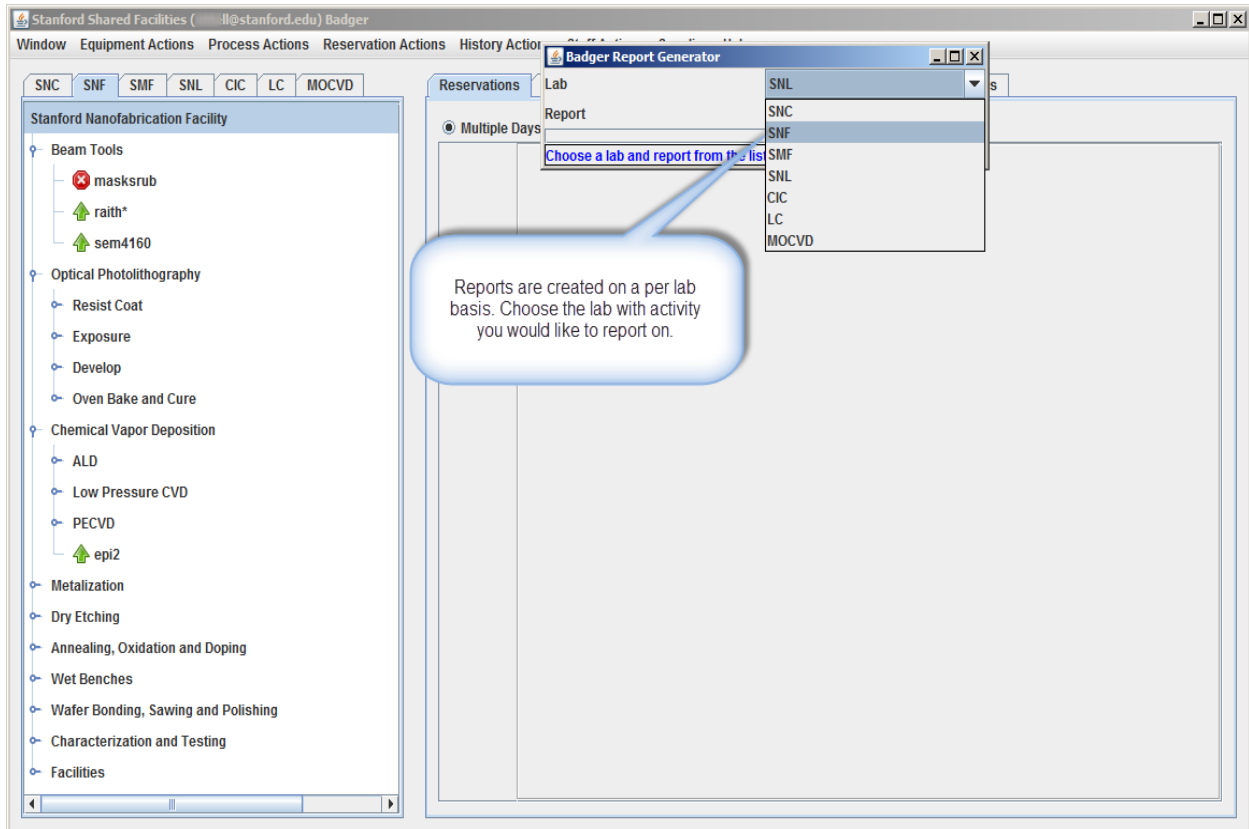


# Badger Docs – Member Reports

Members have the ability to report on their activities via the Reports menu selection at the top of the screen. While Members may only report on their own activities they will find that the Financial Detail report is parameterized to enable a variety of queries. Once a report is created it can be downloaded to your computer and input into Excel or other applications for the creation of even more sophisticated reports.

## Creating a Report -



# Badger Docs – Member Reports

The screenshot displays the Stanford Shared Facilities (SNF) interface. On the left is a tree view of manufacturing processes, including Beam Tools, Optical Photolithography, Chemical Vapor Deposition, and Metalization. On the right is a 'Badger Financial Detail Report for SNF' dialog box. The dialog box contains the following fields:

- Lab: SNF
- Report: Financial Detail
- Account type: all
- Activity type: all
- Equipment: all
- Member email: researcher@stanford.edu
- Account: \*
- Display data from: 09/2012 to 11/2012

Callouts provide additional information:

- A callout pointing to the Member email field states: "Notice that your member email is pre-populated. You may only report on your own activities."
- A callout pointing to the dropdown menus states: "All other fields are available for selection."
- A callout pointing to the date range field states: "Date ranges can be changed to show multiple months. Use the format MM/YYYYY."

Buttons for 'Cancel' and 'Display' are located at the bottom of the dialog box. A note at the bottom of the dialog box reads: "Enter the requested information above and click display."

