

Importing Reports From Old Report Writer

1

If you have any reports in old Report Writer you can import them into the new Reporting Module

The screenshot shows the WebCoRE Reporting Module interface. At the top, there is a navigation bar with 'MY REPORTS', 'PUBLIC REPORTS', and 'PREDEFINED REPORTS'. Below this is a table of reports. The table has columns for Report ID, Report Name, Author, Visible to, Created, Updated, and Exported. The 'Import' button is highlighted with a blue circle.

Report ID	Report Name	Author	Visible to	Created	Updated	Exported
128	#27 List of Buildings	Jamie Thorley	Only me	30-May-2024	30-May-2024	Never Exported
116	My First Report	Jamie Thorley	Only me	29-May-2024	29-May-2024	29-May-2024
115	#35 double desks	Jamie Thorley	Only me	29-May-2024	29-May-2024	Never Exported
109	Chargeable Area Report - LATAM	Jamie Thorley	Only me	22-May-2024	22-May-2024	Never Exported
108	Chargeable Area Report - NAM	Jamie Thorley	Only me	22-May-2024	22-May-2024	Never Exported
107	Chargeable Area Report - EMEA	Jamie Thorley	Only me	22-May-2024	22-May-2024	Never Exported
106	Chargeable Area Report - APAC	Jamie Thorley	Only me	22-May-2024	22-May-2024	Never Exported
105	Employee List	Jamie Thorley	Only me	22-May-2024	22-May-2024	Never Exported
104	Building List	Jamie Thorley	Only me	22-May-2024	22-May-2024	22-May-2024

2

To begin, click "IMPORT"

This is a close-up view of the Reporting Module interface, focusing on the 'IMPORT' button which is circled in blue. The table below shows the 'Created', 'Updated', and 'Exported' columns for several reports.

Created	Updated	Exported
30-May-2024	30-May-2024	Never Exported
29-May-2024	29-May-2024	29-May-2024
29-May-2024	29-May-2024	Never Exported
22-May-2024	22-May-2024	Never Exported

3 From here, you can select all of your reports

The screenshot shows a web interface with three tabs: 'MY REPORTS', 'PUBLIC REPORTS', and 'PREDEFINED REPORTS'. A modal window titled 'Import from Report Writer' is open, displaying a table of reports to be imported. The modal includes a header, a note about visibility, and a table with columns for Report ID, Report Name, and Description. The first checkbox in the table is highlighted with a blue circle.

Report ID	Report Name	Description
28	#27 List of Buildings	List of Buildings
16	My First Report	employee departments
15	#35 double deskers	Employee List
09	Chargeable Area Report - LAT	double deskers

4 Or individually select reports.

The screenshot shows the same report management interface as in step 3. The modal window is open, and the checkbox for the report with ID 34, 'Employee List', is highlighted with a blue circle. The table in the modal lists several reports with their IDs and names.

Report ID	Report Name	Description
27	List of Buildings	List of Buildings
33	employee departments	employee departments
34	Employee List	Employee List
35	double deskers	double deskers
36		
37		
42		

5 Once you have selected your reports, click "IMPORT REPORTS"

Report Name	Export Status
ay-2024	Never Exported
ay-2024	22-May-2024

6 Any reports you import will appear at the top of list

Report ID	Report Name	Author	Visibility
129	#34 Employee List	Jamie Thorley	
128	#27 List of Buildings	Jamie Thorley	
116	My First Report	Jamie Thorley	
115	#35 double deskers	Jamie Thorley	
109	Chargeable Area Report - LATAM	Jamie Thorley	
108	Chargeable Area Report - NAM	Jamie Thorley	