



Release notes

Micad Reports

24/07/2025

Document Version 1.7



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Introduction to Micad Reports

This guide is specific to Micad Reports and provides an overview of its key features. As the application evolves, this document will be updated accordingly. Details on new features and fixes will be listed in the final pages with each subsequent release.

What are Micad Reports

Reports serves as a central platform for accessing data from Micad Applications and professional modules. It provides a single point of access via the Micad HUB, allowing users to collaborate and share information with partners and service providers in a read-only format. Reports and data are accessible from both desktop PCs and mobile devices.

Reports can be run on demand or scheduled to run automatically. Users can easily select their topic from the left-hand menu or by using the keyword search feature. They can choose from a variety of pre-existing reports or create custom reports using the 'Create with Designer' option.

The 'Designer' tool, available as an additional feature with an extra purchase, guides users through a step-by-step process to create either private or public reports, depending on their permissions. Only report admin users have the ability to create public custom reports, which are shared with all clients within their organization. Users can save, copy, and share their 'Desginer' reports with others. Once a report is saved, it can be run ad hoc or scheduled like any other report.

What's new in Micad Reports

1. New technology many legacy limitations are removed
2. Unified 3rd generation UI
3. Unified centralised security 'Single Micad' login and SSO
4. The data displayed is live immediately
5. System load impact is moved away from the application module
6. Scheduler wizard
7. Mobile support with responsive design
8. Multi tenancy architecture
9. New flexible URL structures facilitate sharing and integration with third parties
10. Superior and more durable backend infrastructure
11. Ability for the user to create custom reports with **Designer**

Micad Reports

Accessing the Micad Reports service

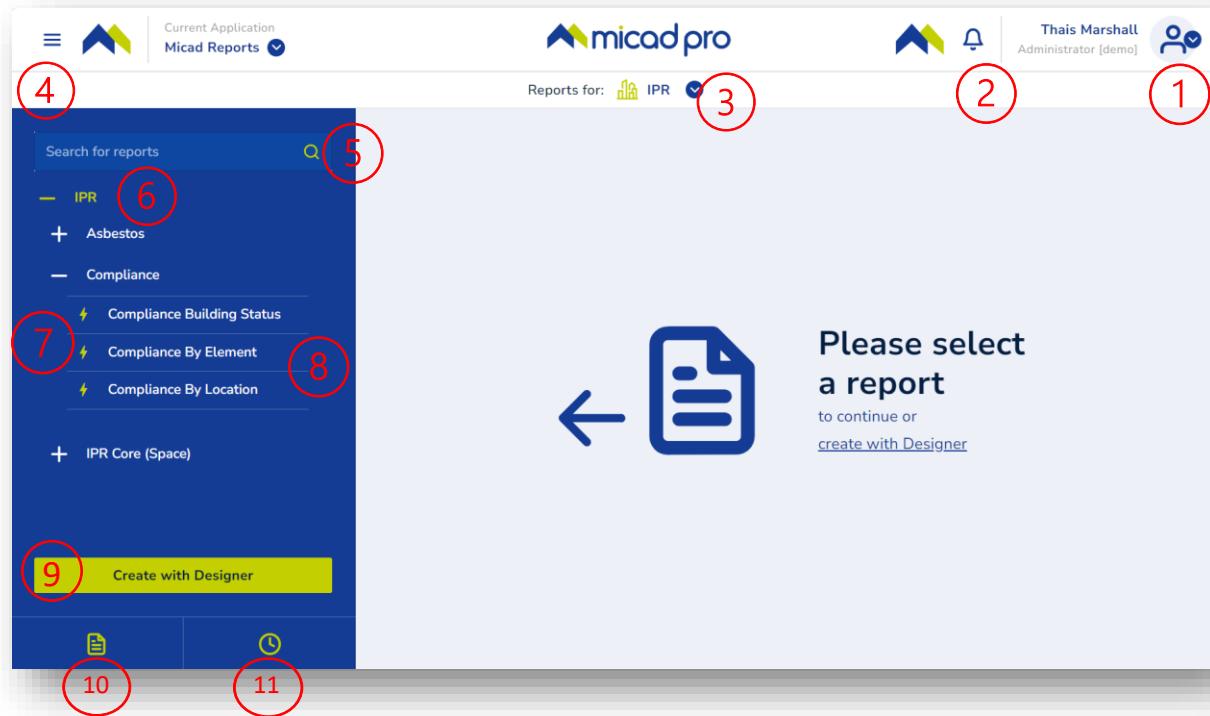
Access through Micad HUB by:

1. Selecting Reports & Data Exports tile,
2. or changing the current application to 'Reports & Data Exports'

The image shows two screenshots of the Micad Pro interface. The left screenshot is the 'Micad Pro Hub' where a user has selected the 'Reports & Data Exports' tile, which is highlighted with a red circle labeled '2'. The right screenshot is the 'Micad Pro' application itself, where the 'Reports & Data Exports' tile is also highlighted with a red circle labeled '1'. Both screenshots show other tiles for 'IPR Estate Management', 'Admin Centre', 'Analytics Centre', 'ZetaSafe', and 'Information Portal'.

Reports service homepage

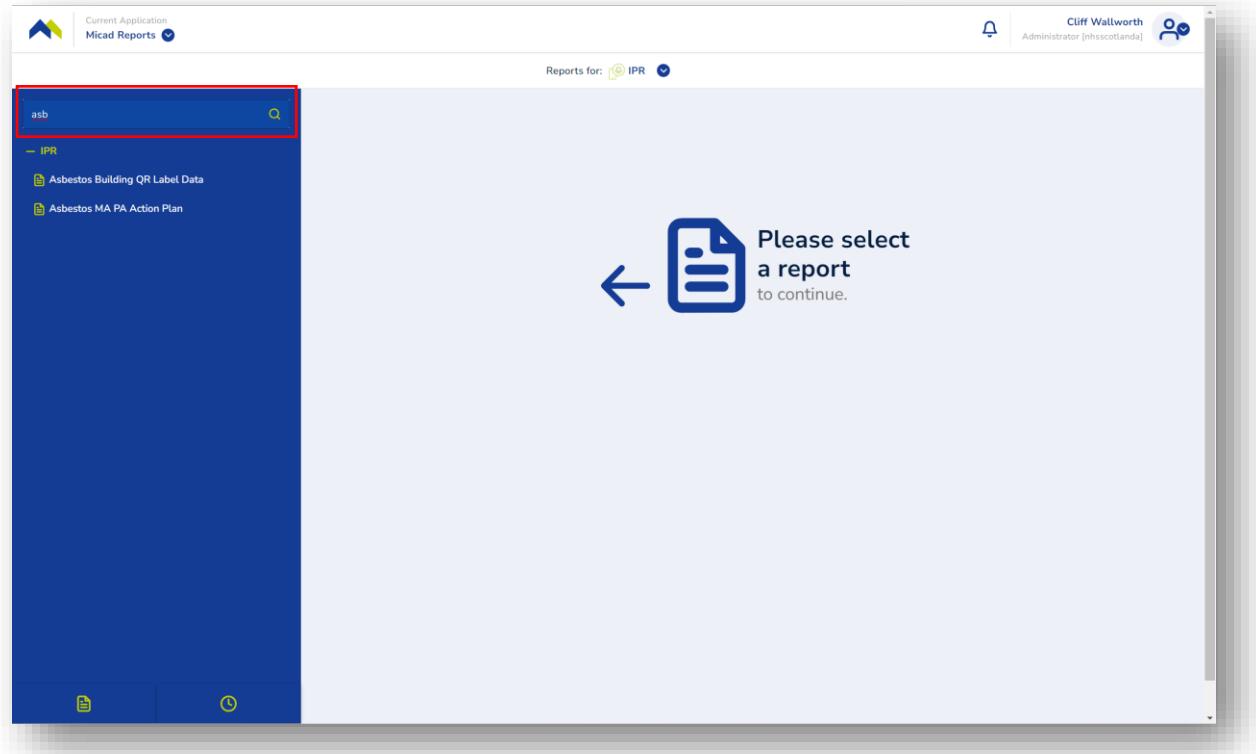
Once you enter the Reports service the homepage layout will appear.



1. Current user account login, access to user details and to 'About' page with release date and product version.
2. Reports notification feature.
3. Application selector.
4. Show/hide left-hand side menu.
5. Report search feature.
6. Tree view control (*showing – represents expanded, + represents collapsed*).
7. Reports icons (*lighting bolt represents pre-existing report, star represents custom reports created with 'Designer'*)
8. Reports list.
9. Access to 'Designer' feature.
10. Reports Activity, shows all reports (in your current user profile) already delivered.
11. Report Schedules, shows all reports (in your current user profile) already configured.

Search for a report

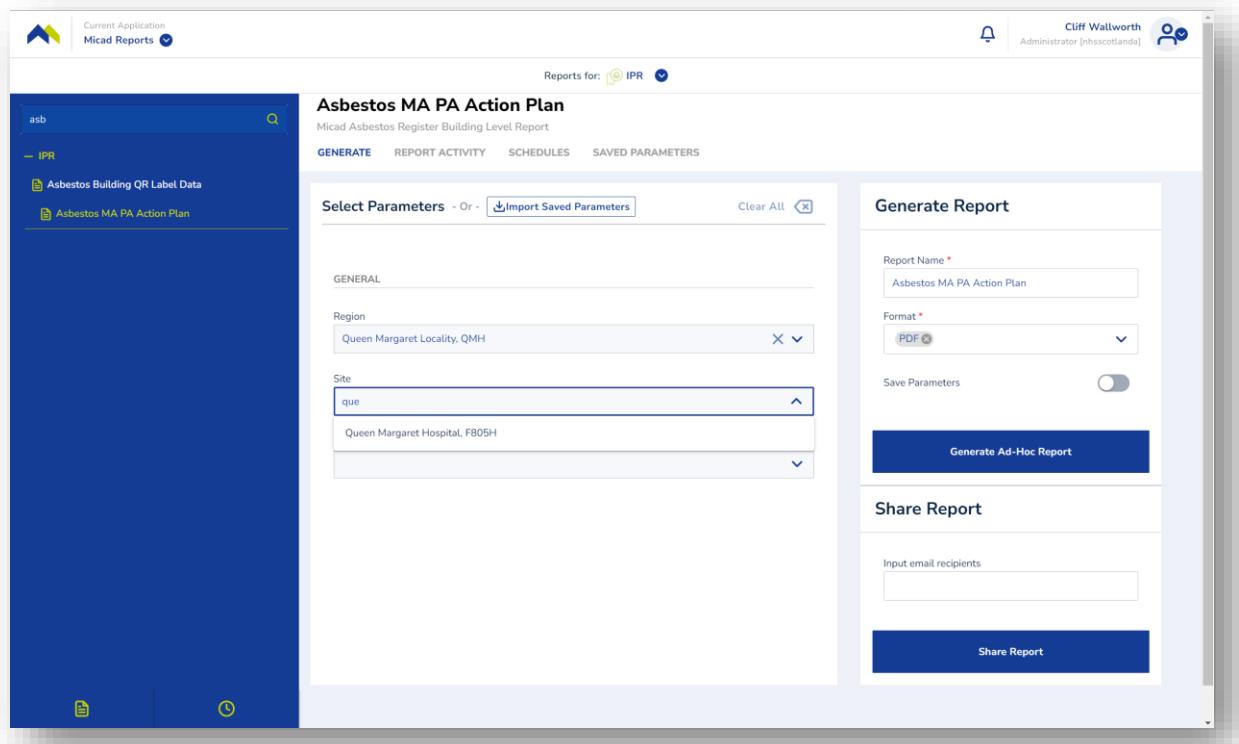
Use the search feature to track a keyword related to your report subject.



