

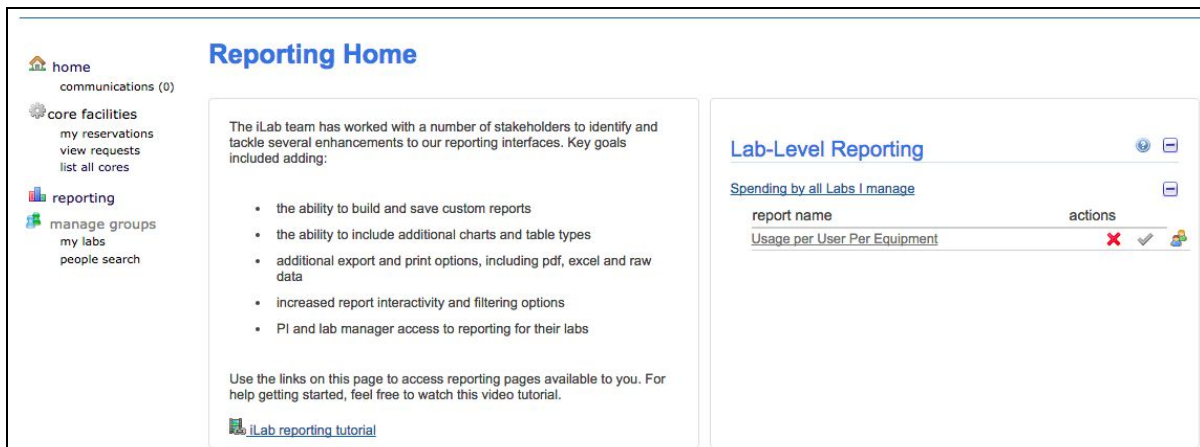
## Equipment Reporting Per User

Log into the iLab software at <https://oxford.corefacilities.org>

After logging in, click on the [reporting](#) link on the left panel.



The [Reporting Home](#) page displays with the left box providing instructions with a tutorial, and the right box with the general reporting link and the Usage report. Click on the [Usage per User Per Equipment](#) link.



The software generates the report with the date range selected when it was saved. Change the date range to the desired time period and press the [Run Report](#) button. See the image below.

The usage per user per equipment appears with data from the selected date range. This new report can be exported out of the software as a CSV or PDF.

Welcome to your reporting page. Please use the buttons below to load reports, build new reports or navigate to your reporting homepage. [iLab reporting tutorial](#)

### 📄 Report settings

1. Select a date range:   
 ( [select a date range preset](#) )

2. Customize display:

3. Apply settings:

Start:    
End:

Usage per **Event** (red)

S	M	T	W	T	F	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

July 1, 2015

**July 1, 2015 to July 31, 2015**

◀ Hide

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