

03.10 How to Run Logbooks Report

Note: The fields displayed on the screen may vary from the illustrations below based on an individual user's security rights or based on the specific configuration of the database.

1. Under the Logbook tab, go to Logbook Reports.
2. Select a report group:
 - Request Reports
 - Performance Reports

By default, you search on your default property. If you want to narrow your search to a specific property, click Select by the Property field and choose the specific property. If you want to run reports for multiple properties, select a region or leave both region and property selections blank to get a report including all properties.

3. Enter any additional criteria you wish to use to define your report.
4. Reports are available in multiple formats (such as Excel, CSV or HTML). Select CSV if it is going to be a large amount of data (more than 5000 rows).
5. Click OK to run your report.

