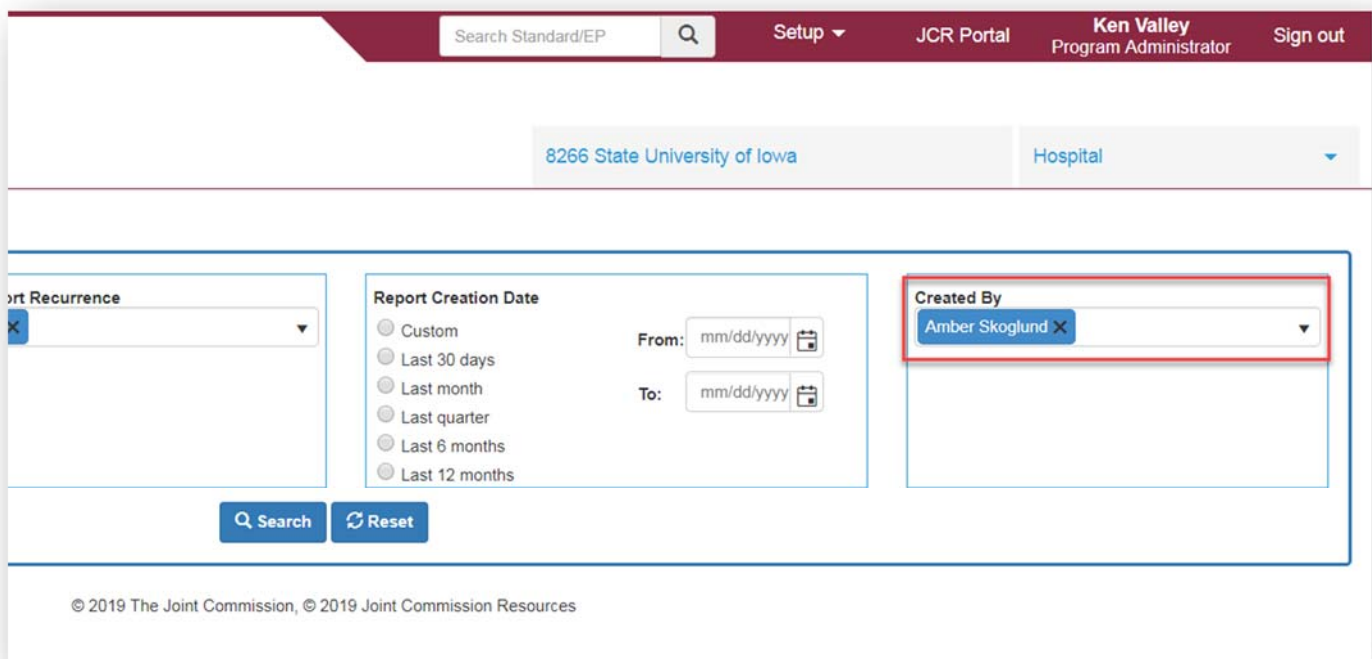


## Using the Report Templates

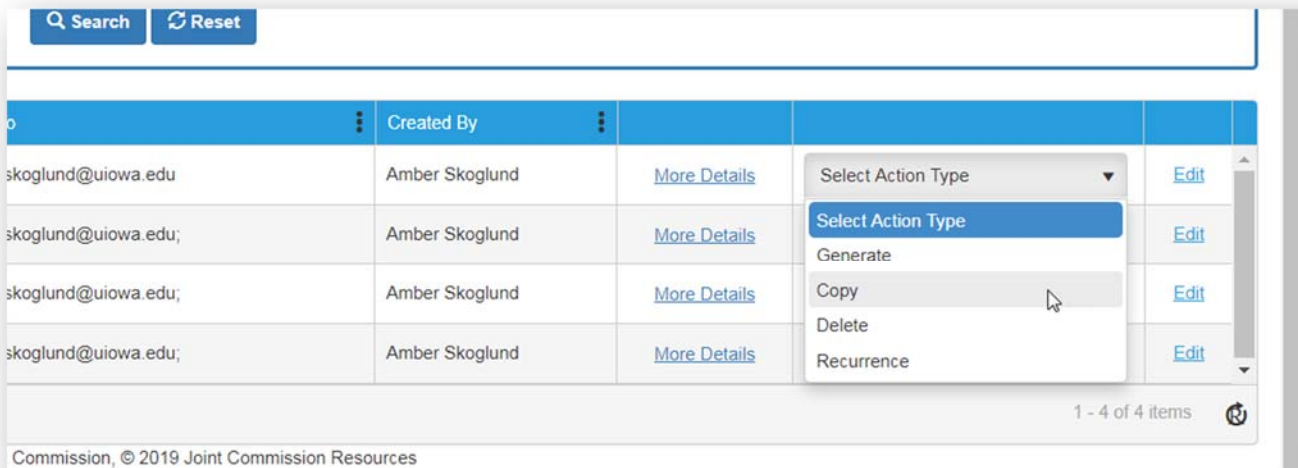
Once logged in, select the Reports->Site Saved Reports->Tracers from the top menu:



