





# Reports

## About Reports:

Reports	Purpose
<b>User &amp; Usage Reports</b>	<ul style="list-style-type: none"><li>• How much is your portal being used?</li><li>• Which functions are being used most often?</li><li>• Which users are associated to which User Groups?</li></ul>
<b>Message History Reports</b>	<ul style="list-style-type: none"><li>• Keep track of all messages sent out from the portal.</li><li>• See who has viewed your message and how many times.</li><li>• Track, evaluate, and validate each message you send through your Axis portal.</li></ul>
<b>Building Services Reports</b>	<ul style="list-style-type: none"><li>• TR Reports</li><li>• PM Reports</li><li>• Survey Reports</li><li>• Visitor Security Reports</li><li>• Resource Reservation Reports</li><li>• Vendor/ Tenant COI Reports</li></ul>