

Reporting Home Screen Explained

1 This is the reporting home screen

The screenshot shows the reporting home screen with a navigation bar at the top containing 'MY REPORTS', 'PUBLIC REPORTS', and 'PREDEFINED REPORTS'. A 'WHAT'S NEW' button is on the right. Below the navigation bar is a table with the following columns: Report ID, Report Name, Author, Visible to, Created, Updated, and Exported. The table contains six rows of report data.

Report ID	Report Name	Author	Visible to	Created	Updated	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 create a report click "CREATE REPORT"

The screenshot shows the reporting home screen with the 'CREATE REPORT' button highlighted in a blue circle. The table below shows columns for 'Created', 'Updated', and 'Exported'.

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

3 To view your reports, click "MY REPORTS"

The screenshot shows the WebCoRE reporting interface. At the top, there is a navigation bar with the WebCoRE logo and several icons. Below this is a blue header with four tabs: 'REPORTING BETA', 'MY REPORTS', 'PUBLIC REPORTS', and 'PREDEFINED REPORTS'. The 'MY REPORTS' tab is highlighted with a blue circle. Below the header, the section is titled 'Predefined Reports'. It contains a table with the following data:

Name	Des
Agile Areas with Desk numbers	Dis
Chargeable Area Report	This
Daily Booking Report	Rep
Employees Unallocated	Dis

4 To import reports from old Report Writer, Click "IMPORT"

The screenshot shows the WebCoRE reporting interface. At the top right, there is a 'Feedback' button and a lightbulb icon. Below this is a blue header with 'WHAT'S NEW' and a download icon. Below the header, there are two buttons: 'IMPORT' and '+ CREATE REPORT'. The 'IMPORT' button is highlighted with a blue circle. Below the buttons, there is a table with the following data:

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

5 To filter your reporting screen, click "FILTER"

The screenshot shows a reporting interface with a blue header bar containing a 'Feedback' button, a lightbulb icon, and a vertical ellipsis. Below the header is a blue bar with 'WHAT'S NEW' and a download icon. The main area has an 'IMPORT' button and a '+ CREATE REPORT' button. A table is displayed with columns 'Created', 'Updated', and 'Exported'. A blue filter icon is highlighted in the top right corner of the table area.

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

6 To view the status of your downloaded reports, click this button.

The screenshot shows a reporting interface with a blue header bar containing a 'Feedback' button, a lightbulb icon, and a vertical ellipsis. Below the header is a blue bar with 'WHAT'S NEW' and a download icon. The main area has an 'IMPORT' button and a '+ CREATE REPORT' button. A table is displayed with columns 'Updated' and 'Exported'. A blue download icon is highlighted in the top right corner of the table area.

Updated	Exported	
22-May-2024	Never Exported	
22-May-2024	Never Exported	

7 To view any reports shared by colleagues, click "PUBLIC REPORTS"

REPORTING BETA | MY REPORTS PUBLIC REPORTS PREDEFINED REPORTS

My Reports

<input type="checkbox"/>	Report ID ↕	Report Name ↕	Author ↕
<input type="checkbox"/>	109	Chargeable Area Report - LATAM	Jamie Thorley
<input type="checkbox"/>	108	Chargeable Area Report - NAM	Jamie Thorley
<input type="checkbox"/>	107	Chargeable Area Report - EMEA	Jamie Thorley
<input type="checkbox"/>	106	Chargeable Area Report - APAC	Jamie Thorley

8 To view any custom reports made by CWP, click "PREDEFINED REPORTS"

WebCoRE

MY REPORTS PUBLIC REPORTS PREDEFINED REPORTS

D ↕	Report Name ↕	Author ↕
	building dashboard (Copy)	Lavanya k
	building dashboard	Lavanya k
	Global Recharge Report	Kevin Bridgman
	All Room IDs	Luke Hutton

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To view a report, click a report in the table

Author	Visible to	Created	Updated	Exported	
nie Thorley	Only me	22-May-2024	22-May-2024	Never Exported	
nie Thorley	Only me	22-May-2024	22-May-2024	Never Exported	
nie Thorley	Only me	22-May-2024	22-May-2024	Never Exported	
nie Thorley	Only me	22-May-2024	22-May-2024	Never Exported	
nie Thorley	Only me	22-May-2024	22-May-2024	Never Exported	
nie Thorley	Only me	22-May-2024	22-May-2024	22-May-2024	

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