

Introduction

Getting started with the **SmartSpace Administration - Reporting Application**

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



Reporting



Service Orders	Reporting: Service Orders						xLS	
Back to Top Menu	Service Orders							
What _								
Select Service Type ✓ Where –								
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Luton X V		Pleas	se select a site and click search					
250, The Village X 🗸								
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Search							- 8	· ·
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orting tab allows you to access all requests made through the pace system.

view historical and future requests.

e search filters to specify:

- vice Type
- ation
- e parameters

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

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Service Orders	Reporting: Servi	ice Orders						Download XLS	
e Back to Top Menu	Service Orders								
What _	Organisar 🔺	Doportmont 🔺	Cost Contro	Data & Tima	Order 🔺	Otv A	Oty Used	Tatal Cost	
All Service Types 🗸	Juilee Kulkarni	QA	jk_cost	01 Jan 2021, 13:30	Coffee/Tea	1		£2.00	
Where _	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	
United Kingdom X X V	Juilee Kulkarni	QA	jk_cost	06 Jan 2021, 13:30	Coffee/Tea	1	1	£2.00	
Luton × × v	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	
250, The Village X X V	Juilee Kulkarni	QA	jk_cost	11 Jan 2021, 13:30	Coffee/Tea	1	1	£2.00	
All Floors 🗸	Juilee Kulkarni	QA	jk_cost	12 Jan 2021, 13:30	Coffee/Tea	1	1	£2.00	
When _	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	
From	Juilee Kulkarni	QA	jk_cost	15 Jan 2021, 13:30	Coffee/Tea	1	1	£2.00	
Fri 1 January 2021 📋	Juilee Kulkarni	QA	jk_cost	18 Jan 2021, 13:30	Coffee/Tea	1	1	£2.00	
То	Juilee Kulkarni	QA	jk_cost	19 Jan 2021, 13:30	Coffee/Tea	1	1	£2.00	
Thu 21 January 2021	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	
Search	Juilee Kulkarni	QA	jk_cost	21 Jan 2021, 13:30	Coffee/Tea	1	1	£2.00	
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splay panel will show a list of service ests for the specified search criteria.

ill see the following columns:

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Ð	Back to Top Menu	Service Orders								
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8	All Service Types 🗸	Juilee Kulkarni	QA	jk_cost	01 Jan 2021, 13:30	Coffee/Tea	1	1	£2.00	_
Ē	Where _	Juilee Kulkarni	QA	jk_cost	04 Jan 2021, 13:30	Coffee/Tea	1	1	£2.00	_
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	Search	Juilee Kulkarni	QA	jk_cost	21 Jan 2021, 13:30	Coffee/Tea	1	1	£2.00	_
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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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	Back to Top Menu	Service Orders						
	What _	Organiser 🌲	Department 🝦	Cost Centre	Date & Time 👙	Order 🌲		Qty 🌲
	All Service Types 🗸	Juilee Kulkarni	QA	jk_cost	01 Jan 2021, 13:30	Coffee/Tea		1
	Where _	Juilee Kulkarni	QA	jk_cost	04 Jan 2021, 13:30	Coffee/Tea		1
		Juilee Kulkarni	QA	jk_cost	05 Jan 2021, 13:30	Coffee/Tea		1
	United Kingdom X X V	Juilee Kulkarni	QA	jk_cost	06 Jan 2021, 13:30	Coffee/Tea		1
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	То	Juilee Kulkarni	QA	jk_cost	19 Jan 2021, 13:30	Coffee/Tea		1
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Service Orders	Reporting: Serv	ice Orders			
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'Download XLS' to download the data preadsheet.

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