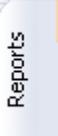
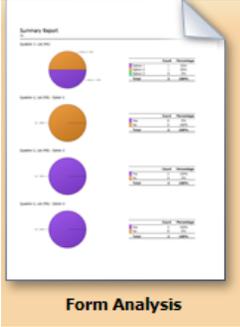
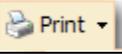
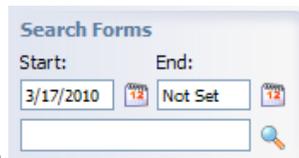


## FUR Reports

In Eduphoria Formspace, select the Reports Tab	
Select Form Analysis	
Click on your campus name (radio button)	<p style="text-align: center;"><b>Facility Use Requests</b></p> <p style="text-align: center;"><input checked="" type="radio"/> Galena Park High</p>
Select Print	
Select Export to Excel	
<p>Note: You can sort by: Date and Time Requested This will give you the view in event date order</p>	



The image shows a 'Search Forms' dialog box with the following fields: 'Start:' with a date picker set to 3/17/2010, 'End:' with a date picker set to Not Set, and a search input field with a magnifying glass icon.

Note: The Search Forms found under the Review Tab will search by requested date, NOT by event date. Running the report (above directions) will give you the event date. The Search Forms is helpful if you are searching for a requester's name or an event name.

Note: When running the report (above directions) you can apply filters

-  Filter Items
-  School
-  Staff
-  District Groups
-  Submission Dates
-  Questions

before printing to Excel.