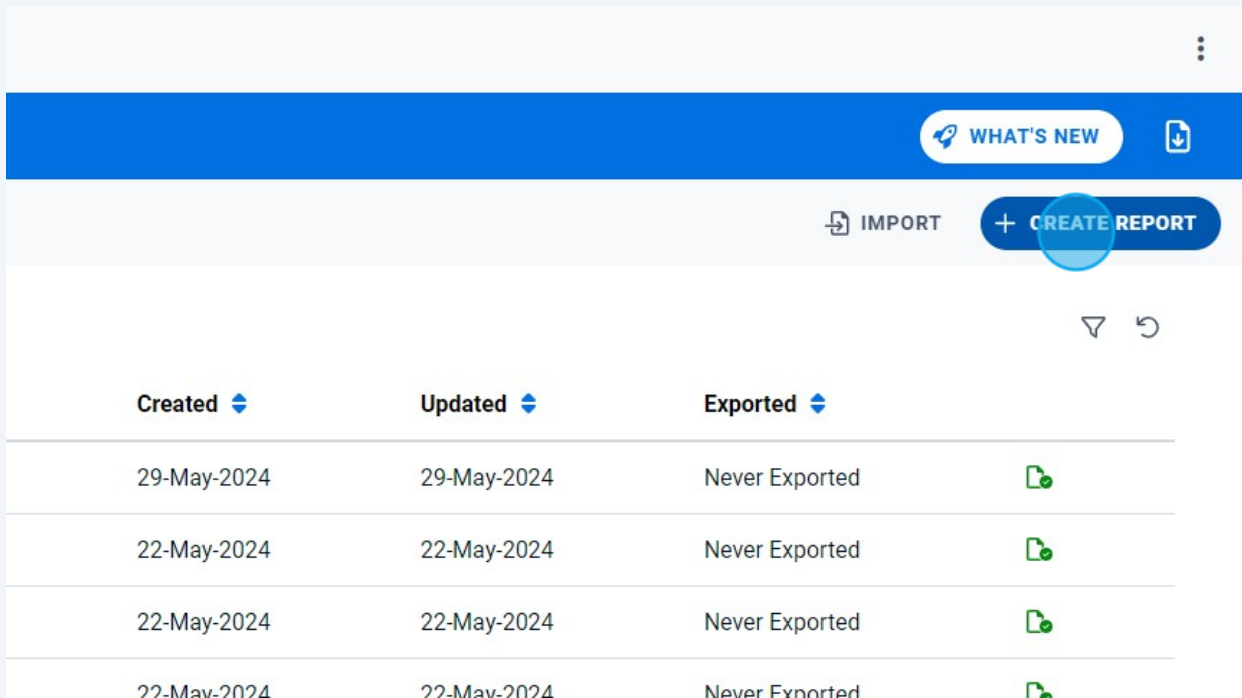






How To Create A Report

1 On the Reporting home screen, click "CREATE REPORT"



The screenshot shows the Reporting home screen. At the top right, there is a vertical ellipsis menu icon. Below it is a blue header bar containing a 'WHAT'S NEW' button with a rocket icon and a download icon. Below the header bar is a light gray bar with an 'IMPORT' button (with a document icon) and a '+ CREATE REPORT' button (with a plus icon). The 'CREATE REPORT' button is highlighted with a blue circle. Below this bar is a table with columns for 'Created', 'Updated', and 'Exported', each with a dropdown arrow. The table contains four rows of data. At the bottom right of the table area, there are filter and refresh icons.

Created ▾	Updated ▾	Exported ▾	
29-May-2024	29-May-2024	Never Exported	
22-May-2024	22-May-2024	Never Exported	
22-May-2024	22-May-2024	Never Exported	
22-May-2024	22-May-2024	Never Exported	

2 Add a name to your report

REPORTING | MY REPORTS PUBLIC REPORTS PREDEFINED REPORTS

< Create a Report

Report Name *

My report description...

Report Description (Optional)

My report description...

