QUICKSTART GUIDE: FILM USAGE STATISTICS IN SHAREPOINT

The Sharepoint system, which is used for booking and charging of FILM equipment, gives users and PI's instant access to all usage information. Here is a description how you can quickly access this information and export it to Excel spreadsheets.

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Viewing usage summaries

Viewing the complete information in Sharepoint
• open the FILM Sharepoint website in Internet Explorer (not all functions work in other browsers like Firefox)
• click on the microscope booking page for which you want to see the usage information
• on the top-right of the CALENDAR page, switch the view from "Diary Calendar View" to "Recharge Details"

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• **to sort or filter the list** (e.g. a certain user, by 'Length of Booking'), click on the respective column headers and pick the desired option

Calculating usage statistics
• go to the menu "**ACTIONS / EDIT IN DATASHEET**"
• filter and sort the data by clicking on the column headers (=> with CUSTOM FILTERS you can combine filters, e.g. for more than one lab member)
• go to the menu "**ACTIONS / TOTALS**" to display an additional row for 'Totals' at the bottom of each column
• click in the TOTAL row underneath the column you want to calculate and select the value you want (e.g. TOTAL - LENGTH OF BOOKING > SUM)
• if needed, COPY / PASTE the result to an EXCEL sheet

Exporting information
=> The easiest and most efficient way to export data is by first visualising them inside Sharepoint and then copying them to an Excel sheet with COPY / PASTE

**COPY / PASTE**
• format your data as needed (see above)
• select the desired data
• right-click on the selection and COPY the data, then paste them into your application

**Export to Spreadsheet**
=> **Warning**: this method has two disadvantages: First, it exports **all raw data**, so you lose all filtering, sorting and calculations you have done in Sharepoint. Second, it doesn't export the actual data, but only links to the data in the database. When the database changes or is unavailable (e.g. away from work), your data won't be available.

Therefore, COPY / PASTE is usually the method of choice.
If you still want to export the data:
• to **export the data**, go to **ACTIONS / EXPORT TO SPREADSHEET**

**Automatic email updates**
• to **always stay on top of your usage**, you can even subscribe to a **daily or weekly email summary** (on a day and time of your choice): simply go to **ACTIONS / ALERT ME** and select your options

**Tracking payments**
• **switch the view to “Recharge Details”** (see above)
• once the payment has been transferred, the column **“Journal No.”** will show you the reference number for the payment