

This QRC outlines the steps for Core Administrators to create and edit core facility reports.

Access iLab		
Go to the iLab solutions site using the direct link or the <u>One</u> <u>Purdue Portal</u> and login using your Boilerkey credentials. Help logging in to iLab using Boilerkey <u>can be found here</u> .	purdue.ilabsolutions.com Lab Management iLab ★★★★★ (0)	
Access Reporting		
Click core name .	 Home Communications (0) Core Facilities My Cores View Reque View Tube Particle, Powder and Compact Characterization Lab Physics Helium Core Plant Growth Chamber Center Plant Growth Chamber Center Pre-Clinical Research Laboratory - Center for Comp Precision Machining PriMLE Recharge Purdue Center for Regional Development (PCRD) Manage My Groups My Cores Purdue Genomics Facility (PPF) Purdue Stable Isotope Facility My Cores Purdue Univ Research Instrumentation Center People Sear Home Communications (0) Manage My Cores Purdue Stable Isotope Facility Research Instrumentation Center Research Machining Services School of Materials Preparation and Characterizatio Scientific Glass Blowing Lab Small Animal MRI Facility 	
Click Reporting .	About Our Core Request Services View All Requests People Reporting Billing Administration	
Reports can be based on the following data: • Charges • Requests • Events • Custom Forms Select preferred data source.	I Requests People Reporting Billing Administration Charges Requests Events Custom Forms	
Default Reports		
Click Load default to load default report for the current month.	✓ Load default	



Reports display in various formats such as stacked bar, data, pie and line charts.	Corres by week (by total cost) The provide the state of
Edit Default or Build New F	Report
Click Build new to create a new report. OR Click Load default to open and edit the default report.	 Build new ✓ Load default
A report can be customized or created by editing the Report settings.	Image: Report settings 1. Select a date range: Image: Start: May 1, 2016 Start: May 31, 2016 Purchase date Image: Report settings: 3. Customize display: 4. Apply settings: Image: Report settings: Image: Report settings:
Select a date range for report.	1. Select a date range: Image:



Select date field from drop- down.	2. Select date field: Purchase date Completion date Billing date
To add, remove, edit and re- order reports, click Charts and tables .	3. Customize display: Charts and tables
Click Click to make edits to a specific report.	Add, remove, edit and re-order charts and tables for this report • Clack here for help customizing reports Chart type Group by Value to report on Display data by Also group by No-charge as \$0 any values are negative Stacked bar Core Total cost Week None Yes Pie Service Total cost Week None Yes Yes X X X
Edit report details.	Chart type Group by Value to report on Display data by Also group by No-charge as \$0 Convert pie to bar if any values are negative Image: Stacked bar V Core V Total cost V Week None V Image: Stacked bar V Core Image: Stacked bar V Core
Click green check mark to save changes. Click red X to cancel changes.	
Click Apply .	Add a new chart or table Apply
Report displays with new settings	applied.
Save Report	
Click Save	Save



Enter new report name . Click Save .	Save report Save as a new report: (enter a new name) OR Overwrite an existing report: (select from a previously saved report below) Charge Request Event Custom Form Save Cancel Save Cancel Save
Share Report	
Click Share .	Share
Select checkbox to share report. Click Save changes . <u>NOTE</u> : Reports can only be	Sharing options for report "Test"
shared with other core administrators or institution administrators.	Save changes Cancel
Email Report Results	
Click Email	Email



Quick Reference Card Create and Edit iLab Reports

	is, build new reports or navigate to your reporting homepage. Kan it is it is it is it is it is a second second
	Email this report
Enter recipient email address in To: field. Select format of attachment. Add custom Message , if	To:
needed.	Send me a copy:
Click Send emails.	Send emails Cancel Save Cancel Email
Export Report	
Click Export .	Export
Select the desired export file format.	mail Imail Imail.
File is generated and displayed.	Charge reporting for May 1, 2016 to May 31, 2016 by purchase date Cores by week (by total cost)