Visible To Everyone Legacy Mode

3 Optionally, you can add a description to your report

< Create a Report

Report Name *

My First Report

Report Description (Optional)

My report description...

Visible To Everyone Legacy Mode

^ Filters

4 To make your report available for everyone, click "Visible To Everyone"

My First Report

Report Description (Optional)

The First Report I have Created

Visible To Everyone 



Legacy Mode 



^ Filters

No filters applied

+ ADD FILTER

5 To activate Legacy Mode, Click "Legacy Mode"

My First Report

Report Description (Optional)

The First Report I have Created

Visible To Everyone 



Legacy Mode 



^ Filters

No filters applied

+ ADD FILTER



6

Legacy Mode will mimic old Report Writer and remove some new functionality like Live reporting.

My First Report

Report Description (Optional)

The First Report I have Created

Visible To Everyone  Legacy Mode 



Filters

No filters applied

+ ADD FILTER

7

You can add filters to your report, such as location or space standard by clicking "ADD FILTER"


Visible To Everyone  Legacy Mode 

Filters

No filters applied

+ ADD FILTER

Data

Data Source  Disabled columns

Selected Snapshots REMOVE ALL Available Columns

8 To activate your filter, click "APPLY FILTER"

31/512 Characters

Building

Q boltro X

CANCEL APPLY FILTER

Building SELECT ALL

Boltro Road
Boltro Road, Haywards Heath

abled columns REMOVE ALL

0 Selected Drag to Reorder

9 On the left of the screen is a list of data snapshots, you can select one or multiple options.

Choose Snapshots

Q Search snapshots

6 MONTHS 9 MONTHS 12 MONTHS

Live

Current

April 2024

March 2024

February 2024

January 2024

December 2023

November 2023

October 2023

Address 1

Address 2

Agile Area Sharing Ratio

Agile Area Target Capacity Count

Agile Area Target Employee count

Agile ID

Agile Name

Agile Workstation Count

Assignable Area

Bookable Workstation Count

Booking Status

Building Code

Building Name

Business Line

10

To build your report, navigate to the available columns section and chose your columns from the list

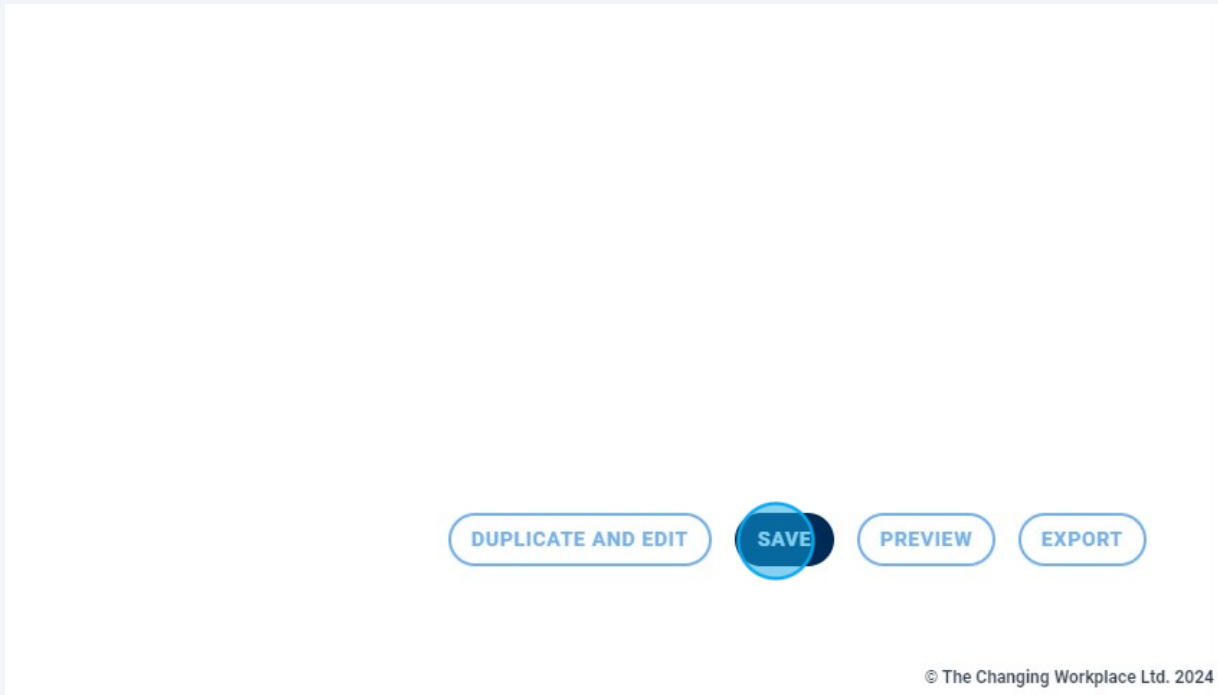
The screenshot shows a navigation bar with three tabs: 'MY REPORTS', 'PUBLIC REPORTS', and 'PREDEFINED REPORTS'. Below the navigation bar is a search bar labeled 'Search Columns' with a magnifying glass icon. To the right of the search bar is a toggle switch labeled 'Disabled columns'. Below the search bar is a panel with two sections. The left section, titled 'Snapshots', contains a list of date-based snapshots: 'April 2024', 'March 2024', 'January 2024', 'November 2023', 'September 2023', 'July 2023', and 'June 2023'. Each snapshot has a small 'x' icon to its right. Above this list is a 'REMOVE ALL' button. The right section, titled 'Available Columns', contains a list of columns with checkboxes: 'Active/Inactive floor', 'Address 1', 'Address 2', 'Agile Area Sharing Ratio', 'Agile Area Target Capacity Count', 'Agile Area Target Employee count', and 'Area ID'. A blue circle highlights the 'Search Columns' text.

