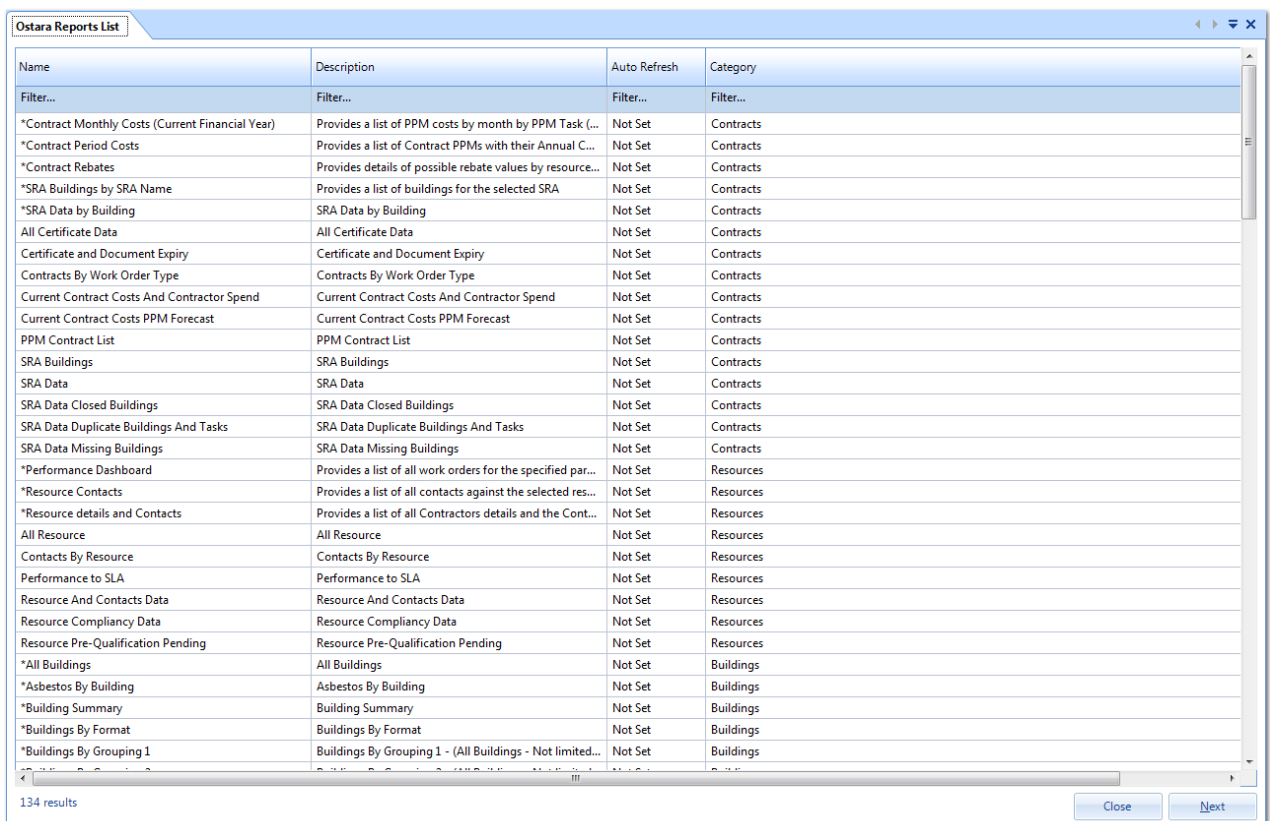


Viewing Reports

Wed, Jan 17, 2024 Reports

Reports are a very useful way for Clients to view their data. They can display data in very intricate and precise ways that mostly fit the Users needs. Each Report has a group of filters that can be set before running to help achieve this. This can all be done from within the Reports tab in the Ribbon menu.

