

# Creating A Report From Space Dashboard

1 Creating a report from Space Dashboard is easy! when creating a report it applies what ever filters you have selected to your report.

2 In this example, I am filtered to a building and a department

Business Hierarchy / Finance 

Managed/Unmanaged / Managed

Floor Status / Active

Show Less ^ Reset to Default ↻ Clear All

**Ahmad Emkay Building** Building 

Managed/Unmanaged: Managed , Floor Status: Active

^ Dashboard



65

Total Workstations



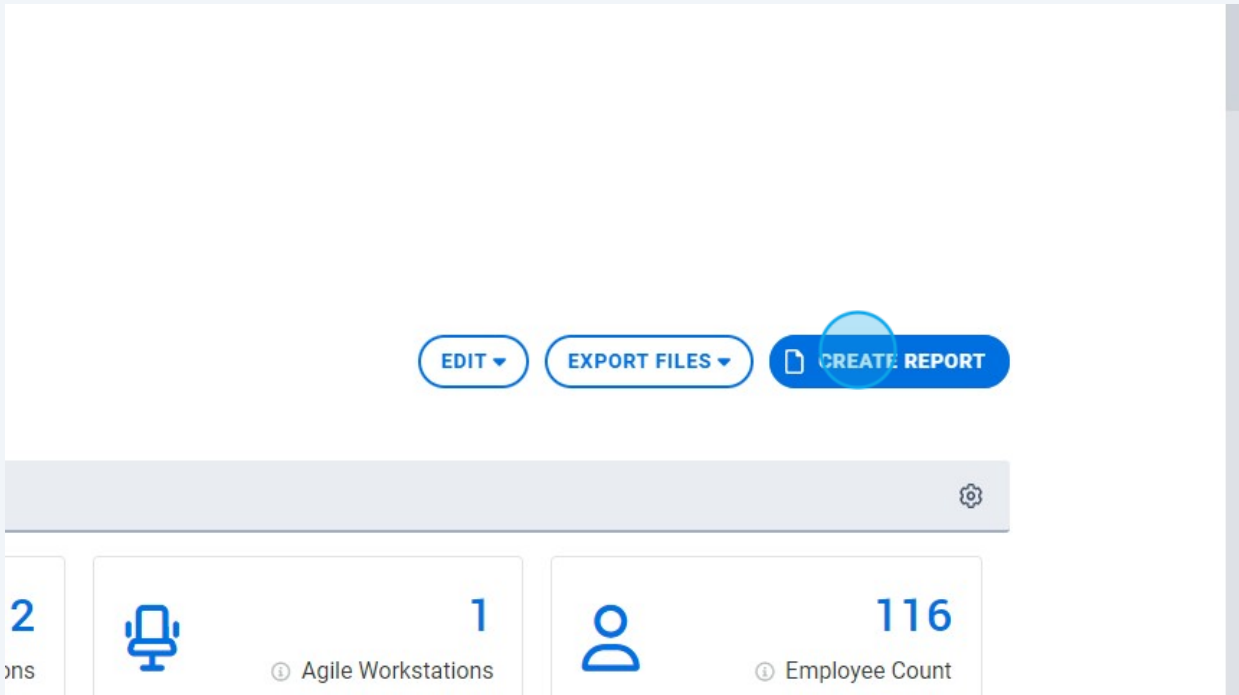
1

Agile Area Capacity Count



ⓘ Vacant

3 Click "CREATE REPORT"



4 A new tab options in Reporting with your report pre-filtered to your selections in Space Dashboard

