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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.

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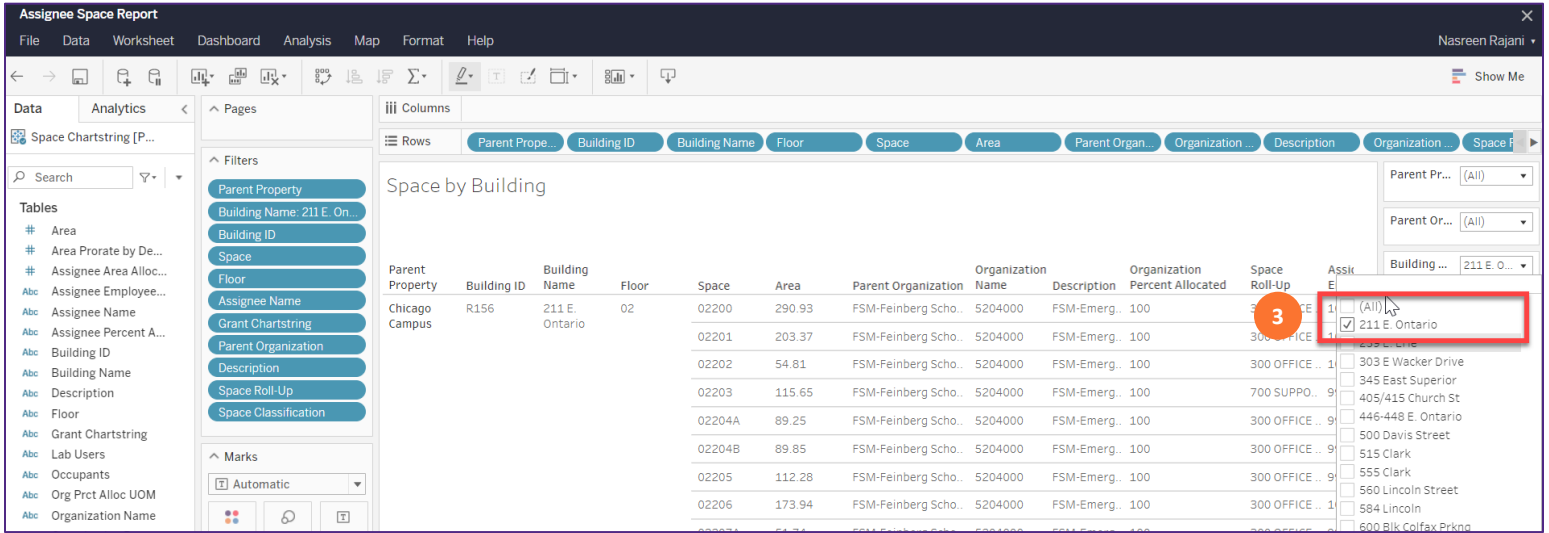
Identify if you would like to narrow down the report by looking at just a few criteria i.e. campus, building, floor, etc.

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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.