Click in the "Search for reports" text box and begin typing your keyword. As you type, the list will filter to display reports that match your search criteria. If no matches are found, the pane will appear blank.

Run a report ad hoc

Once the reports is visible in the left menu, you can request it to be run ah-hoc

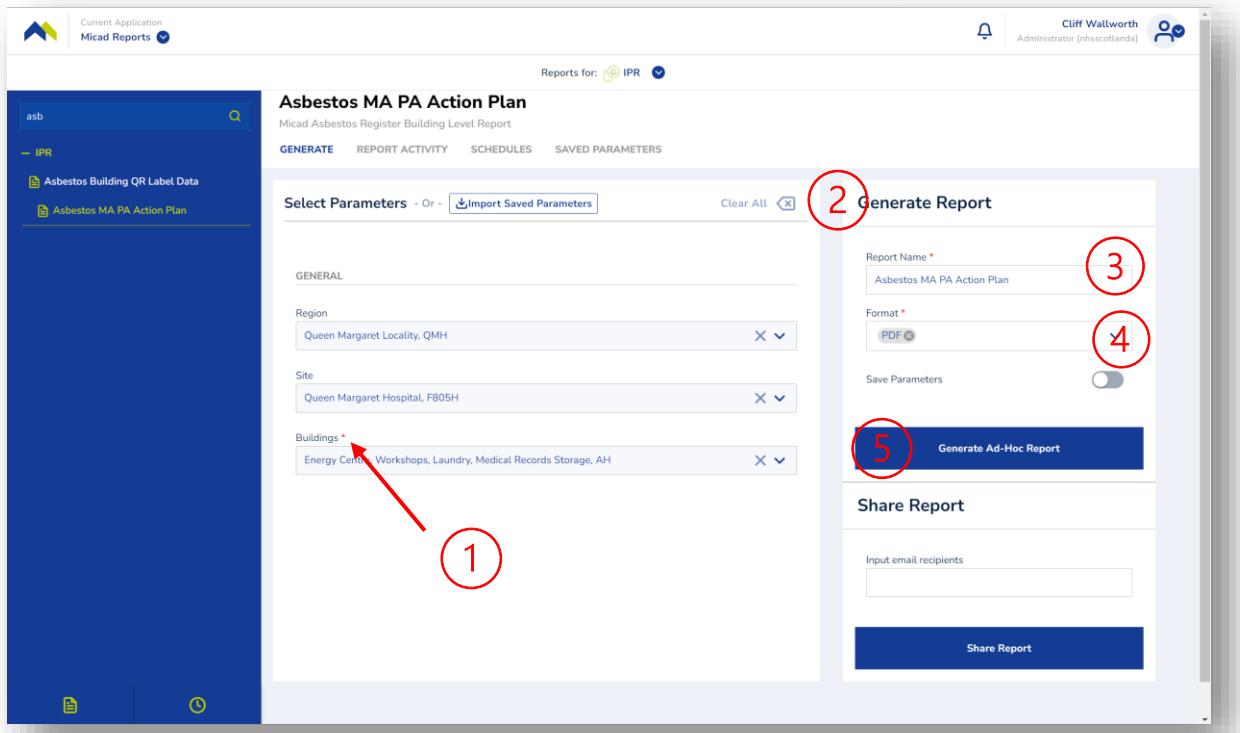


The report generator requires parameters, this asbestos report must be executed from building level

Generate tab

Click on the name of the report you wish to run. The report generator will appear in the central panel, where you can define the parameters for the specific report. Under the General tab, select the desired locations for the report. Each level features a dropdown menu displaying locations from the IPR system. The available selections are determined by the report's specifications.

Note. Report parameters are defined by each report, maybe a location-based report might require to be run at site level. The concept of location-based reports is common throughout the IPR and its professional module. When a report is designed, a description and level narrative will be provided by the developer or party that specified it.



1. The red star (Buildings) indicates this is a mandatory level by design

Each of the levels requires a location selection, working from the top (Region) each level will progressively disclose the property hierarchy.

You can scroll through the lists or if you know the name or code, just type in the text to speed up the selection process.

2. If you make a mistake, you can quickly clear all selections, Click the Clear All icon in the top right of the Generate tab.
3. You can edit the title of the report at this point.
4. Choose the format of your report.
5. You can execute the report with this minimum of information. Click 'Generate Ad Hoc Report' to execute the report.

Save and reuse the report data and format

To get more value from the report, save the parameters, detail it or email it out.

Asbestos MA PA Action Plan
Micad Asbestos Register Building Level Report

SELECT PARAMETERS - Or - [Import Saved Parameters](#) [Clear All](#)

GENERAL

Region: Queen Margaret Locality, QMH

Site: Queen Margaret Hospital, F805H

Buildings: Energy Centre, Workshops, Laundry, Medical Records Storage, AH

Generate Report

Report Name: QMH Energy Centre Asbestos

Format: PDF

Save Parameters:

Name: Block AH Asbestos in PDF

Generate Ad-Hoc Report

Share Report

Input email recipients

Share Report

Names and parameters are helpful with repeating tasks

In the section Generate Report:

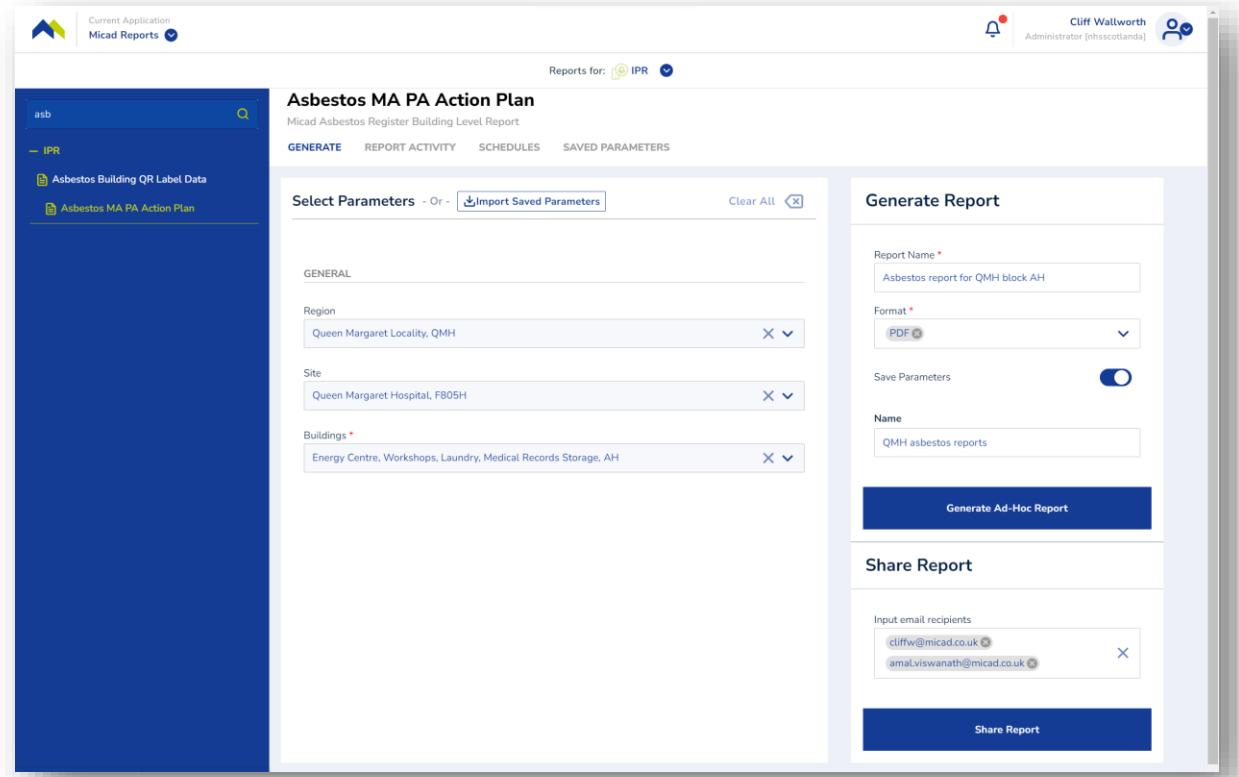
Use **Report Name** so that when the file is created it appears in the Report Activity list and each occurrence can be differentiated for the data it represented.

Name the **Save Parameters** appropriate to the location data the report file will use.

In the section Share Report:

Carefully add each valid emails address in the **Input email recipients** field. Press enter after each one and the system will capture each as you go forming a list. If you make a mistake, click the X to remove it.

The Ad Hoc feature, used to its full potential.



The screenshot shows the 'Asbestos MA PA Action Plan' report interface. On the left, a sidebar lists 'asb' and 'IPR' sections, with 'Asbestos Building QR Label Data' and 'Asbestos MA PA Action Plan' selected. The main content area is titled 'Asbestos MA PA Action Plan' and 'Micad Asbestos Register Building Level Report'. It includes tabs for 'GENERATE', 'REPORT ACTIVITY', 'SCHEDULES', and 'SAVED PARAMETERS'. The 'Select Parameters' section contains fields for 'Region' (Queen Margaret Locality, QMH), 'Site' (Queen Margaret Hospital, F805H), and 'Buildings' (Energy Centre, Workshops, Laundry, Medical Records Storage, AH). The 'Generate Report' section allows setting 'Report Name' (Asbestos report for QMH block AH), 'Format' (PDF), 'Save Parameters' (toggle switch on), and 'Name' (QMH asbestos reports). A 'Generate Ad-Hoc Report' button is present. Below it, the 'Share Report' section shows 'Input email recipients' (clifw@micad.co.uk, amal.viswanath@micad.co.uk) and a 'Share Report' button.

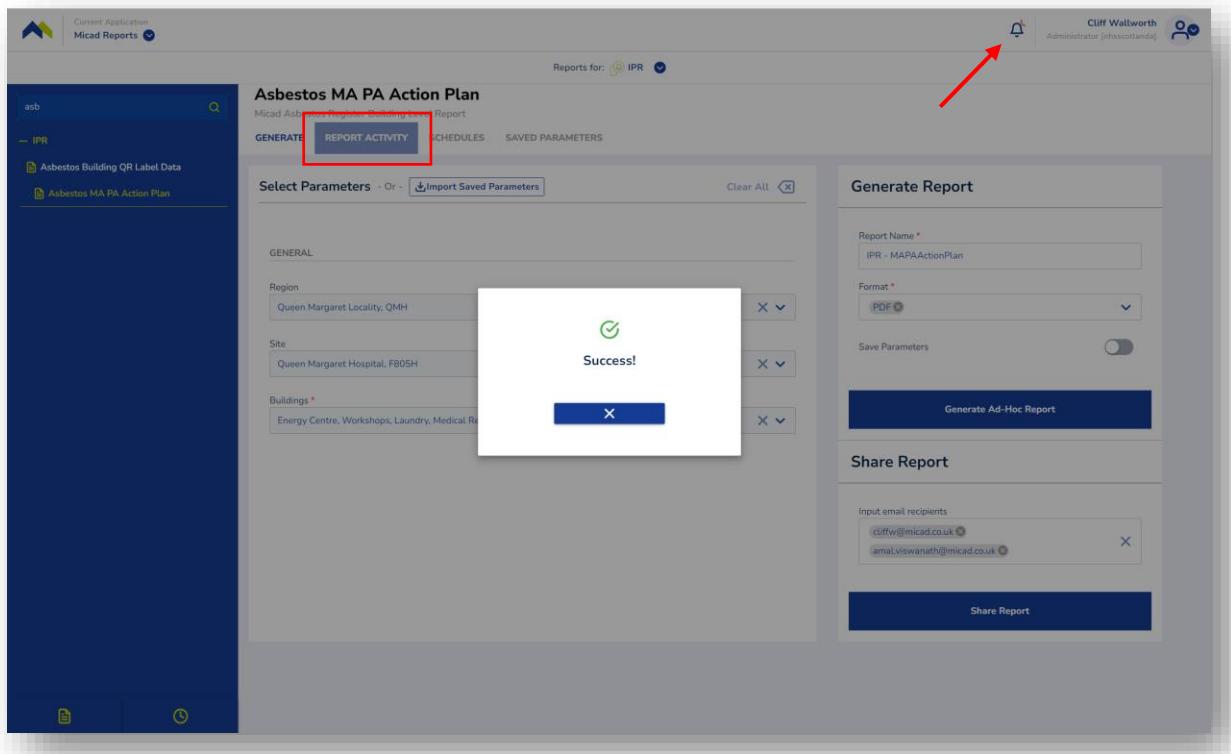
Example shows how the name parameters and email might be used

To execute the report and save it in a specific name and/or save its parameters. Click Generate Ad Hoc Report.

To execute the report and send copies in email to the named recipients, Click Share Report.

Report delivery

Soon after the report is executed, a confirmation will be visible on the Report Activity tab. If the report was sent by email, it will arrive shortly after.



Observe the Report Activity tab flashing briefly. The notification bell will show a red spinner

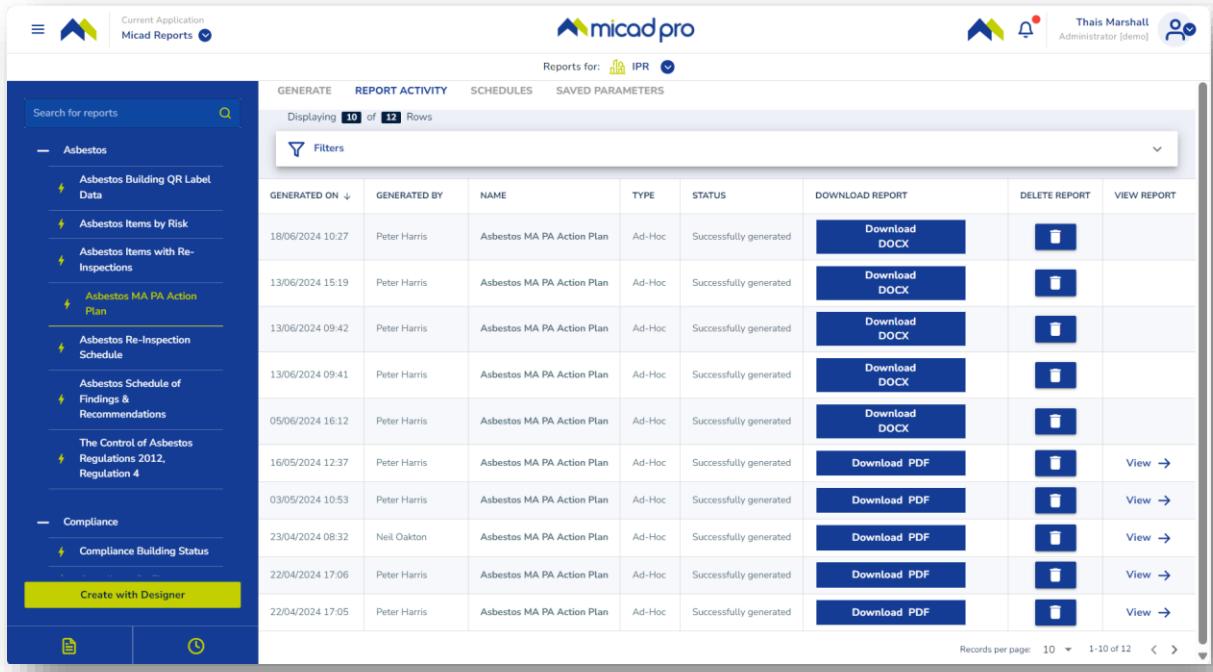
The report is now being generated in the background.



Once you see notification marked with a solid red icon, you can then click to download the report. Use this feature to develop or check your report is correct, this means you do not have to leave the screen where you are setting and naming your parameters. You can delete the report until the correct data is achieved.

Report Activity tab

Use the report activity tab to access all the reports that you have previously executed.



The screenshot shows the 'Report Activity' section of the micad pro application. The left sidebar has a 'Search for reports' input and a 'Filters' dropdown. The main area shows a table of generated reports for the 'IPR' application. The table has columns: GENERATED ON, GENERATED BY, NAME, TYPE, STATUS, DOWNLOAD REPORT, DELETE REPORT, and VIEW REPORT. The 'DOWNLOAD REPORT' column contains blue buttons labeled 'Download DOCX' or 'Download PDF'. The 'DELETE REPORT' column contains blue trash can icons. The 'VIEW REPORT' column contains blue arrows pointing right. The table shows 12 rows of generated reports, all successfully generated by Peter Harris. The bottom right of the table shows 'Records per page: 10' and '1-10 of 12'.

| GENERATED ON | GENERATED BY | NAME | TYPE | STATUS | DOWNLOAD REPORT | DELETE REPORT | VIEW REPORT |
|------------------|--------------|----------------------------|--------|------------------------|-----------------|--|--|
| 18/06/2024 10:27 | Peter Harris | Asbestos MA PA Action Plan | Ad-Hoc | Successfully generated | Download DOCX |  | |
| 13/06/2024 15:19 | Peter Harris | Asbestos MA PA Action Plan | Ad-Hoc | Successfully generated | Download DOCX |  | |
| 13/06/2024 09:42 | Peter Harris | Asbestos MA PA Action Plan | Ad-Hoc | Successfully generated | Download DOCX |  | |
| 13/06/2024 09:41 | Peter Harris | Asbestos MA PA Action Plan | Ad-Hoc | Successfully generated | Download DOCX |  | |
| 05/06/2024 16:12 | Peter Harris | Asbestos MA PA Action Plan | Ad-Hoc | Successfully generated | Download DOCX |  | |
| 16/05/2024 12:37 | Peter Harris | Asbestos MA PA Action Plan | Ad-Hoc | Successfully generated | Download PDF |  |  |
| 03/05/2024 10:53 | Peter Harris | Asbestos MA PA Action Plan | Ad-Hoc | Successfully generated | Download PDF |  |  |
| 23/04/2024 08:32 | Neil Oakton | Asbestos MA PA Action Plan | Ad-Hoc | Successfully generated | Download PDF |  |  |
| 22/04/2024 17:06 | Peter Harris | Asbestos MA PA Action Plan | Ad-Hoc | Successfully generated | Download PDF |  |  |
| 22/04/2024 17:05 | Peter Harris | Asbestos MA PA Action Plan | Ad-Hoc | Successfully generated | Download PDF |  |  |

A history of output files generated by Micad reports

You can navigate through the files, sort the table by columns, and download any historical report. Use the page breaks for easier viewing.

This page displays key information about each report, including the date it was generated, the user who generated it, the report title, type (ad hoc or scheduled), status (Successfully Generated, Queued, or Failed), as well as buttons for downloading, deleting, or viewing PDF reports directly on the page without needing to download them.

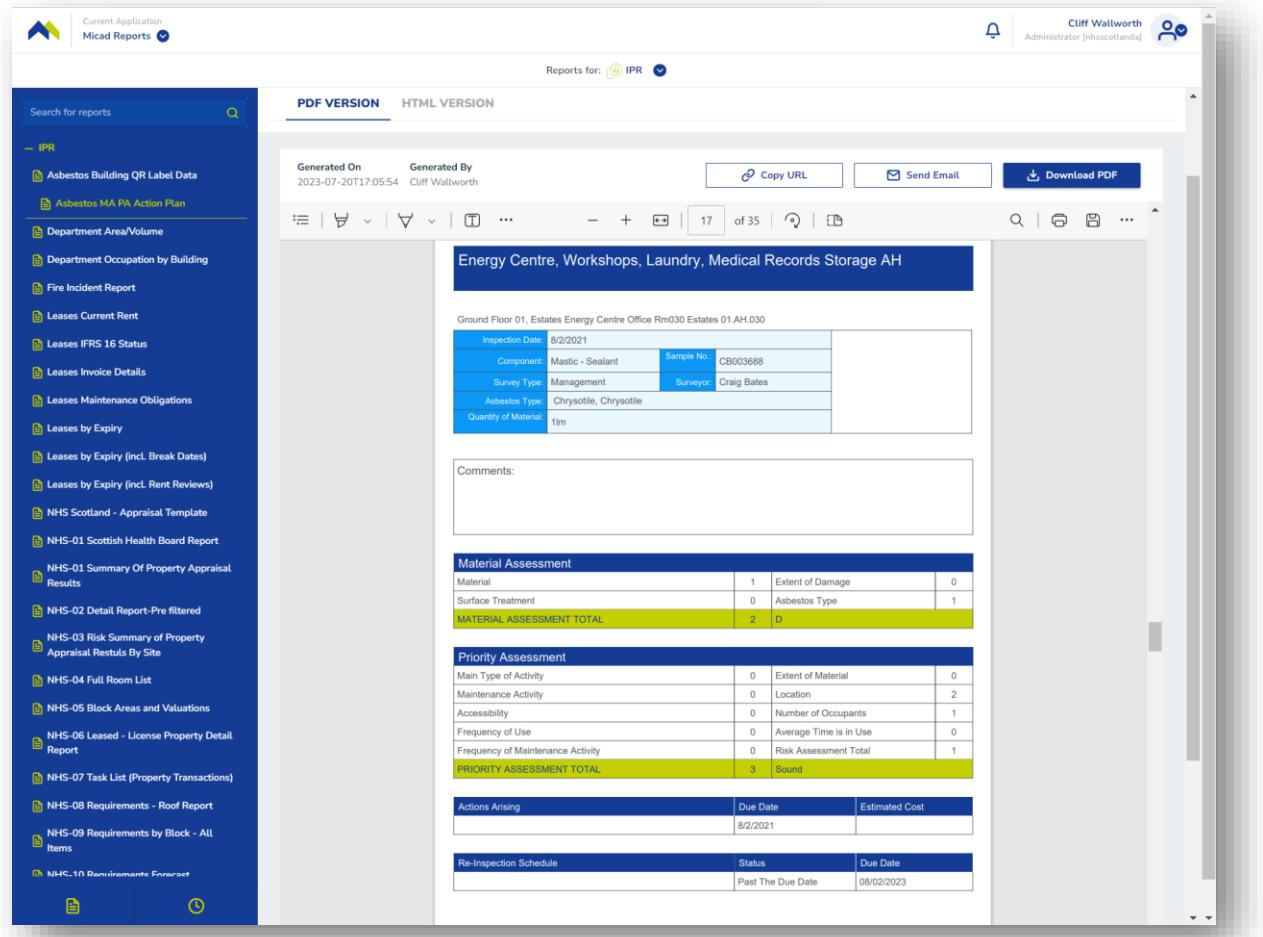
To download a report, click the **Download** button, which retrieves the stored version generated on the specified date. This copy reflects the data from the system at that time.

To delete a report, simply click the **Delete** icon to remove the stored copy.

Note: In this example, the selected report is an asbestos report titled *Asbestos MA PA Action Plan*. The Report Activity section only shows the history of running this specific report. To view the history of all reports you've executed, use the icon located at the bottom left of the menu, which will display all previously run reports.

View the report

Use the **View** button to quickly preview the report output if report was run as pdf. The visual format of the report varies between file technologies.



The screenshot shows a web-based application interface for viewing reports. On the left, a sidebar lists various report types under categories like IPB, Asbestos, Leases, and NHS. The main area is titled 'PDF VERSION' and displays a report for 'Energy Centre, Workshops, Laundry, Medical Records Storage AH'. The report includes a header with 'Generated On' and 'Generated By' details, and a 'Copied URL', 'Send Email', and 'Download PDF' buttons. The content of the report is organized into several tables:

- Inspection Details:**

| | |
|----------------------|------------------------|
| Inspection Date | 8/2/2021 |
| Component | Mastic - Sealant |
| Survey Type | Management |
| Asbestos Type | Chrysotile, Chrysotile |
| Quantity of Material | 1lm |
| Sample No. | CB003688 |
| Surveyor | Craig Bates |
- Comments:** A large text area for comments.
- Material Assessment:**

| | | | |
|---------------------------|---|------------------|---|
| Material | 1 | Extent of Damage | 0 |
| Surface Treatment | 0 | Asbestos Type | 1 |
| MATERIAL ASSESSMENT TOTAL | | | |
| | 2 | D | |
- Priority Assessment:**

| | | | |
|-----------------------------------|---|------------------------|---|
| Main Type of Activity | 0 | Extent of Material | 0 |
| Maintenance Activity | 0 | Location | 2 |
| Accessibility | 0 | Number of Occupants | 1 |
| Frequency of Use | 0 | Average Time is in Use | 0 |
| Frequency of Maintenance Activity | 0 | Risk Assessment Total | 1 |
| PRIORITY ASSESSMENT TOTAL | | | |
| | 3 | Sound | |
- Actions Arising:**

| | | |
|-----------------|----------|----------------|
| Actions Arising | Due Date | Estimated Cost |
| | 8/2/2021 | |
- Re-Inspection Schedule:**

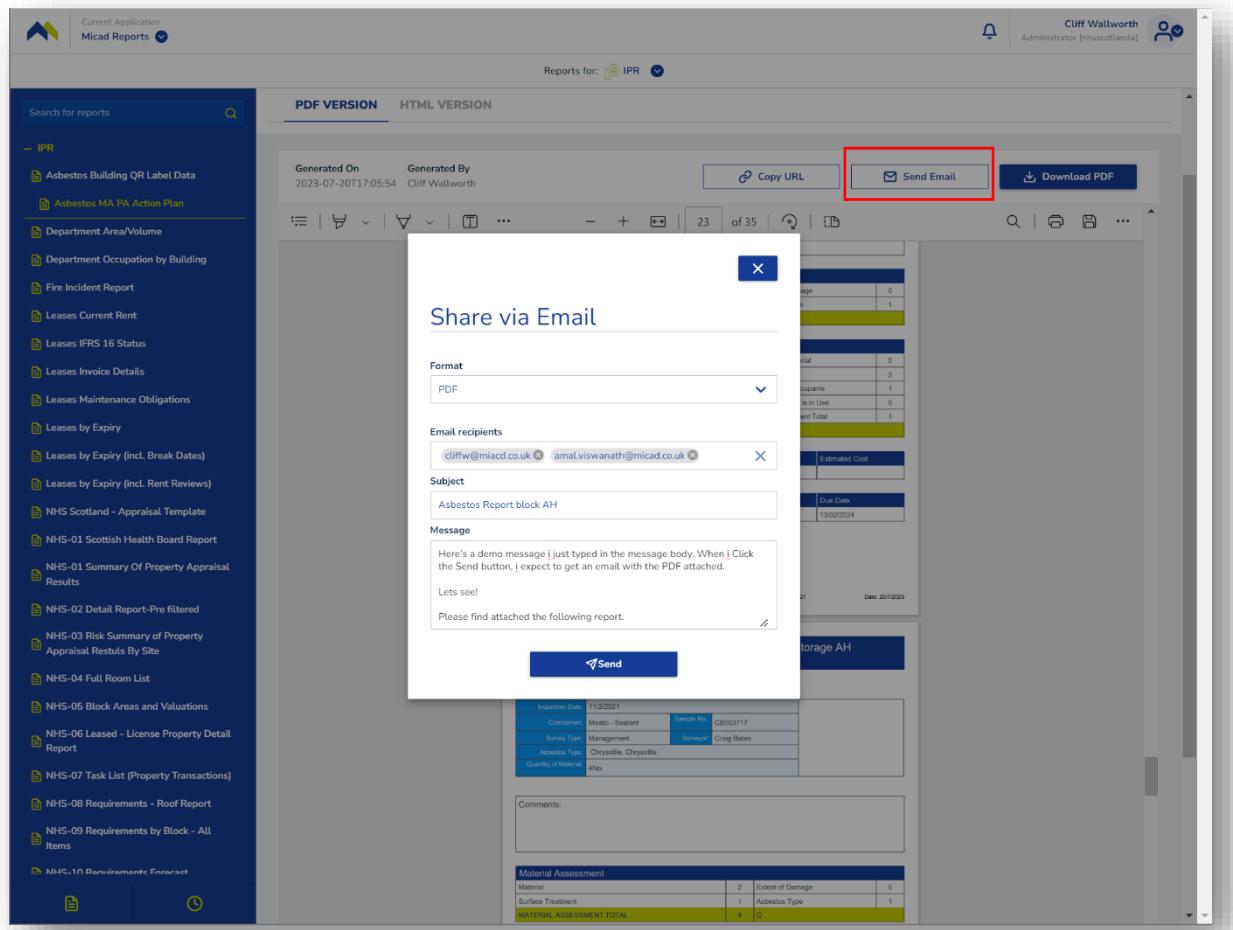
| | | |
|------------------------|-------------------|------------|
| Re-Inspection Schedule | Status | Due Date |
| | Past The Due Date | 08/02/2023 |

Example show a PDF and uses the embedded web browser's PDF technologies and feature to preview

Use the **Copy URL** button to share a direct link to the report data file (PDF in this example).

Use the **Download** button to take a copy of the report data file from the system.

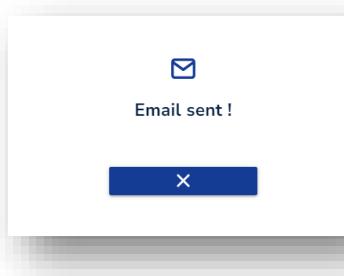
Use the **Send Email** button to share a copy of the report data file from the system.



The screenshot shows the Micad Reports application interface. On the left, there's a sidebar with a search bar and a list of report categories under 'IPR'. The main area shows a report preview with various charts and tables. A 'Share via Email' dialog box is overlaid on the preview. The dialog box has a 'Format' dropdown set to 'PDF', an 'Email recipients' field containing two addresses, a 'Subject' field with the value 'Asbestos Report block AH', and a 'Message' field with a demo message. A 'Send' button is at the bottom of the dialog. The background of the dialog shows a portion of the report data.

Share the report data file direct from the preview screen

Fill out the **Share via Email** fields, click **Send** when done.

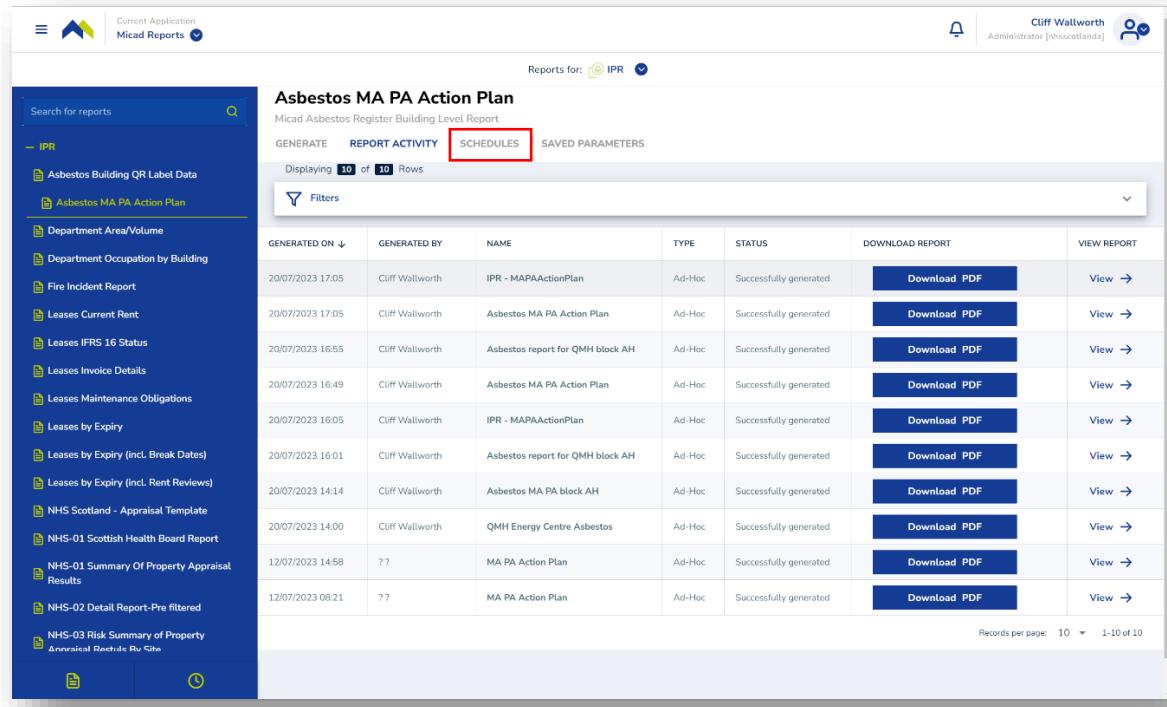


An email will arrive in the inbox of recipients. Look for a sender no-reply@micadnotifications.co.uk

Note. You must make sure that the email address you type is valid. The system assumes that email addresses can be used from any domain, not necessarily valid system users. In the test above, there's a typo in a domain name, only one recipient received the email message. You will not be alerted of non-delivery.

Schedules tab

To add a recurring schedule to an existing report format, in the **Report Activity** tab, Click the **Schedules** tab.



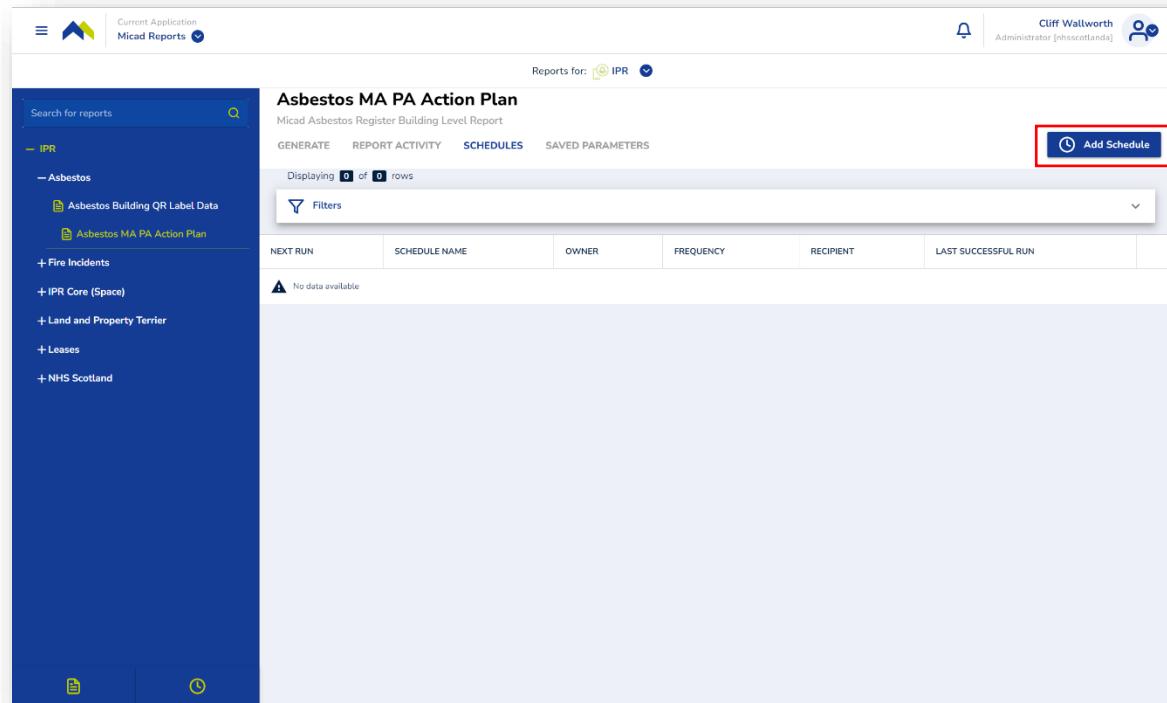
Asbestos MA PA Action Plan
Micad Asbestos Register Building Level Report

GENERATE REPORT ACTIVITY **SCHEDULES** SAVED PARAMETERS

Displaying 10 of 10 Rows

| GENERATED ON | GENERATED BY | NAME | TYPE | STATUS | DOWNLOAD REPORT | VIEW REPORT |
|------------------|-----------------|----------------------------------|--------|------------------------|------------------------------|----------------------|
| 20/07/2023 17:05 | Cliff Wallworth | IPR - MAPAActionPlan | Ad-Hoc | Successfully generated | Download PDF | View |
| 20/07/2023 17:05 | Cliff Wallworth | Asbestos MA PA Action Plan | Ad-Hoc | Successfully generated | Download PDF | View |
| 20/07/2023 16:55 | Cliff Wallworth | Asbestos report for QMH block AH | Ad-Hoc | Successfully generated | Download PDF | View |
| 20/07/2023 16:49 | Cliff Wallworth | Asbestos MA PA Action Plan | Ad-Hoc | Successfully generated | Download PDF | View |
| 20/07/2023 16:05 | Cliff Wallworth | IPR - MAPAActionPlan | Ad-Hoc | Successfully generated | Download PDF | View |
| 20/07/2023 16:01 | Cliff Wallworth | Asbestos report for QMH block AH | Ad-Hoc | Successfully generated | Download PDF | View |
| 20/07/2023 14:14 | Cliff Wallworth | Asbestos MA PA block AH | Ad-Hoc | Successfully generated | Download PDF | View |
| 20/07/2023 14:00 | Cliff Wallworth | QMH Energy Centre Asbestos | Ad-Hoc | Successfully generated | Download PDF | View |
| 12/07/2023 14:58 | ?? | MA PA Action Plan | Ad-Hoc | Successfully generated | Download PDF | View |
| 12/07/2023 08:21 | ?? | MA PA Action Plan | Ad-Hoc | Successfully generated | Download PDF | View |

Records per page: 10 1-10 of 10



Asbestos MA PA Action Plan
Micad Asbestos Register Building Level Report

GENERATE REPORT ACTIVITY **SCHEDULES** SAVED PARAMETERS

Displaying 0 of 0 rows

| NEXT RUN | SCHEDULE NAME | OWNER | FREQUENCY | RECIPIENT | LAST SUCCESSFUL RUN |
|--|---------------|-------|-----------|-----------|---------------------|
| ⚠ No data available | | | | | |

Add Schedule

Click the Add Schedules button to start the schedule wizard process

Add schedule wizard

Fill out the 3 stages of the wizard.

The screenshot shows the 'Add Schedule for: Asbestos MA PA Action Plan' wizard. The 'Schedule Settings' tab is active. The 'Schedule Name' field contains 'The name of the schedule'. The 'Schedule Description' field contains 'The description of the schedule'. The 'Start Job On' field is set to '2023-07-21T15:45:58'. The 'Time Zone' dropdown is set to 'Select an option'. The 'Recurrence' section has 'Simple' selected. The 'Frequency' section shows 'Repeat at frequency' and 'Frequency Unit' set to 'Repeat every unit'. The 'Report Parameters' and 'Output Settings' tabs are also visible.

Fill out a **Schedule Name**

Schedule Description is optional but think of using consistent terminology

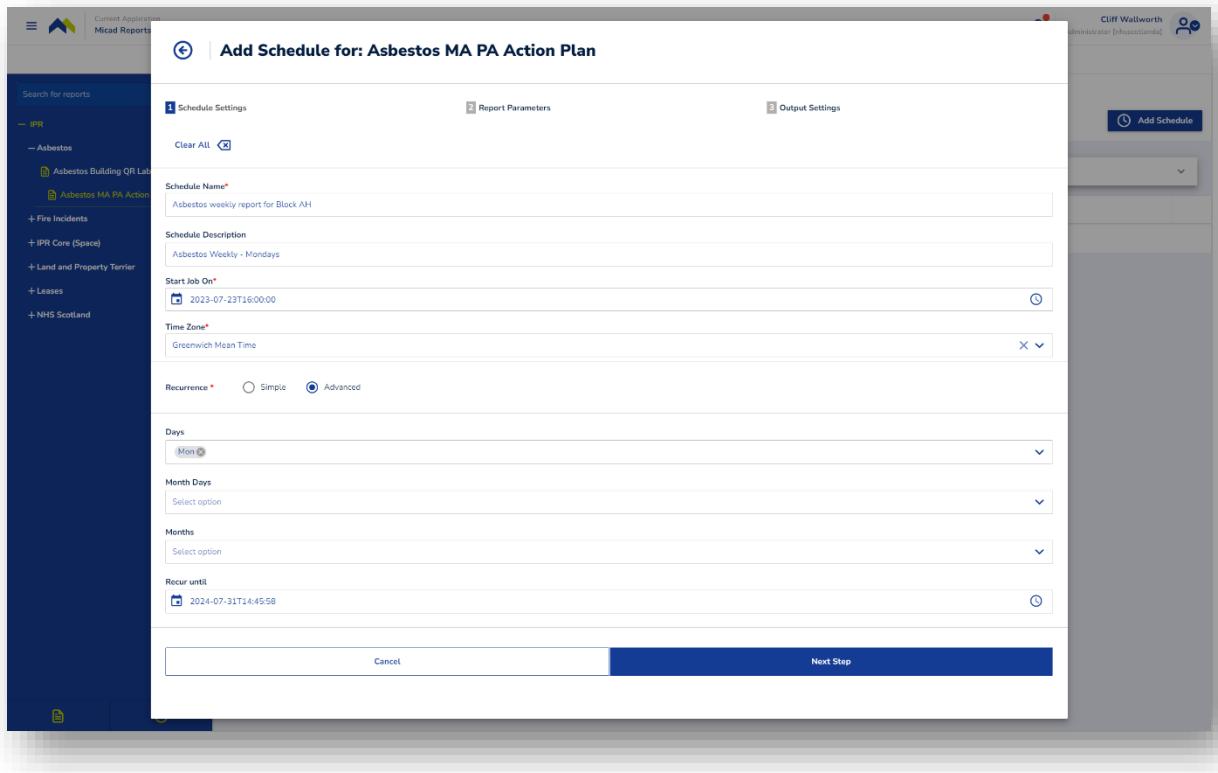
The specific date and time is need for the schedule, **Start Job On**

A **Time Zone** must be specified

You can choose to express your scheduler setting in **Simple** or by using **Advanced** options.

Schedule settings

Carefully fill out the settings. To exit the wizard click anywhere outside the popover window.

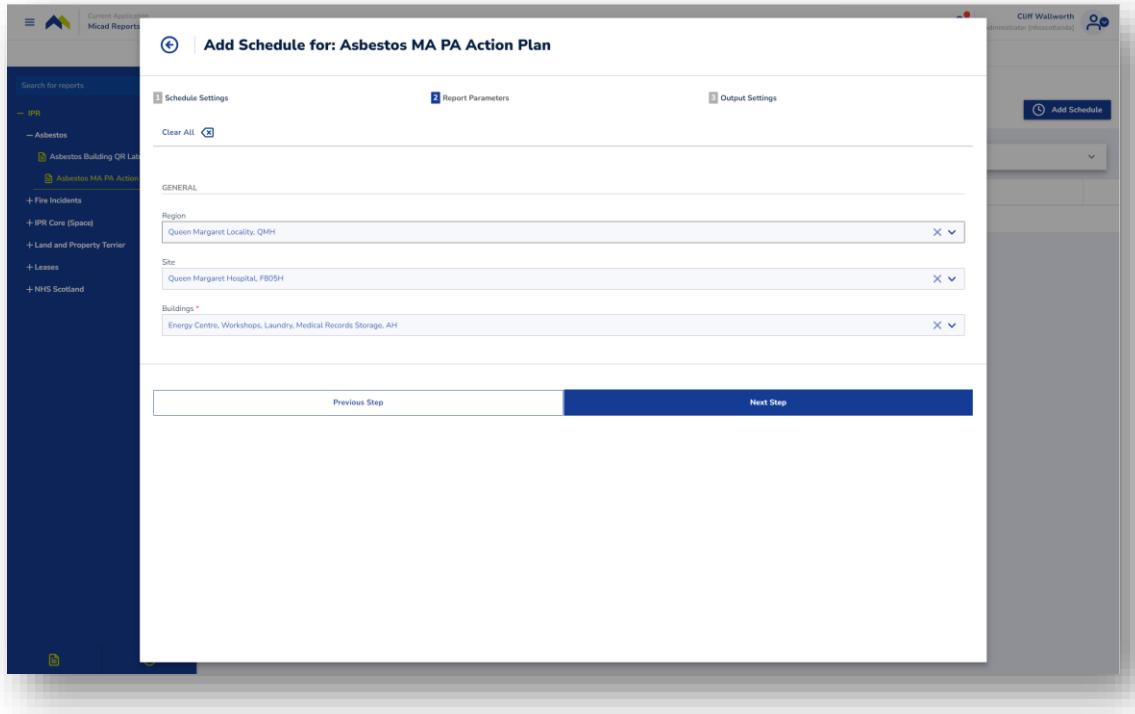


Click the **Next Step** button to continue.

Note. Make sure you don't inadvertently click outside the popover window by mistake, this aborts the wizard immediately and any input is lost.

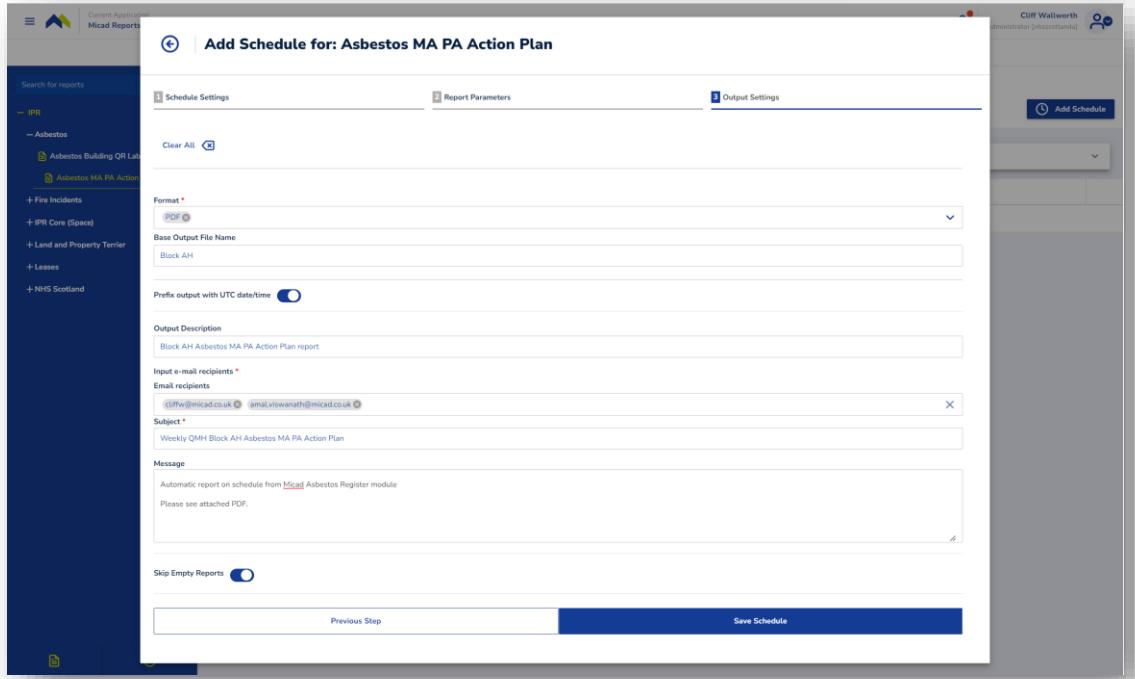
Schedule parameters

Check or set the parameters. Parameter for this report are its property location, these will vary or there could be none depending on the specific report



The screenshot shows the 'Add Schedule for: Asbestos MA PA Action Plan' dialog box. The 'Schedule Settings' tab is selected. It contains fields for Region (Queen Margaret Locality, QMH), Site (Queen Margaret Hospital, F805H), and Buildings (Energy Centre, Workshops, Laundry, Medical Records Storage, AH). A 'Report Parameters' tab is visible in the background. A 'Next Step' button is at the bottom.

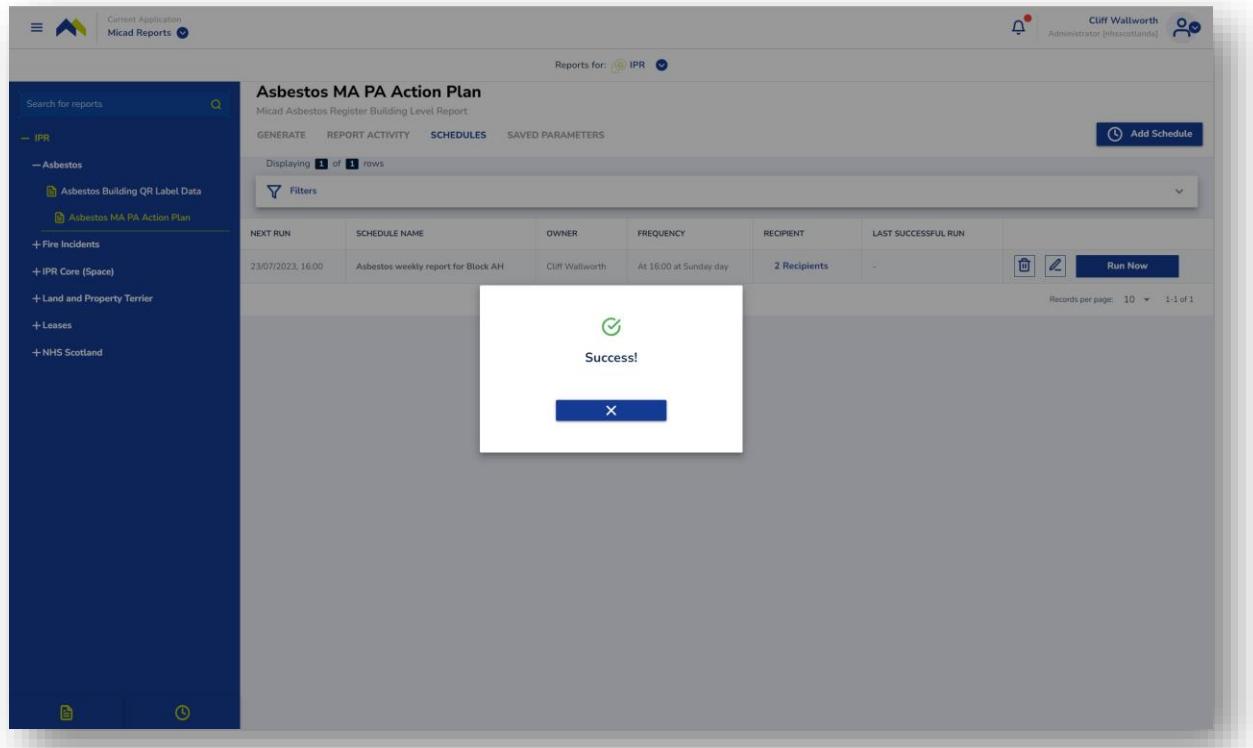
Click **Next Step**



The screenshot shows the 'Add Schedule for: Asbestos MA PA Action Plan' dialog box. The 'Output Settings' tab is selected. It contains fields for Format (PDF), Base Output File Name (Block AH), Output Description (Block AH Asbestos MA PA Action Plan report), Input e-mail recipients (clif@micad.co.uk, amal.vishwanath@micad.co.uk), Subject (Weekly QMH Block AH Asbestos MA PA Action Plan), and a Message text area. A 'Save Schedule' button is at the bottom.

Choose Format and fill out the email settings. Click the **Save Schedule** button

Success, the schedule was completed and saved.



The screenshot shows the 'Asbestos MA PA Action Plan' interface. The top navigation bar includes 'Current Application' and 'Micad Reports'. The top right shows 'Cliff Wallworth' and 'Administrator [nhs-scotland]'. The main title is 'Asbestos MA PA Action Plan' with a subtitle 'Micad Asbestos Register Building Level Report'. Below this are buttons for 'GENERATE', 'REPORT ACTIVITY', 'SCHEDULES', and 'SAVED PARAMETERS'. A 'Filters' section is present. The main table displays one row of data: 'Asbestos weekly report for Block AH' scheduled for '23/07/2023, 16:00' by 'Cliff Wallworth' with a frequency of 'At 16:00 at Sunday day'. The 'RECIPIENT' column shows '2 Recipients' and the 'LAST SUCCESSFUL RUN' column shows a blank entry. A 'Run Now' button is available. A success message 'Success!' with a green checkmark icon is overlaid on the table. The bottom left of the interface shows a sidebar with categories like 'IPR', 'Asbestos', 'Fire Incidents', 'IPR Core (Space)', 'Land and Property Terrier', 'Leases', and 'NHS Scotland'. The bottom right shows 'Records per page: 10' and '1-1 of 1'.

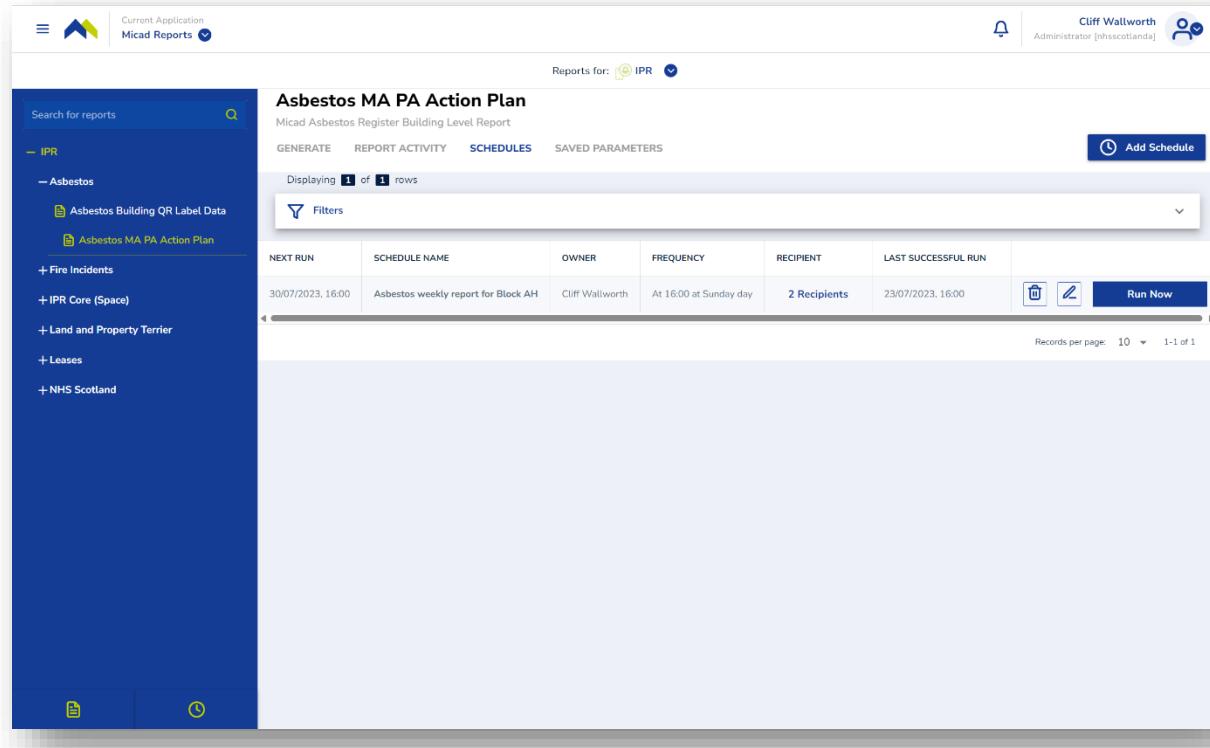
Example shows a schedule plan that will first execute on 23/07/2023

The schedule is now programmed to be delivered by email.

Schedules list

Use the **Schedules** list to review and edit your report schedule plans

Can also access the Schedules list direct via the **Clock icon** in the footer of the left menu.



| NEXT RUN | SCHEDULE NAME | OWNER | FREQUENCY | RECIPIENT | LAST SUCCESSFUL RUN |
|-------------------|-------------------------------------|-----------------|------------------------|--------------|---------------------|
| 30/07/2023, 16:00 | Asbestos weekly report for Block AH | Cliff Wallworth | At 16:00 at Sunday day | 2 Recipients | 23/07/2023, 16:00 |

Click on the **Edit** icon to change the schedule plan details.

Click on the **Delete** icon to remove a schedule

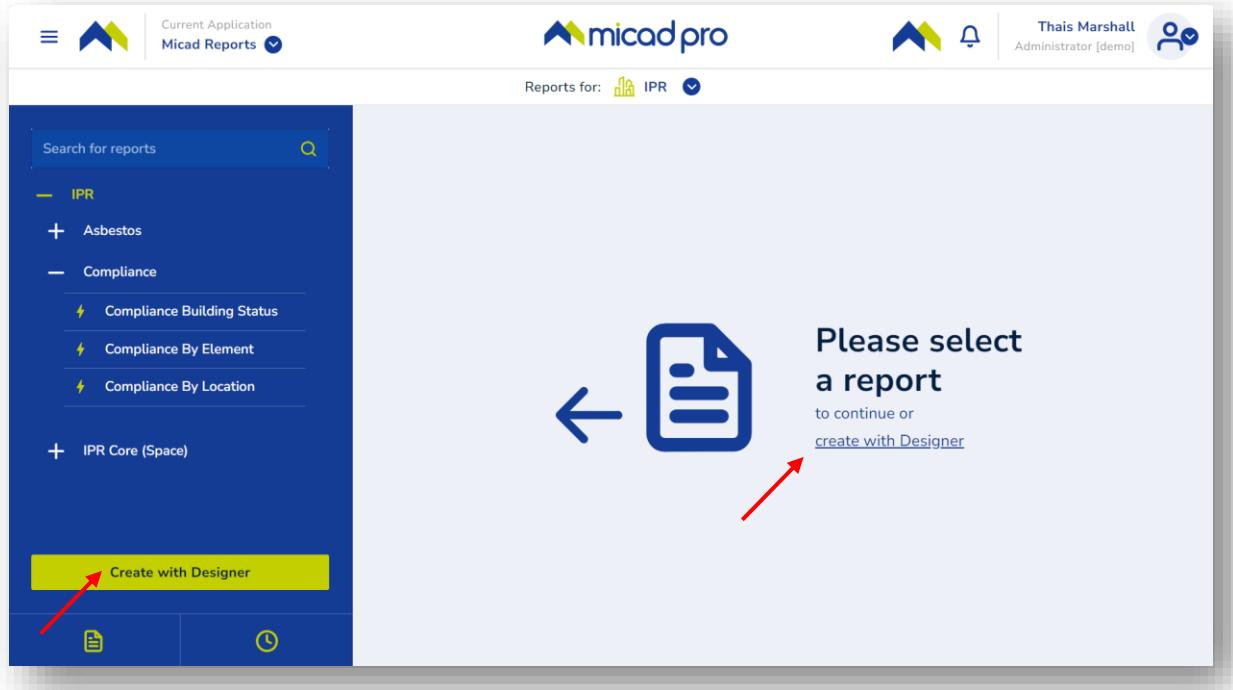
Click the **Run Now** button to test your schedule plan will deliver emails

Designer

‘Designer’* is a powerful reporting tool which provides users the ability to create their own custom report by choosing fields and parameters within a topic of their choice. Users can also create custom fields with calculations of existing fields.

Limitation: custom reports are limited to 10,000 rows.

To create a custom report, select ‘Create with Designer’ button at the bottom of the left-hand side menu, or in the centre of the page.



You'll be prompted to follow a step-by-step guide to create your custom report.

This feature is only available to the following report user profile/roles: report **admin and **user**; report **viewer** can only see public ‘Designer’ reports created/shared by admins, they cannot create a custom report themselves.*

Create a custom report using 'Designer'

Reports for: IPR

1 Create **2 Configure Data** **3 Order Data** **4 Configure Filters** **5 Preview & Publish**

Create New
Start a new blank design

Clone Existing
Clone an existing design

Report Name
Room area report

Report Description
This report displays total room area for each building.

Topic
Space Usage

Permissions

Private
Only you can see this report

Public
Everyone in your organisation can see this report

Shared
Specific people can see this report

Next Step →

In the first step, you can define details of your custom report such as if you'd like to start a new report or clone an existing custom report (also created via 'Designer'), report title, description, topic and permissions.

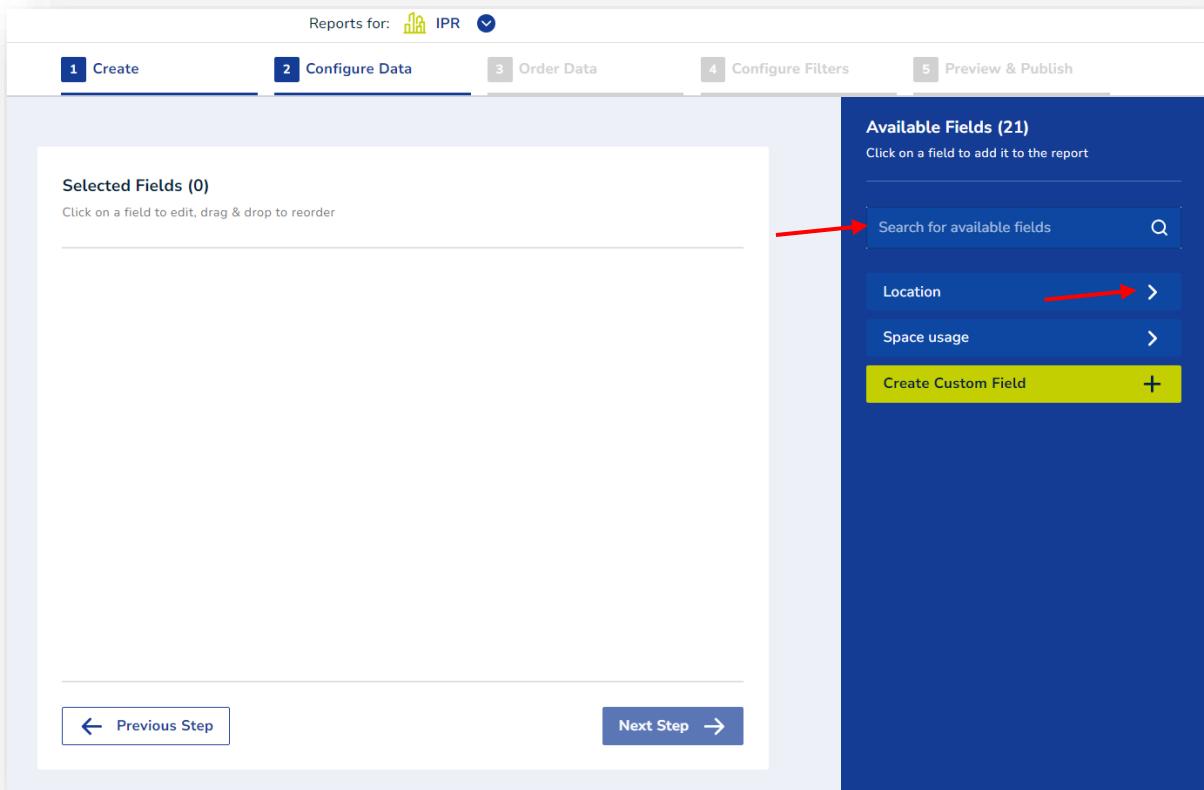
Permissions are as follows:

1. Private: only you can see the report, this option is available for report admin and user.
2. Public: everyone in your organisation can see this report, this option is available for report admin only.
3. Shared: only specific people can see this report, this feature enables a report user to share a custom report they created with an admin and request the admin to consider making their report public.

Once you have defined the title, topic and permission of your Designer report, select '**Next step**' button.

Configure data

In this step, you can choose the **columns** you want to see in your report. All **columns** available are shown on the right-hand side menu, you can choose the columns by expanding the folders or using the search bar.



