Equipment Reporting Per User

Log into the iLab software at <u>https://oxford.corefacilities.org</u> After logging in, click on the *reporting* link on the left panel.

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core facilities						
my reservations view requests list all cores	Labs Spending by all of my labs	during the past month				
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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.

home communications (0)	Reporting Home				
 core facilities my reservations view requests list all cores reporting manage groups my labs people search 	 The iLab team has worked with a number of stakeholders to identify and tackle several enhancements to our reporting interfaces. Key goals included adding: the ability to build and save custom reports the ability to include additional charts and table types additional export and print options, including pdf, excel and raw data increased report interactivity and filtering options PI and lab manager access to reporting for their labs Use the links on this page to access reporting pages available to you. For help getting started, feel free to watch this video tutorial. 	Lab-Level Reporting Spending by all Labs I manage report name Usage per User Per Equipment	actions 🗙	9	-

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.

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