

SmartSpace

Administration - Reporting User Guide

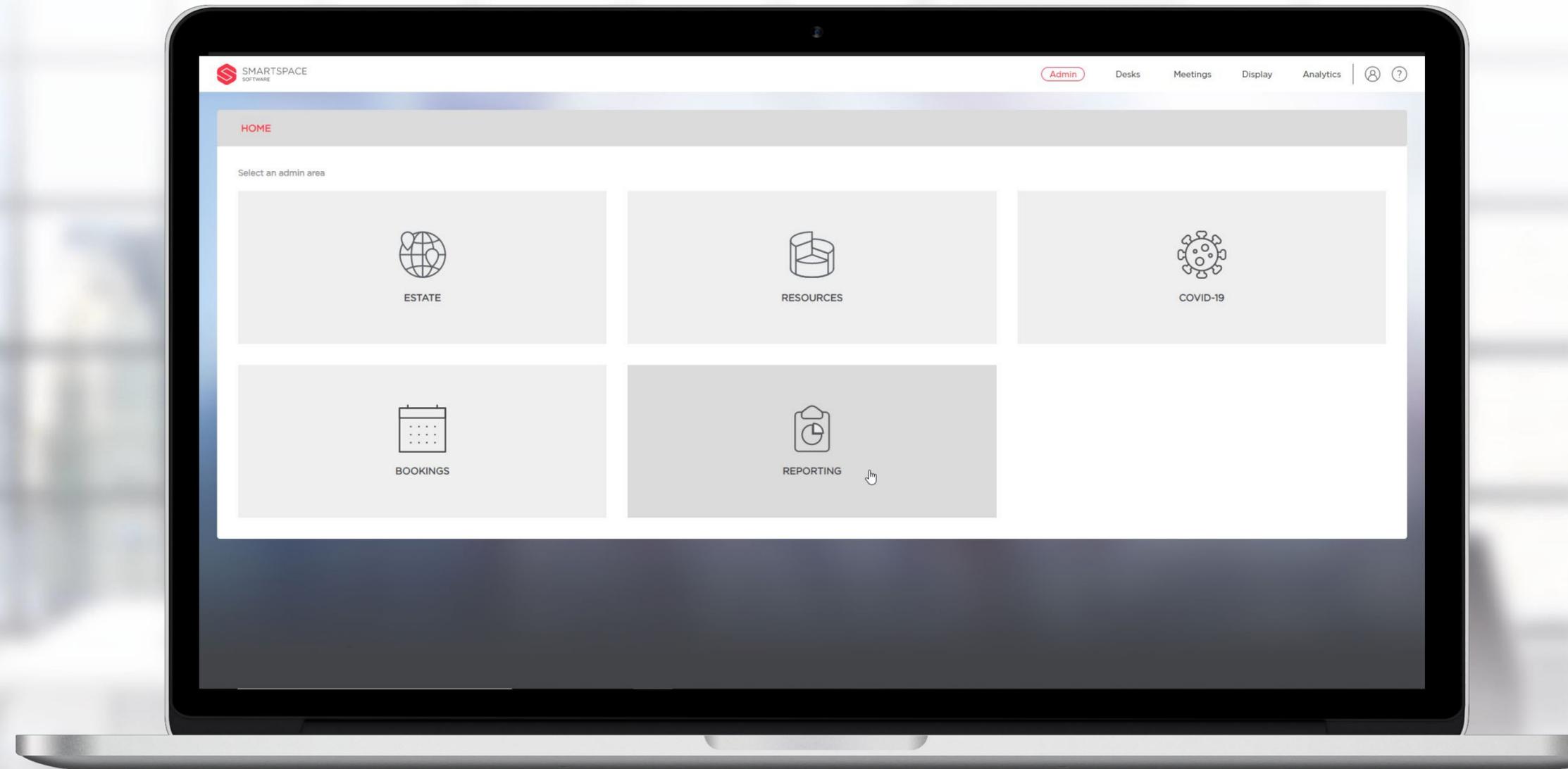


Introduction

Getting started with the SmartSpace Administration - Reporting Application

This guide will outline the reporting functionality for the SmartSpace Administration application.

