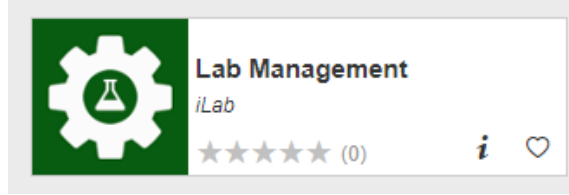
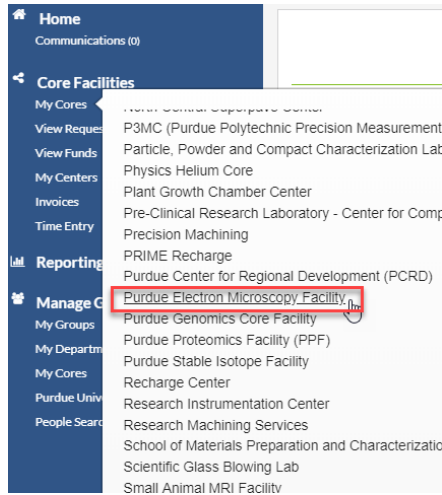
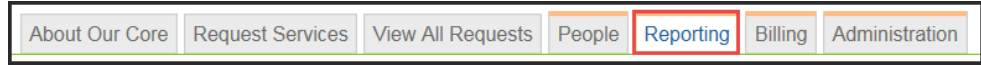
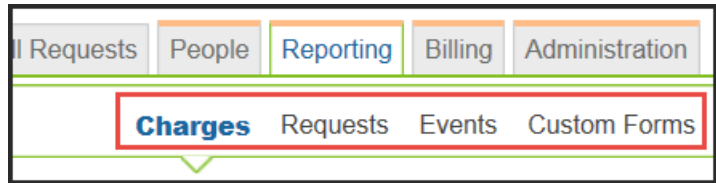
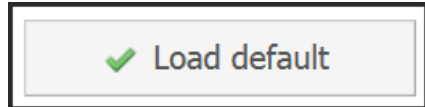
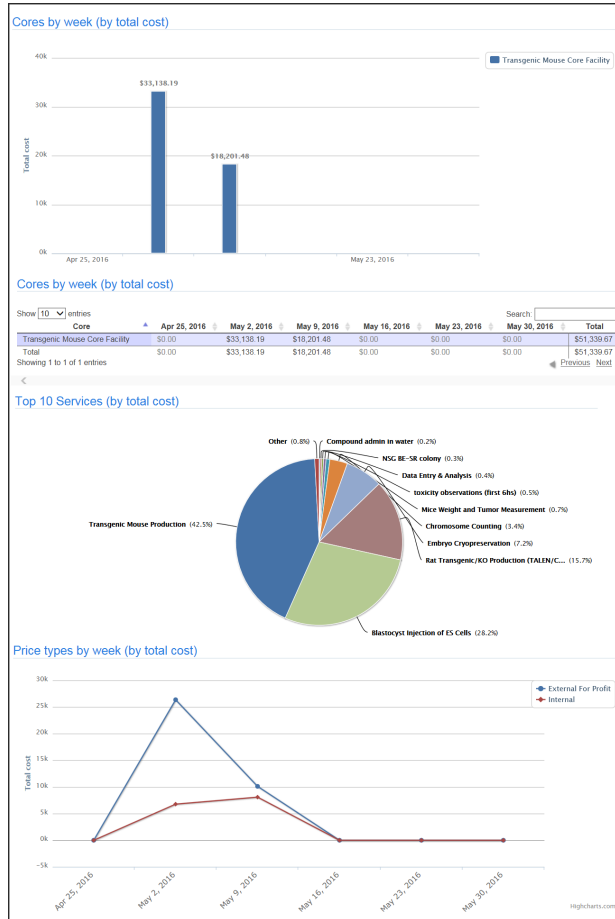


This QRC outlines the steps for Core Administrators to create and edit core facility reports.

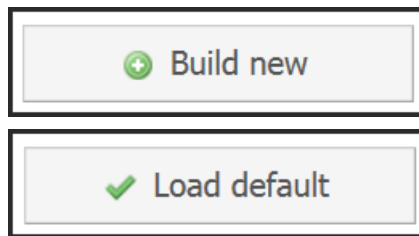
Access iLab	
<p>Go to the iLab solutions site using the direct link or the One Purdue Portal and login using your Boilerkey credentials. Help logging in to iLab using Boilerkey can be found here.</p>	<p>purdue.ilabsolutions.com</p> 
Access Reporting	
<p>Click core name.</p>	
<p>Click Reporting.</p>	
<p>Reports can be based on the following data:</p> <ul style="list-style-type: none"> • Charges • Requests • Events • Custom Forms <p>Select preferred data source.</p>	
Default Reports	
<p>Click Load default to load default report for the current month.</p>	

Reports display in various formats such as stacked bar, data, pie and line charts.



Edit Default or Build New Report

Click **Build new** to create a new report.
OR
Click **Load default** to open and edit the default report.



A report can be customized or created by editing the **Report settings**.

Report settings


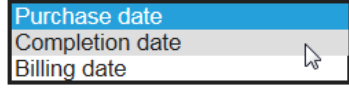
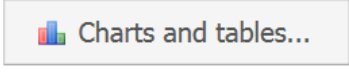

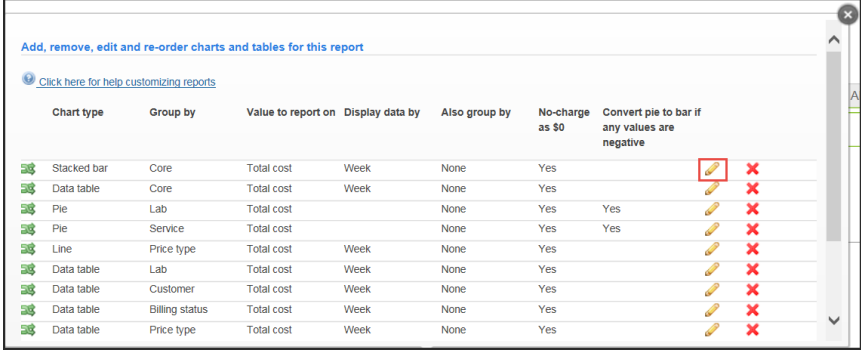
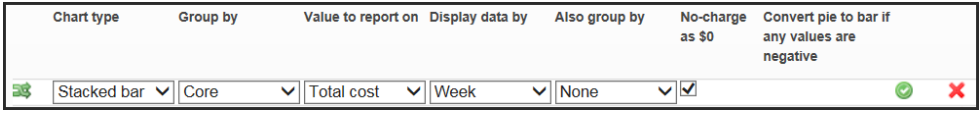

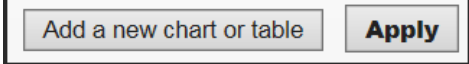
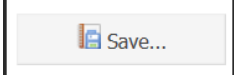
- Select a date range: (select a date range preset)
Start: May 1, 2016
End: May 31, 2016
- Select date field: Purchase date
- Customize display: Charts and tables...
- Apply settings: Run report!

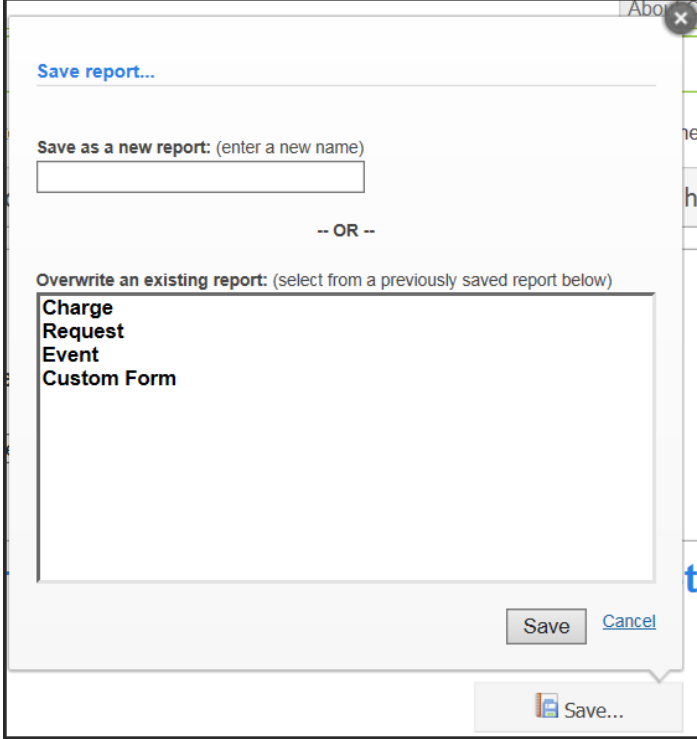
Select a date range for report.

1. Select a date range: (select a date range preset)

Start: May 1, 2016

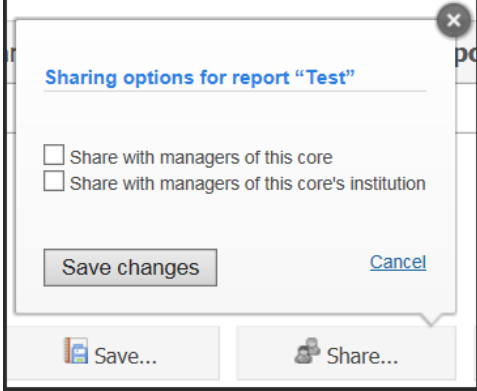
End: May 31, 2016

<p>Select date field from drop-down.</p>	<p>2. Select date field: </p> 
<p>To add, remove, edit and re-order reports, click Charts and tables....</p>	<p>3. Customize display:</p> 
<p>Click  to make edits to a specific report.</p>	
<p>Edit report details.</p>	
<p>Click green check mark to save changes.</p> <p>Click red X to cancel changes.</p>	
<p>Click Apply.</p>	
<p>Report displays with new settings applied.</p>	
<p>Save Report</p>	
<p>Click Save....</p>	

<p>Enter new report name.</p> <p>Click Save.</p>	
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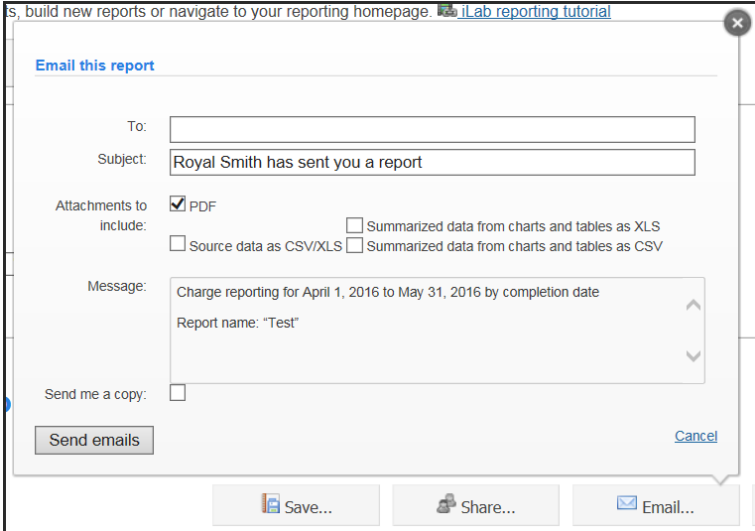
Share Report

<p>Click Share....</p>	
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<p>Select checkbox to share report.</p> <p>Click Save changes.</p> <p>NOTE: Reports can only be shared with other core administrators or institution administrators.</p>	
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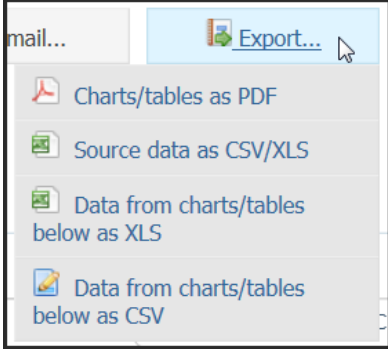
Email Report Results

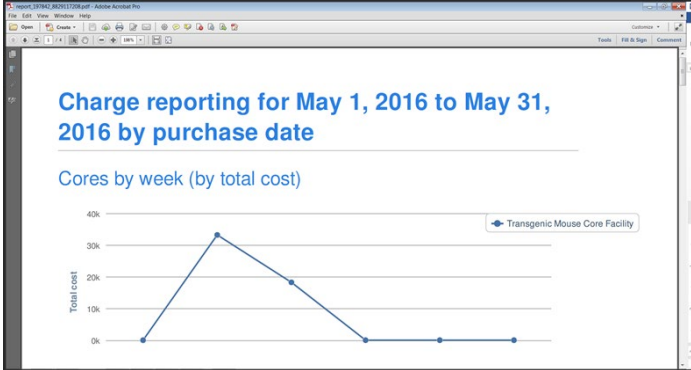
<p>Click Email....</p>	
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<p>Enter recipient email address in To: field.</p> <p>Select format of attachment.</p> <p>Add custom Message, if needed.</p> <p>Click Send emails.</p>	
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Export Report

<p>Click Export...</p>	
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<p>Select the desired export file format.</p>	
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<p>File is generated and displayed.</p>	
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