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 -
Notice that your member email is pre-populated. You may only report on your own activities.

All other fields are available for selection.

Date ranges can be changed to show multiple months. Use the format MM/YYYY.
Clicking on a heading allows you to sort on that column.

Amount typically lists the number of minutes a device was in use.

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.

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.

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