Reporting



Reporting

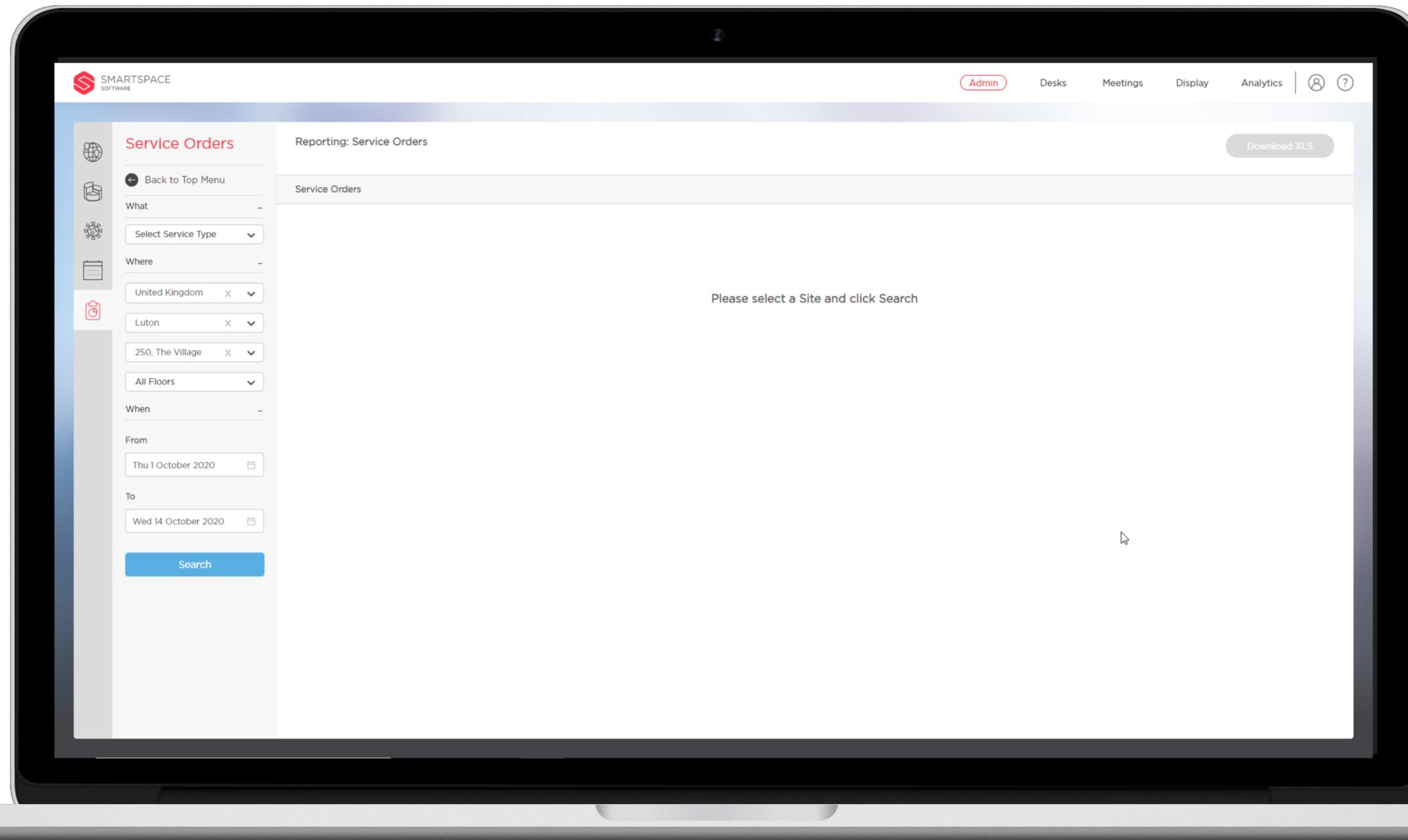
The reporting tab allows you to access all service requests made through the SmartSpace system.

