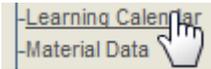


## Resource Manager Reports

As a Resource Manager, there are several reports that will be useful to you.

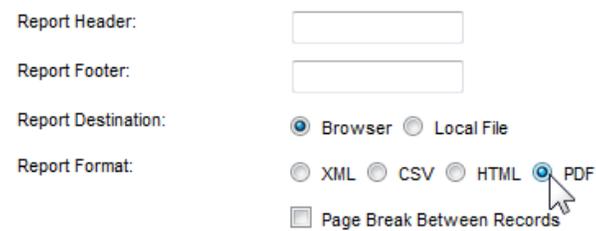
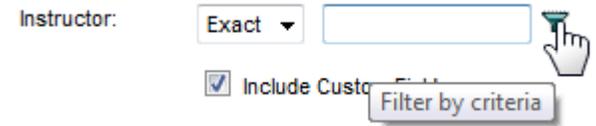
### The Learning Calendar Report

The **Learning Calendar Report** shows, for the date range you specified, all the daily learning events scheduled. You can sort by Item/Activity, Scheduled Offering ID, and Start Date.

Step	Activity	View
1.	Select the <b>Reports</b> menu.	
2.	Select <b>Learning</b> .	
3.	Select <b>Learning Calendar</b> .	
4.	Enter a Report header, footer, destination and format.	Report Header: <input type="text"/> Report Footer: <input type="text"/> Report Destination: <input checked="" type="radio"/> Browser <input type="radio"/> Local File Report Format: <input type="radio"/> XML <input type="radio"/> CSV <input type="radio"/> HTML <input checked="" type="radio"/> PDF <input type="checkbox"/> Page Break Between Records
5.	Enter a date range.	Date Range From: (MM/DD/YYYY) <input type="text" value="6/30/2009"/> Date Range To: (MM/DD/YYYY) <input type="text" value="07/31/2009"/> Item: <input type="button" value="Select Date"/> Exact Type: <input type="text"/>
6.	Enter criteria that will filter the resources you wish to view. Leave these fields blank to report on all resources scheduled within the date range.	Item: Exact Type: <input type="text"/> ID: <input type="text"/> Schedule Block Type: Exact <input type="text"/> Location: Exact <input type="text"/> Equipment: Exact <input type="text"/> Facility: Exact <input type="text"/> Instructor: Exact <input type="text"/> Offering Type: <input type="radio"/> Item <input type="radio"/> Schedule Block <input checked="" type="radio"/> Both Show Only: <input checked="" type="radio"/> Active Offerings <input type="radio"/> Inactive Offerings <input type="radio"/> Both Include Cancelled: <input type="radio"/> Yes <input checked="" type="radio"/> No Sort By: <input checked="" type="radio"/> Item/Schedule Block <input type="radio"/> Scheduled Offering ID <input type="radio"/> Start Date Display: <input checked="" type="radio"/> By Offering <input type="radio"/> By Segment
7.	Click <b>Run Report</b> .	

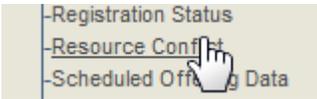
## The Instructor Data Report

The **Instructor Data Report** returns the instructor's cost per hour, email address, items the instructor is qualified to teach, and other system management information.

Step	Activity	View
1.	Select the <b>Reports</b> menu.	
2.	Select <b>Learning</b> .	
3.	Select <b>Instructor Data Calendar</b> .	
4.	Enter a Report header, footer, destination and format.	 <p>Report Header: <input type="text"/></p> <p>Report Footer: <input type="text"/></p> <p>Report Destination: <input checked="" type="radio"/> Browser <input type="radio"/> Local File</p> <p>Report Format: <input type="radio"/> XML <input type="radio"/> CSV <input type="radio"/> HTML <input checked="" type="radio"/> PDF</p> <p><input type="checkbox"/> Page Break Between Records</p>
5.	Enter the instructor ID or use the Filter by criteria icon to search for an instructor.	 <p>Instructor: <input type="text"/> <input type="button" value="Exact"/> <input type="button" value="Filter by criteria"/></p> <p><input checked="" type="checkbox"/> Include Custom Fields</p>
6.	Click <b>Run Report</b> .	

## The Resource Conflict Report

The **Resource Conflict Report** returns scheduling conflicts of locations, instructors, and equipment. The report is divided into three groups: one for each of the resource types. The details of the conflict are described by Date/Time of Conflict and the Offering ID and Item/Activity ID of the two offerings where the resource is in conflict.