11

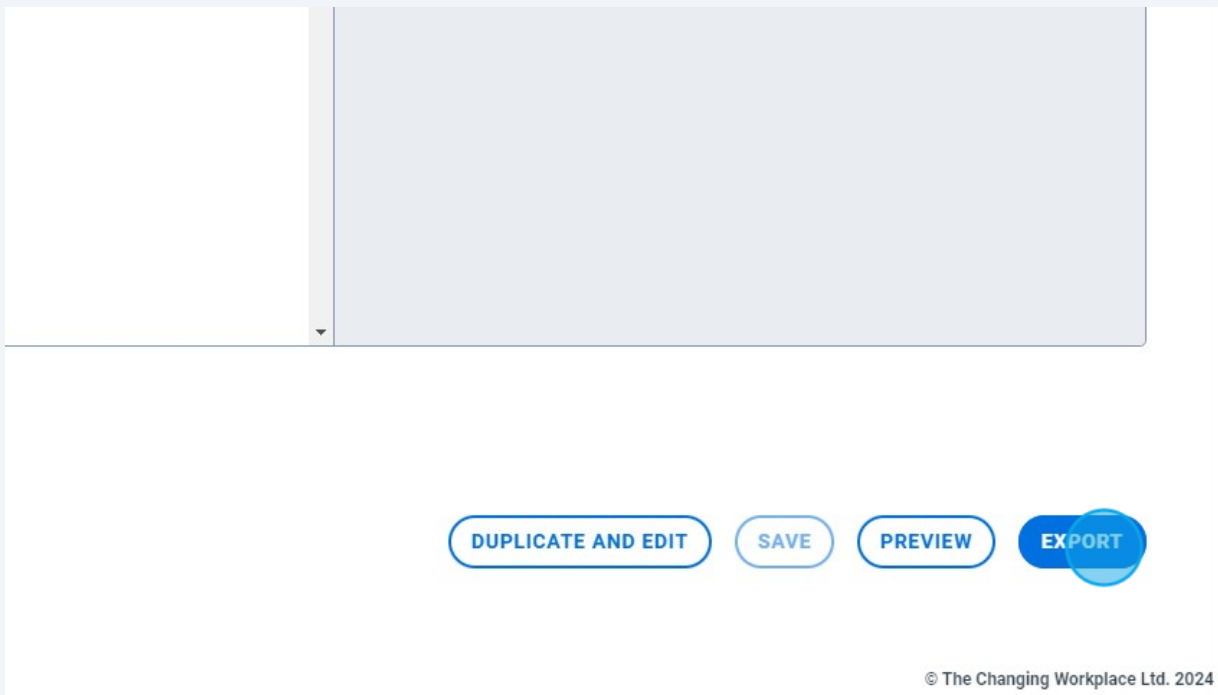
To re-order your columns, simply click and drag

The screenshot shows a list of columns in a report configuration interface. The columns are: 'Floor', 'Room ID', 'Chargeable Area', and 'Assignable Area'. Each column has a vertical bar on the left side and an 'x' icon on the right side. A blue circle highlights the 'Assignable Area' column, indicating it is the focus of the re-ordering action.

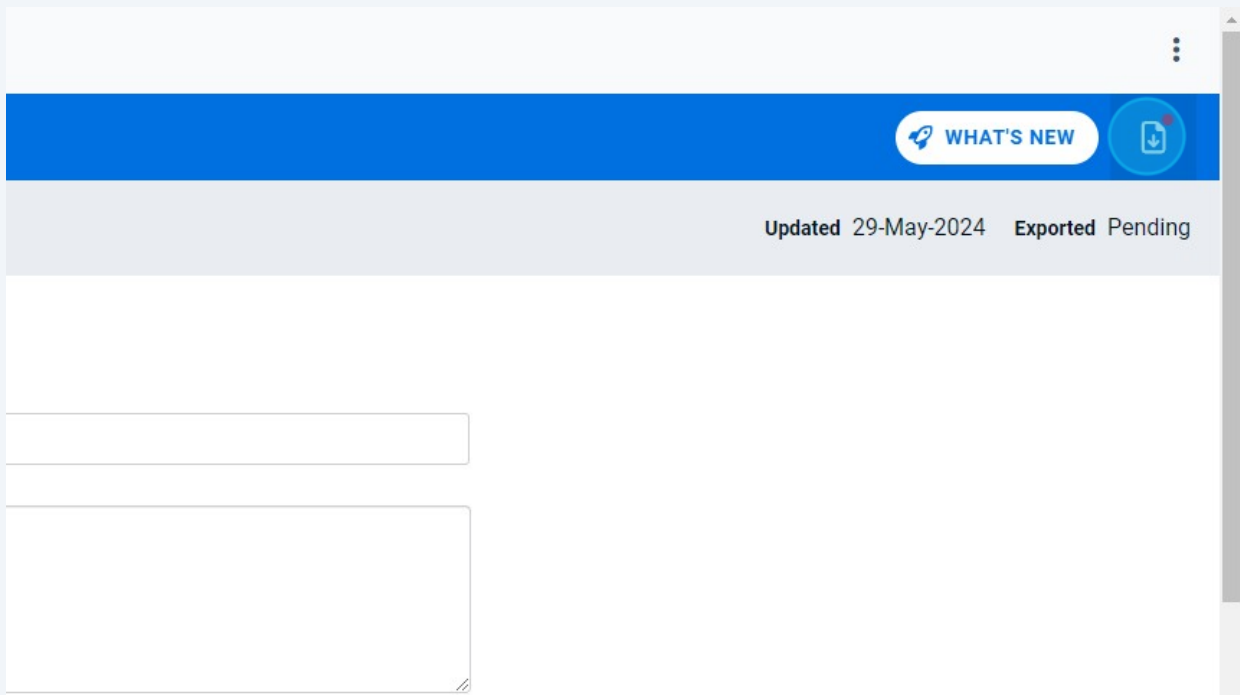
12 Before exporting your report, click "SAVE"



13 To export your report to Excel, click "EXPORT"



14 Once your report has generated, click "My Exports" to download your report.



15 Click "DOWNLOAD REPORT"