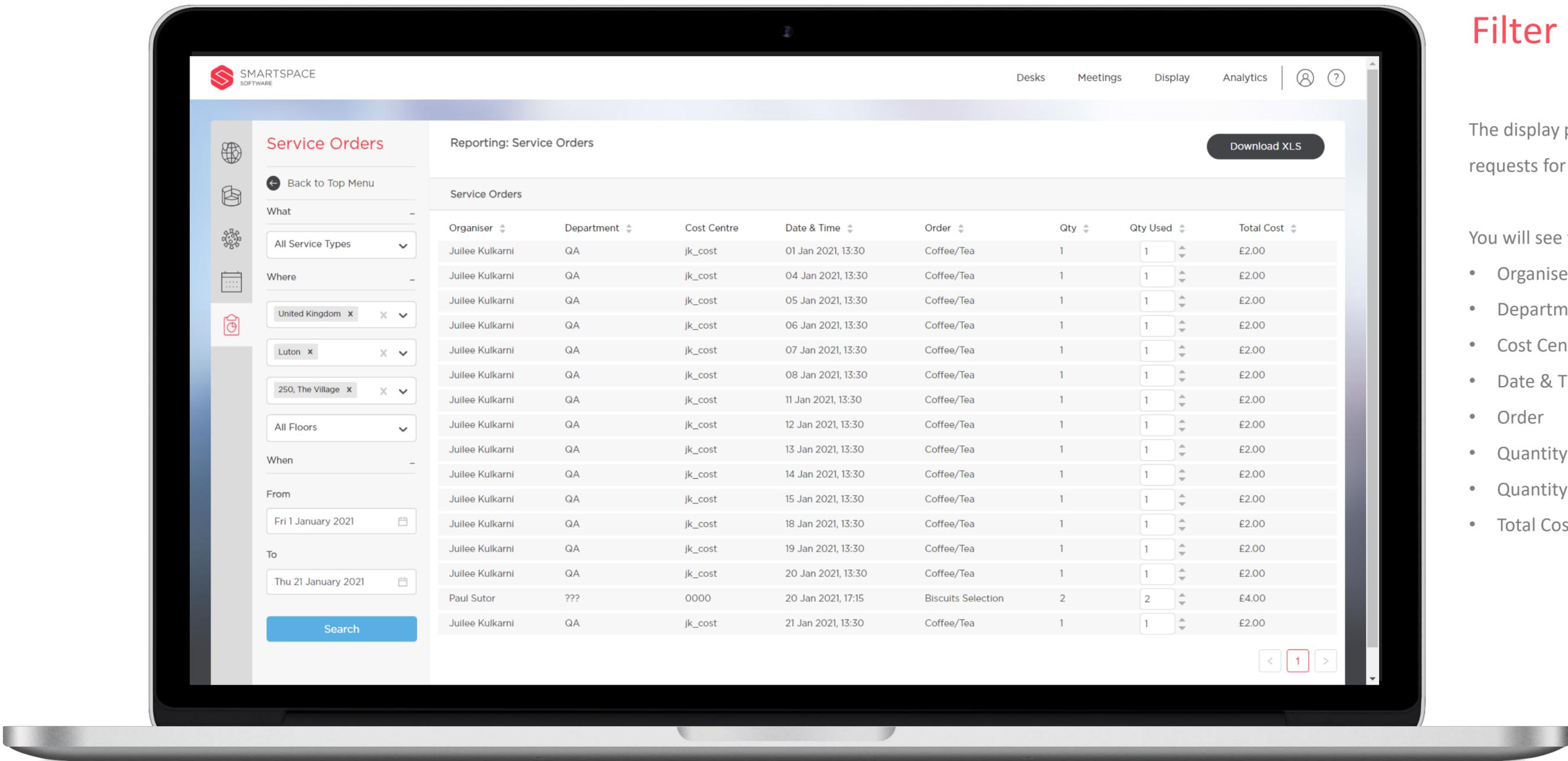
You can view historical and future requests.

Use the search filters to specify:

- Service Type
- Location
- Date parameters

The Service Type field is multi-select to allow you to filter by a combination of service types.





Filter

The display panel will show a list of service requests for the specified search criteria.

You will see the following columns:

- Organiser
- Department
- Cost Centre
- Date & Time
- Order
- Quantity
- Quantity Used
- Total Cost

Quantity Used

Use the 'Quantity Used' column to amend historic service orders, if the actual amount used differs from what was ordered.

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Desks Meetings Display Analytics

Service Orders

Reporting: Service Orders [Download XLS](#)

