

# IWR 7 – GETTING STARTED

## Finding Your Way Around

The image consists of two screenshots of the University of Sussex NewsIndex website, illustrating navigation from a general overview to a specific report.

**Top Screenshot: NewsIndex Overview**

- Search facility:** Located at the top left of the page.
- Home Page:** Located at the top right of the page.
- Personal Newsbox [Your personal]:** A box highlighting the user's personalized view.
- Available Newsboxes:** A box pointing to the left-hand navigation menu, which lists: Daniel Jackson's NewsBox, NewsIndex, General Information, Human Resources, Research, Research Management (RAE), and University Statistics.
- Newsboxes [Report Folders]:** A box pointing to the main content area, which lists: General Information, Research, and University Statistics.
- Management Information:** A horizontal line separating the main content from the footer.
- Clicking on a Newsbox will drill down to reports and/or sub folders:** A large blue arrow pointing downwards from the 'Research Management (RAE)' link to the second screenshot.

**Bottom Screenshot: Research Management (RAE) Report**

- Web Report:** A box highlighting the 'Check Group Membership' report under the 'Research Management (RAE)' section.
- Management Information:** The footer of the page.

UNLIKE THE PREVIOUS VERSION OF WEB REPORTS THE REPORT WILL NOT BE SAVED TO YOUR 'INBOX'.

## Running a Report

- Click Report Title to start running a report
- Enter any prompt information (don't forget that these prompts are case sensitive)

**Room list for a School - Report Running**

**Your report is running.**



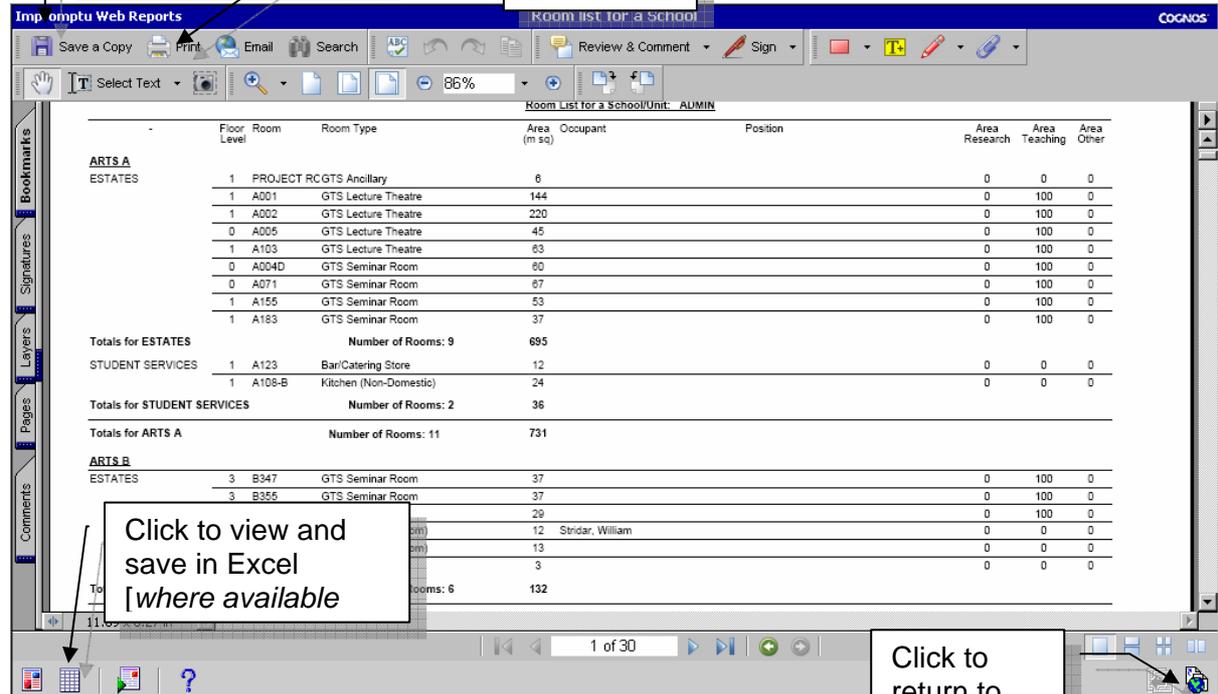
Select one of the following actions:

- [Cancel and return to source](#)

- You will get a notification to show you your report is running
- When ready it will display as a pdf:

Click to Save a copy on your computer

Click to Print



Room List for a School/Unit: ADMIN

	Floor Level	Room	Room Type	Area (m sq)	Occupant	Position	Area Research	Area Teaching	Area Other
<b>ARTS A</b>									
ESTATES	1	PROJECT RC	GTS Ancillary	6			0	0	0
	1	A001	GTS Lecture Theatre	144			0	100	0
	1	A002	GTS Lecture Theatre	220			0	100	0
	0	A005	GTS Lecture Theatre	45			0	100	0
	1	A103	GTS Lecture Theatre	63			0	100	0
	0	A004D	GTS Seminar Room	60			0	100	0
	0	A071	GTS Seminar Room	67			0	100	0
	1	A155	GTS Seminar Room	53			0	100	0
	1	A183	GTS Seminar Room	37			0	100	0
<b>Totals for ESTATES</b>			<b>Number of Rooms: 9</b>	<b>695</b>					
STUDENT SERVICES	1	A123	Bar/Catering Store	12			0	0	0
	1	A108-B	Kitchen (Non-Domestic)	24			0	0	0
<b>Totals for STUDENT SERVICES</b>			<b>Number of Rooms: 2</b>	<b>36</b>					
<b>Totals for ARTS A</b>			<b>Number of Rooms: 11</b>	<b>731</b>					
<b>ARTS B</b>									
ESTATES	3	B347	GTS Seminar Room	37			0	100	0
	3	B355	GTS Seminar Room	37			0	100	0
				29	Stridar, William		0	100	0
				12			0	0	0
				13			0	0	0
				3			0	0	0
<b>Totals for ARTS B</b>			<b>Number of Rooms: 6</b>	<b>132</b>					

Click to view and save in Excel [where available]

Click to return to reports