1. Click "Report Search" to display a list of all the Reports available. The list of Reports that are shown is dependant on which Reports the Profile the User is associated with has permission to view. Here is an example Report list:



Name	Description	Auto Refresh	Category
Filter...	Filter...	Filter...	Filter...
*Contract Monthly Costs (Current Financial Year)	Provides a list of PPM costs by month by PPM Task (...)	Not Set	Contracts
*Contract Period Costs	Provides a list of Contract PPMs with their Annual C...	Not Set	Contracts
*Contract Rebates	Provides details of possible rebate values by resource...	Not Set	Contracts
*SRA Buildings by SRA Name	Provides a list of buildings for the selected SRA	Not Set	Contracts
*SRA Data by Building	SRA Data by Building	Not Set	Contracts
All Certificate Data	All Certificate Data	Not Set	Contracts
Certificate and Document Expiry	Certificate and Document Expiry	Not Set	Contracts
Contracts By Work Order Type	Contracts By Work Order Type	Not Set	Contracts
Current Contract Costs And Contractor Spend	Current Contract Costs And Contractor Spend	Not Set	Contracts
Current Contract Costs PPM Forecast	Current Contract Costs PPM Forecast	Not Set	Contracts
PPM Contract List	PPM Contract List	Not Set	Contracts
SRA Buildings	SRA Buildings	Not Set	Contracts
SRA Data	SRA Data	Not Set	Contracts
SRA Data Closed Buildings	SRA Data Closed Buildings	Not Set	Contracts
SRA Data Duplicate Buildings And Tasks	SRA Data Duplicate Buildings And Tasks	Not Set	Contracts
SRA Data Missing Buildings	SRA Data Missing Buildings	Not Set	Contracts
*Performance Dashboard	Provides a list of all work orders for the specified par...	Not Set	Resources
*Resource Contacts	Provides a list of all contacts against the selected res...	Not Set	Resources
*Resource details and Contacts	Provides a list of all Contractors details and the Cont...	Not Set	Resources
All Resource	All Resource	Not Set	Resources
Contacts By Resource	Contacts By Resource	Not Set	Resources
Performance to SLA	Performance to SLA	Not Set	Resources
Resource And Contacts Data	Resource And Contacts Data	Not Set	Resources
Resource Compliancy Data	Resource Compliancy Data	Not Set	Resources
Resource Pre-Qualification Pending	Resource Pre-Qualification Pending	Not Set	Resources
*All Buildings	All Buildings	Not Set	Buildings
*Asbestos By Building	Asbestos By Building	Not Set	Buildings
*Building Summary	Building Summary	Not Set	Buildings
*Buildings By Format	Buildings By Format	Not Set	Buildings
*Buildings By Grouping 1	Buildings By Grouping 1 - (All Buildings - Not limited...	Not Set	Buildings

134 results

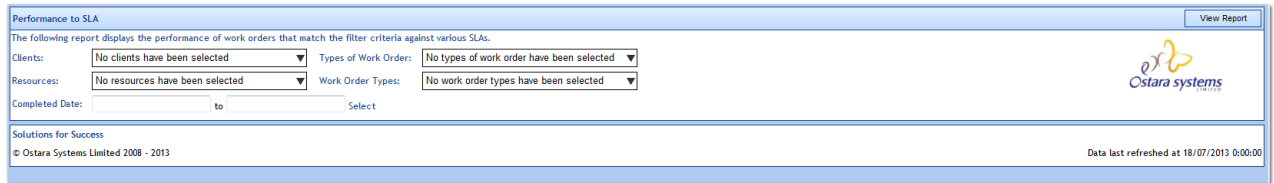
Close Next

Please Note: The Description column shows a "Restriction" coding detailing how the reports are restricted based on the User running the report. For example, a report showing all Work Orders could be restricted such that if a Resource User runs the report it will only show Work Orders for that Resource. The detail of the Restriction Coding is as follows:

- **None**: No restrictions apply. Any User running this particular report will see all data the report returns without restriction
- **UB**: This report will only return results based on the User's Buildings
- **R**: This report will only return results based on the Resource the User is associated with. (If the User is not a Resource User this will have no impact)
- **RG**: This report will only return results based on the Resource Grouping the User is associated with. (If the User is not associated to any Resource Groupings this will have no impact)
- **UW**: This report will only return results based on the User's associated Work Order Types and Sub Work Order Types

2. Double click a Report or select a Report and click "Next" to open it. Depending on the Report, it will either run straight away and display information on the preset filters or blank filters will be returned enabling the User to determine the parameters of what data is shown. At any time, it is possible to change the parameters so that different information is displayed. Once the parameters have been set, click "View Report" and the Report will be generated.

