

## 11 Reports

Reports are a method to summarize reservation data.



### 11.1 Create a New Report [Admin]

1. From the menu line, choose **Reports, Create a New Report.**
2. Select whether you want a list, totals, or count. A list is focused on Resource Reservations. A total or count the system will aggregate Reservation data.
3. Select the time frame.
4. By default, all Resources, all Groups, and all Users are chosen. If you want to further refine your report, select the appropriate filter.
5. Press the Get Report button.
6. Once your report has generated results, you have the option to:
  - a. View the Report as a chart
  - b. Save the Report
  - c. Export the data
  - d. Print the Report
  - e. Modify which columns are displayed

If you choose to Save the Report, you will give the Report a name.



### 11.2 Retrieving a Saved Report [Admin]

1. From the menu line, choose **Reports, My Saved Reports.**
2. Select the Report.



### 11.3 Viewing common Reports [Admin]

1. From the menu line, choose **Reports, Common Reports.**
2. Select the Report.