# Badger Docs – Member Reports

The screenshot shows a window titled "Financial Detail" containing a table with the following columns: item, bdate, member, account, project\_type, type, amount, r..., and cost. The table lists multiple rows of data for "XPer\_t\_snl" items, with dates ranging from 2012-01-01 to 2012-01-20. Callout boxes provide additional information:

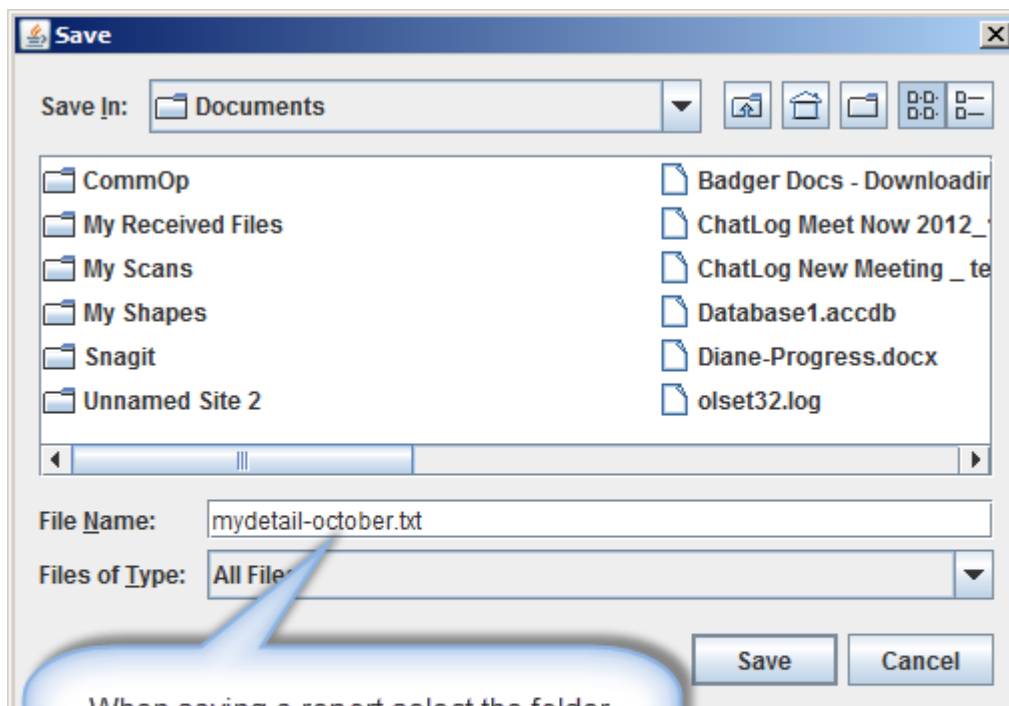
- Clicking on a heading allows you to sort on that column.** (points to the "item" column header)
- Amount typically lists the number of minutes a device was in use.** (points to the "amount" column)
- The cost indicates the current cost for this use as calculated at midnight. For performance reasons cost figures are recalculated each night and not at the time a report is run.** (points to the "cost" column)
- Note that the actual cost for a single use is somewhat fluid as once a cap is reached all related charges are recalculated and a pro rata share distributed back to any particular event.** (points to the "cost" column)
- Save a copy to your computer.** (points to the "Save" button)

At the bottom of the window, there are four buttons: Chart, Print, Save, and Close.

item	bdate	member	account	project_type	type	amount	r...	cost
XPer_t_snl	2012-01-01 18:01:32			local	eq_activity	1099.0	...	534.50
XPer_t_snl	2012-01-02 10:27:21			local	eq_activity	78.0	...	136.50
XPer_t_snl							...	84.50
XPer_t_snl							...	258.50
XPer_t_snl							...	123.00
XPer_t_snl							...	89.50
XPer_t_snl							...	196.50
XPer_t_snl	2012-01-05 19:20:53			local	eq_activity			
XPer_t_snl	2012-01-06 13:03:52			local	eq_activity			
XPer_t_snl	2012-01-06 19:31:18			local	eq_activity			
XPer_t_snl	2012-01-09 12:24:26			local	eq_activity			
XPer_t_snl	2012-01-09 13:39:03			local	eq_activity			
XPer_t_snl	2012-01-09 17:55:46			local	eq_activity			
XPer_t_snl	2012-01-09 19:26:40			local	eq_activity			
XPer_t_snl	2012-01-10 15:32:51			local	eq_activity	52.0	...	26.00
XPer_t_snl	2012-01-10 17:42:30						...	0.00
XPer_t_snl	2012-01-10 19:38:12						...	548.50
XPer_t_snl	2012-01-11 20:01:36						...	497.50
XPer_t_snl	2012-01-12 16:37:33						...	46.00
XPer_t_snl	2012-01-13 09:51:30						...	154.00
XPer_t_snl	2012-01-13 15:14:48						...	116.00
XPer_t_snl	2012-01-14 09:26:37						...	150.50
XPer_t_snl	2012-01-16 15:03:43						...	54.00
XPer_t_snl	2012-01-16 17:00:41			local	eq_activity	1053.0	...	528.50
XPer_t_snl	2012-01-17 20:04:42			local	eq_activity	1027.0	...	
XPer_t_snl	2012-01-18 15:33:28			local	eq_activity	1056.0	...	
XPer_t_snl	2012-01-19 23:42:34			local	eq_activity	110.0	...	
XPer_t_snl	2012-01-20 10:22:24			local	eq_activity	51.0	...	
XPer_t_snl	2012-01-20 19:42:14			local	eq_activity	1248.0	...	624.00

# Badger Docs – Member Reports

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When saving a report select the folder and type in the name. Using ".txt" is a good idea for MS Windows users.