A typical report header with the available filters is as follows:



The screenshot shows a report header titled "Performance to SLA". Below the title, it states: "The following report displays the performance of work orders that match the filter criteria against various SLAs." There are four filter dropdown menus: "Clients:" (No clients have been selected), "Types of Work Order:" (No types of work order have been selected), "Resources:" (No resources have been selected), and "Work Order Types:" (No work order types have been selected). Below these is a "Completed Date:" field with "to" and "Select" options. In the top right corner, there is a "View Report" button and the "Ostara systems" logo. At the bottom left, it says "Solutions for Success © Ostara Systems Limited 2008 - 2013". At the bottom right, it says "Data last refreshed at 18/07/2013 0:00:00".

3. The Ostara Insight Reporting Suite provides different options depending on the type of report. Typically tabular reports will allow the User to export to Excel, graphical reports will allow the User to export to PDF. An example is shown below:



4. It is also possible to drill down further into the details of some Reports. These Reports will typically have links (these will be blue and underlined, or the cursor will change from an arrow to a hand) which will display the details specifically related to the area.

5. Once all the necessary tasks have been completed, close down the Report by clicking "Close".

Note: If the User's machine has Internet Explorer 9 or earlier installed, there may be unexpected results with some of the reports. A later version of Internet Explorer is required to run the reports from the main application. If the User does experience these issues, then it is recommended that they use the Web Portal to run the reports via another browser other than Internet Explorer.

Note: If the report is ever shown in a grey, it means that the databases containing the data used in the report have not been rebuilt yet and haven't gotten today's data. When they return back to white, this means that the data is up to date.

Name	Description	Warehouse Data	Auto Refresh	Category	Last Updated
Filter...	Filter...	Filter...	Filter...	Filter...	
Asbestos Work Orders	Provides a graphical representation of all asbestos related work orders for specified p...	Building...	Not set	Work Orders	04/12/2019 13:41
Asset Warranty Expiry	Provides a list of all assets which expire in the near future (Restrictions: UB, UW)	Building...	Not set	Assets	04/12/2019 13:41
Audit Contractor Rates	Provides a list of all updates of Contractor Rates in your system (Restrictions: None)	Ready	Not set	Resources	27/04/2018 05:28
Audit Contractors	Provides a list of all updates of Contractors in your system (Restrictions: None)	Ready	Not set	Resources	27/04/2018 05:28
Audit Work Orders Completed	Provides a list of the audit work orders completed within a specified date range (Rest...	Building...	Not set	Audit	27/04/2018 05:28
Auto Verification Report	Work Orders that have been Auto advanced from Post Verification in the last 28 days ...	Building...	Not set	Work Orders	27/04/2018 05:28
Building ATAS Codes	Provides a list of all buildings with their current ATAS codes (Restrictions: UB)	Building...	Not set	Buildings	27/04/2018 05:29
Building Data for Contractors	provides a list of all buildings with associated data (Restrictions: UB)	Building...	Not set	Buildings	27/04/2018 05:29
Building Summary	Provides a summary of the selected Building(s) (Restrictions: UB)	Building...	Not set	Buildings	27/04/2018 05:29
Buildings By Format	Provides a graphical view of all buildings by building format (Restrictions: UB)	Building...	Not set	Buildings	04/12/2019 13:41
Buildings By Grouping 1	Provides a graphical view of all buildings by grouping 1 (Restrictions: UB)	Building...	Not set	Buildings	04/12/2019 13:41
Buildings By Grouping 2	Provides a graphical view of all buildings by grouping 2 (Restrictions: UB)	Building...	Not set	Buildings	04/12/2019 13:41
Buildings By Grouping 3	Provides a graphical view of all buildings by grouping 3 (Restrictions: UB)	Building...	Not set	Buildings	04/12/2019 13:41

Online URL: <https://ostarasystems.knowledgebase.co/article.php?id=383>