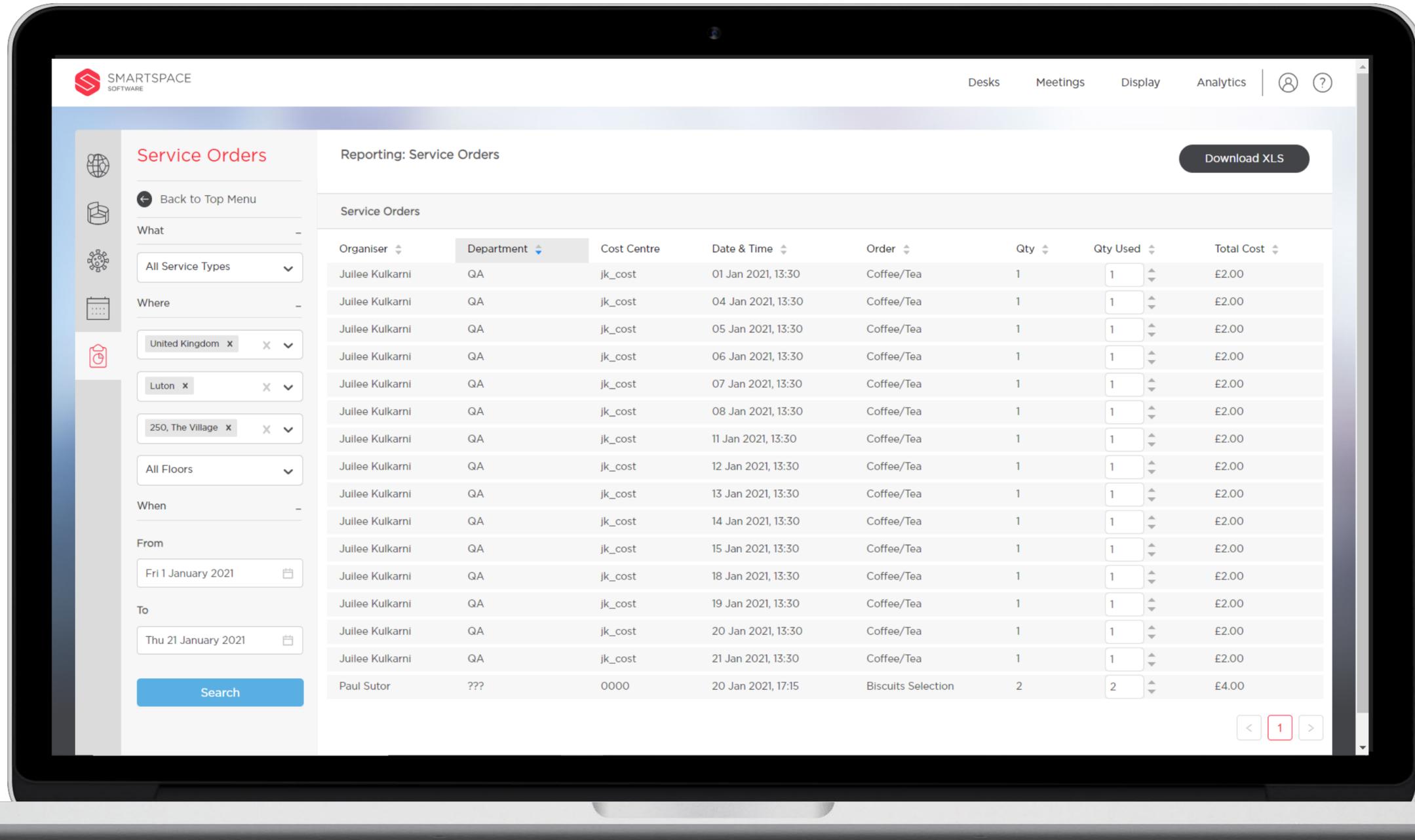
Service Orders

Organiser	Department	Cost Centre	Date & Time	Order	Qty	Qty Used	Total Cost
Juilee Kulkarni	QA	jk_cost	01 Jan 2021, 13:30	Coffee/Tea	1	1	£2.00
Juilee Kulkarni	QA	jk_cost	04 Jan 2021, 13:30	Coffee/Tea	1	1	£2.00
Juilee Kulkarni	QA	jk_cost	05 Jan 2021, 13:30	Coffee/Tea	1	1	£2.00
Juilee Kulkarni	QA	jk_cost	06 Jan 2021, 13:30	Coffee/Tea	1	1	£2.00
Juilee Kulkarni	QA	jk_cost	07 Jan 2021, 13:30	Coffee/Tea	1	1	£2.00
Juilee Kulkarni	QA	jk_cost	08 Jan 2021, 13:30	Coffee/Tea	1	1	£2.00
Juilee Kulkarni	QA	jk_cost	11 Jan 2021, 13:30	Coffee/Tea	1	1	£2.00
Juilee Kulkarni	QA	jk_cost	12 Jan 2021, 13:30	Coffee/Tea	1	1	£2.00
Juilee Kulkarni	QA	jk_cost	13 Jan 2021, 13:30	Coffee/Tea	1	1	£2.00
Juilee Kulkarni	QA	jk_cost	14 Jan 2021, 13:30	Coffee/Tea	1	1	£2.00
Juilee Kulkarni	QA	jk_cost	15 Jan 2021, 13:30	Coffee/Tea	1	1	£2.00
Juilee Kulkarni	QA	jk_cost	18 Jan 2021, 13:30	Coffee/Tea	1	1	£2.00
Juilee Kulkarni	QA	jk_cost	19 Jan 2021, 13:30	Coffee/Tea	1	1	£2.00
Juilee Kulkarni	QA	jk_cost	20 Jan 2021, 13:30	Coffee/Tea	1	1	£2.00
Paul Sutor	???	0000	20 Jan 2021, 17:15	Biscuits Selection	2	2	£4.00
Juilee Kulkarni	QA	jk_cost	21 Jan 2021, 13:30	Coffee/Tea	1	1	£2.00

< 1 >

Sort

The column headers are sortable, to enable you to organise the data.



Download

Use the 'Download XLS' to download the data into a spreadsheet.

Here you can further organise the information to analyse and share.

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Desks Meetings Display Analytics

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Reporting: Service Orders

Download XLS

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