

0.7 Space Module Reports - Report Guide

Provides guidance on how to use a space report in Tableau and filter on specific categories. If you have any questions or require additional guidance, please reach out to Nasreen.Rajani@northwestern.edu.

DIRECTIONS:

1 Enter Tableau using the [LINK](#) on the FC Reporting page,

1 Select the desired report within the Table of Contents for Space Module Reports.

Space Information Reports

We recommend downloading the **cross tab** view or using the **full data set** when exporting reports.

Report Name	Report Description	Square Footage
Assignee Space Report	Provides area and area proration assigned to the assignee. Grant chartstrings can be activated for each assignee. Users can filter by assignee name, building, and department. Prorated by department and other fields.	Total space sf found in column "Total Space Area". Prorated sf of Assignee found in column "Area Prorate by Dept./Assignee"
Base Building Report	Lists all building information included whether it is owned or leased, gross area, net/non assignable area, as well as a local/national landmark flag. Users can filter by these along with campus, building ID, and primary use	Building gross area found in column "Building Gross Area". Building net assignable area found in column "Building Net Assignable Area". Building non assignable area found in column "Building NonAssignable Area"
Building Occupant Location Contact List	Provides a list of all occupants including name, phone number, and email addresses for those occupying a particular building, space, and floor. Users can filter by building ID, occupant name, organization description, and space classification	Total space sf found in column "Total Space Area"
Department Base Data	Shows area and area proration by department and assignee, percent allocation, as well as occupant information by building ID, space, and department. Can search on building ID, space class roll up, and space classification	Total space sf found in column "Total Space Area". Blended prorated sf found in column "Area Prorated by Department Assignment, Assignee"

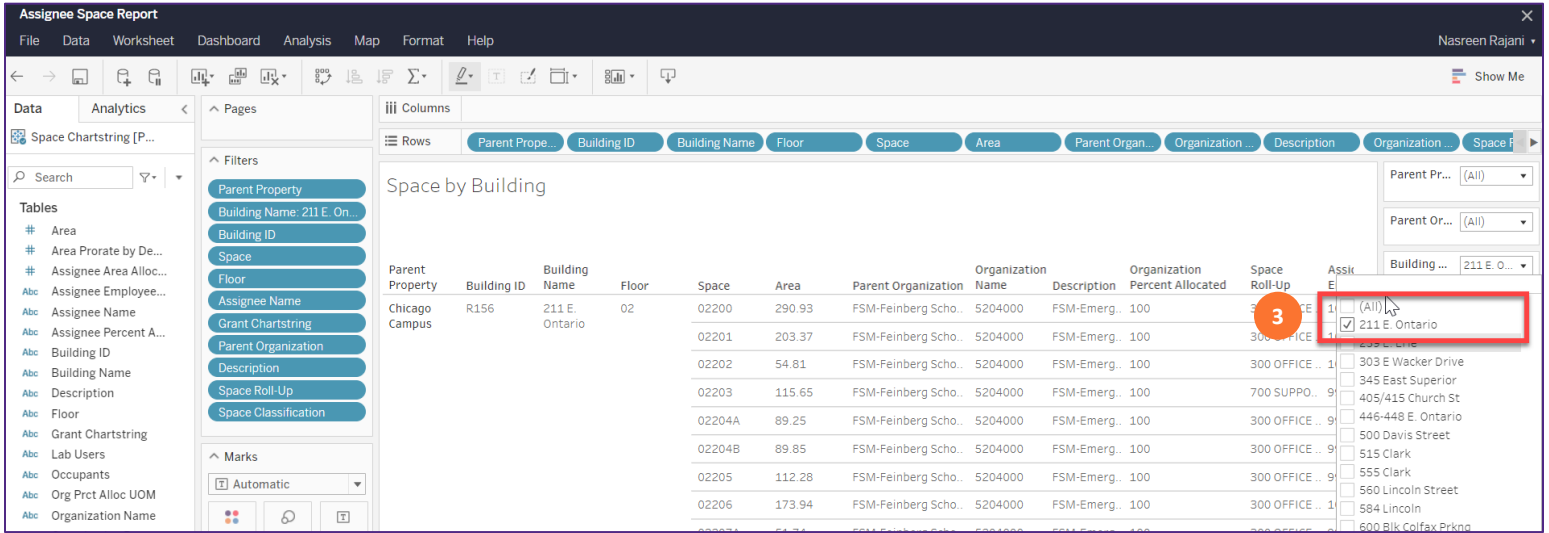
2 Identify if you would like to narrow down the report by looking at just a few criteria i.e. campus, building, floor, etc.

The screenshot shows the Tableau interface for the 'Assignee Space Report'. The interface includes a top menu bar (File, Data, Worksheet, Dashboard, Analysis, Map, Format, Help), a toolbar with various visualization options, and a main workspace. On the left, there are panels for 'Data' (Space Chartstring [P...]), 'Filters' (Parent Property, Building Name, Building ID, Space, Floor, Assignee Name, Assignee Percent A..., Parent Organization, Description, Space Roll-Up, Space Classification), and 'Marks' (Automatic, Color, Size, Text, Detail, Tooltip). The main workspace displays a table titled 'Space by Building' with columns: Parent Property, Building ID, Building Name, Floor, Space, Area, Parent Organization, Organization Name, Description, Percent Allocated, Space Roll-Up, and Empl. The table shows data for Chicago Campus, including buildings like Ch - Heatin... and Abbott Hall, and various spaces (01101, 00100, 00100A, etc.). On the right, there are filter dropdowns for Parent Pr..., Parent Or..., Building..., Space..., Floor..., Description..., Assignee..., Grant Cha..., Space Rol..., and Space Cla... The 'Building...' dropdown is highlighted with a red box and a '2' callout.

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DIRECTIONS CONT.

3 Uncheck 'All' and select which criteria you would like to view for all fields you have identified.



4 To download the report into excel, click on the icon below and select 'crosstab' and download.