Next, choose those created by Amber and hit "Search":



The report templates will show at the bottom. In the “Select Action Type” drop down, choose “Copy”:

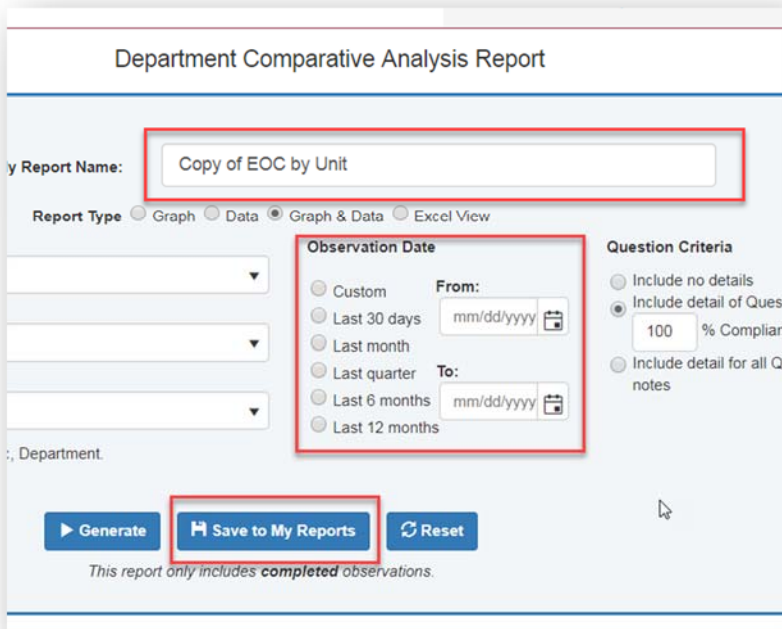


Created By			
skoglund@uiowa.edu	Amber Skoglund	<a href="#">More Details</a>	<div style="border: 1px solid gray; padding: 5px;">           Select Action Type           <ul style="list-style-type: none"> <li>Select Action Type</li> <li>Generate</li> <li style="background-color: #f0f0f0;">Copy</li> <li>Delete</li> <li>Recurrence</li> </ul> </div>
skoglund@uiowa.edu;	Amber Skoglund	<a href="#">More Details</a>	<a href="#">Edit</a>
skoglund@uiowa.edu;	Amber Skoglund	<a href="#">More Details</a>	<a href="#">Edit</a>
skoglund@uiowa.edu;	Amber Skoglund	<a href="#">More Details</a>	<a href="#">Edit</a>

1 - 4 of 4 items

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Once viewing, rename the report based on your preference. Additionally, you can change the Observation Date, or “Save to My Reports” to save your own version of this report template. From there, you can choose “Email” to have it automatically emailed to you.



### Department Comparative Analysis Report

Report Name:

Report Type:  Graph  Data  Graph & Data  Excel View

Observation Date:

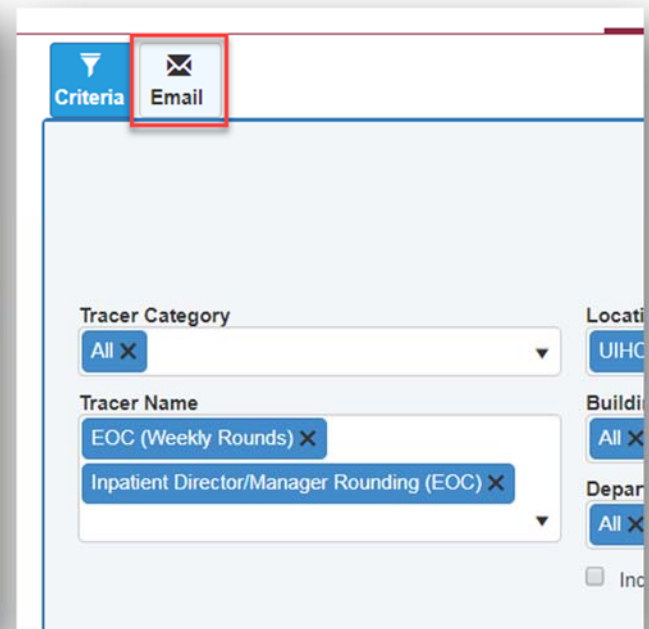
- Custom From:  To:
- Last 30 days
- Last month
- Last quarter
- Last 6 months
- Last 12 months

Question Criteria:

- Include no details
- Include detail of Questions
- Include detail for all Questions

Buttons:

*This report only includes **completed** observations.*



Criteria  Email

Tracer Category:

Tracer Name:

- 
- 

Location:

Buildings:

Departments: