

Example report: All microscopes on South Kensington campus

How to create personal reports

1. Enter search term 'microscope'

2. Search term becomes a filter

3. Select columns from action button

4. Add column 'Campus Name'

5. In the main search box, click the magnifying glass symbol

6. Select 'Campus Name' from the drop down menu and search for 'South Kensington'

7. Save report in Actions menu

8. Report now available in Reports drop-down list

The screenshots show the 'Facilities and Equipment List' interface. Step 1 shows the search bar with 'microscope' entered. Step 2 shows the search bar with a filter icon and the text 'Row text contains 'microscope''. Step 3 shows the 'Actions' menu open with 'Select Columns' selected. Step 4 shows the 'Select Columns' dialog box with 'Campus Name' moved from 'Do Not Display' to 'Display in Report'. Step 5 shows the main search bar with a magnifying glass icon. Step 6 shows the search bar with 'Campus Name' selected in the dropdown menu. Step 7 shows the 'Actions' menu with 'Save Report' selected. Step 8 shows the 'Reports' dropdown menu with '1. Microscopes on South Kensington' selected.