Step	Activity	View
1.	Select the <b>Reports</b> menu.	
2.	Select <b>Learning</b> .	
3.	Select <b>Resource Conflict</b> .	
4.	Enter a Report header, footer, destination and format.	<div style="display: flex; flex-direction: column; gap: 5px;"> <div>Report Header: <input type="text"/></div> <div>Report Footer: <input type="text"/></div> <div>Report Destination: <input checked="" type="radio"/> Browser <input type="radio"/> Local File</div> <div>Report Format: <input type="radio"/> XML <input type="radio"/> CSV <input type="radio"/> HTML <input checked="" type="radio"/> PDF</div> <div><input type="checkbox"/> Page Break Between Records</div> </div>
5.	Enter the location, instructor and equipment ID along with a date range. <b>Note:</b> You can also use the filter by criteria to find the location, instructor or equipment records.	<div style="display: flex; flex-direction: column; gap: 5px;"> <div>Location: <input type="text"/> Exact <input type="text"/> </div> <div>Instructor: <input type="text"/> Exact <input type="text"/> </div> <div>Equipment: <input type="text"/> Exact <input type="text"/> </div> <div>Date between: (MM/DD/YYYY)  6/30/2009</div> <div>and: (MM/DD/YYYY)  <input type="text"/></div> </div>
6.	Click <b>Run Report</b> .	

## The Equipment Data Report

The **Equipment Data Report** shows the ID, Serial Number, Assigned Location, Status, Domain, and Hourly Cost of operation of your equipment.

Step	Activity	View
1.	Select the <b>Reports</b> menu.	
2.	Select <b>Learning</b> .	
3.	Select <b>Equipment Data</b> .	
4.	Enter a Report header, footer, destination and format.	<div style="display: flex; flex-direction: column; gap: 5px;"> <div>Report Header: <input type="text"/></div> <div>Report Footer: <input type="text"/></div> <div>Report Destination: <input checked="" type="radio"/> Browser <input type="radio"/> Local File</div> <div>Report Format: <input type="radio"/> XML <input type="radio"/> CSV <input type="radio"/> HTML <input checked="" type="radio"/> PDF</div> <div><input type="checkbox"/> Page Break Between Records</div> </div>
5.	Enter the equipment ID or use the <b>Filter by Criteria</b> icon to search for the equipment.	<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">Equipment:</div> <div style="display: flex; align-items: center;"> <input type="text" value="Exact"/> <input style="margin-left: 10px;" type="text"/>  </div> </div>
6.	Click <b>Run Report</b> .	

## The Equipment Status Report

The **Equipment Status Report** returns information for individual pieces. It is grouped by equipment status.

Step	Activity	View
1.	Select the <b>Reports</b> menu.	
2.	Select <b>Learning</b> .	
3.	Select <b>Equipment Status</b> .	
4.	Enter a Report header, footer, destination and format.	<div style="display: flex; flex-direction: column; gap: 5px;"> <div>Report Header: <input style="width: 100%;" type="text"/></div> <div>Report Footer: <input style="width: 100%;" type="text"/></div> <div>Report Destination: <input checked="" type="radio"/> Browser <input type="radio"/> Local File</div> <div>Report Format: <input type="radio"/> XML <input type="radio"/> CSV <input type="radio"/> HTML <input checked="" type="radio"/> PDF</div> <div><input type="checkbox"/> Page Break Between Records</div> </div>
5.	Enter the equipment ID or use the <b>Filter by Criteria</b> icon to search for the equipment.	<div style="display: flex; flex-direction: column; gap: 5px;"> <div>Equipment: <input style="width: 100%;" type="text"/> <input type="button" value="Exact"/> </div> <div>Equipment Status: <input style="width: 100%;" type="text"/> <input type="button" value="Exact"/> </div> </div>
6.	Click <b>Run Report</b> .	

## The Equipment Utilization Report

The **Equipment Utilization Report** returns, for the equipment types you select within a specified date range, the number of offerings for which each individual piece of equipment has been scheduled, and the total number of hours the equipment is scheduled to be in use.

Step	Activity	View
1.	Select the <b>Reports</b> menu.	
2.	Select <b>Learning</b> .	
3.	Select <b>Equipment Utilization</b> .	
4.	Enter a Report header, footer, destination and format.	Report Header: <input type="text"/> Report Footer: <input type="text"/> Report Destination: <input checked="" type="radio"/> Browser <input type="radio"/> Local File Report Format: <input type="radio"/> XML <input type="radio"/> CSV <input type="radio"/> HTML <input checked="" type="radio"/> PDF <input type="checkbox"/> Page Break Between Records
5.	Enter the equipment ID or use the <b>Filter by Criteria</b> icon to search for the equipment.	Equipment: <input type="text"/> <input type="button" value="Exact"/> <input type="button" value="Filter"/>
6.	Enter a date range.	Date between: (MM/DD/YYYY) <input type="text"/> and: (MM/DD/YYYY) <input type="text"/>
7.	Click <b>Run Report</b> .	