Reports for: **IPR**

1 Create 2 Configure Data 3 Order Data 4 Configure Filters 5 Preview & Publish

Selected Fields (0)
Click on a field to edit, drag & drop to reorder

Available Fields (21)
Click on a field to add it to the report

Search for available fields Q

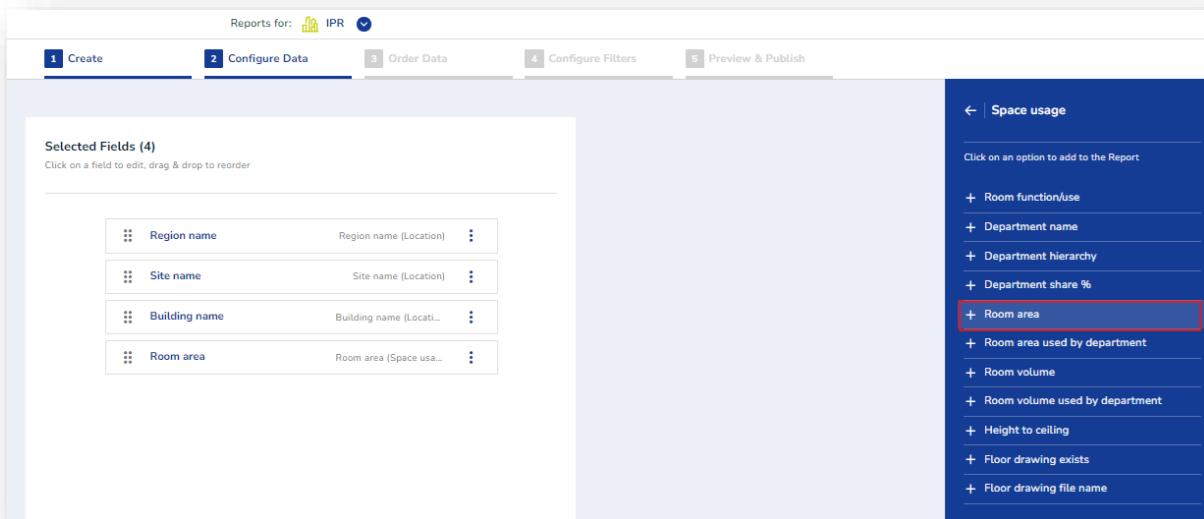
Location >

Space usage >

Create Custom Field +

← Previous Step Next Step →

Once you found the column that you want, add it to your report by clicking on it. You'll see all the selected fields at the centre of the page. At this stage, you can change the order of the columns by dragging and dropping the selected fields.



Reports for: **IPR**

1 Create 2 Configure Data 3 Order Data 4 Configure Filters 5 Preview & Publish

Selected Fields (4)
Click on a field to edit, drag & drop to reorder

| | | |
|---------------|--------------------------|---|
| Region name | Region name (Location) | ⋮ |
| Site name | Site name (Location) | ⋮ |
| Building name | Building name (Locati... | ⋮ |
| Room area | Room area (Space usa... | ⋮ |

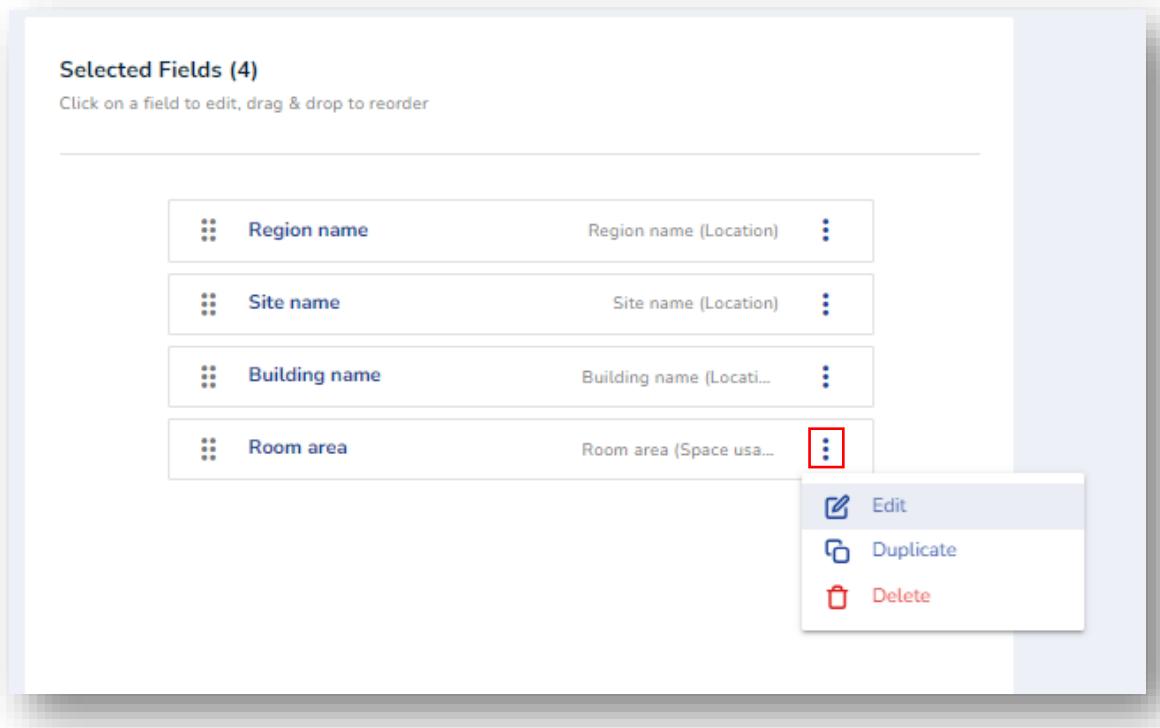
Space usage
Click on an option to add to the Report

- + Room function/use
- + Department name
- + Department hierarchy
- + Department share %
- + Room area**
- + Room area used by department
- + Room volume
- + Room volume used by department
- + Height to ceiling
- + Floor drawing exists
- + Floor drawing file name

Editing a field

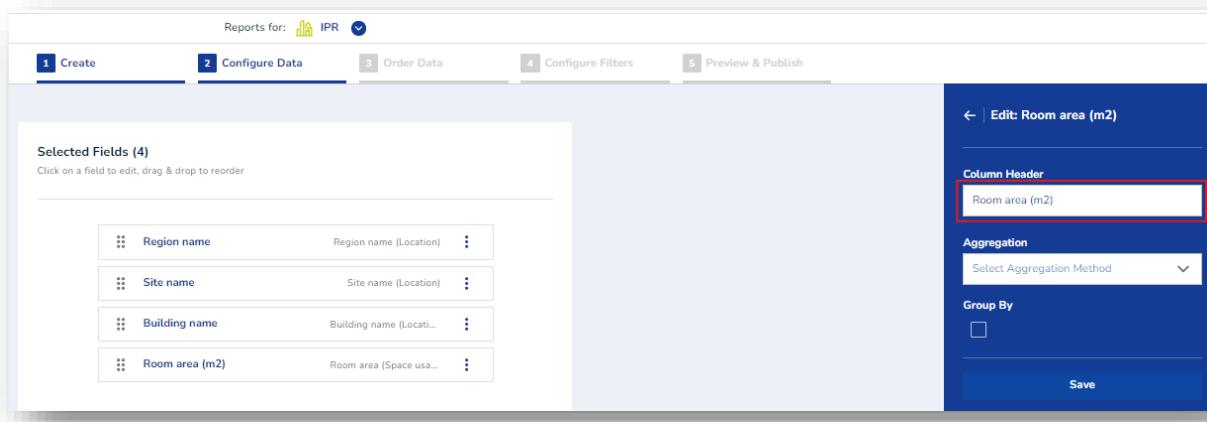
The three dots next to the column names contains configuration options such as **Edit**, **Duplicate** and **Delete**.

To change the name of the column, click on the **three dots** next to the desired field and select '**Edit**'.



This will take you to the right-hand side menu, where you can edit the **column header**.

Once you are happy with the column name, click **Save** and the column name will update in the selected fields section.



Aggregating a field

While editing the field, you can also apply an aggregation to it depending on the type of the field. The rules are as follows:

Aggregation types available for **number** type fields:

- Count
- Count distinct
- Average
- Minimum
- Maximum
- Sum

For **text** and **date** fields:

- Count
- Count distinct
- Minimum
- Maximum

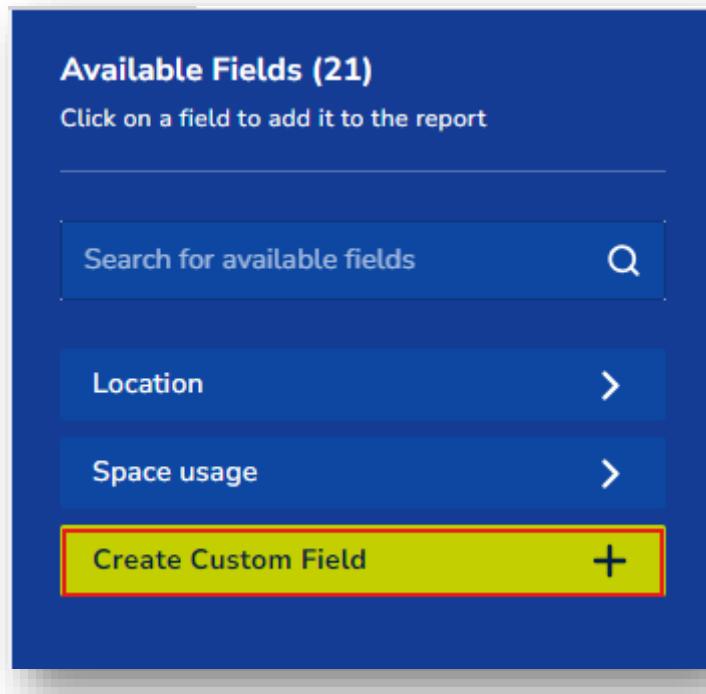
When applying an aggregation to a field, all the other fields will automatically be **grouped**. This is shown by the **Group by** tag.

Selected Fields (4)
Click on a field to edit, drag & drop to reorder

| | | |
|---|--------------------------|---|
|  Region name Group By | Region name (Location) |  |
|  Site name Group By | Site name (Location) |  |
|  Building name Group By | Building name (Locati... |  |
|  Room area (m2) Sum | Room area (Space usa... |  |

Creating a custom field

On the right-hand side menu, you can opt to create a custom field by clicking '**Create custom field**'. This will bring a popover window up.



On the popover window, **add the field name** and the **formula**, then click **Save**.

Note. Make sure you don't inadvertently click outside the popover window by mistake, this aborts the wizard immediately and any input is lost.

Formulas can be:

Static text

Note: use quotation marks when adding text to the custom field.

Calculation

Use numbers or pre-existing fields. Operations available are **addition (+)**, **subtraction (-)** , **multiplication (*)** and **division (/)**.

Create Custom Field

Field Name

Formula

[Close](#) [Save](#)

Formula

There is a set of pre-defined formulas, they will come up as you start typing. In this example, we'll use *CONCAT()* to display two fields in the same column, separated by a comma.

Create Custom Field

Field Name
Building name and code

Formula
CONCAT (Build)

Building name
Building code

Create Custom Field

Field Name
Building name and code

Formula
CONCAT([Building name], ", ", [Building code])

Close **Save**

Note: The formula used in this example: *CONCAT([Building name], ", ", [Building code])*

If there are any typos or the data type used in the formula is not correct, a message error will come up and you won't be able to save the custom field until the issue is fixed.

Create Custom Field

Field Name
Average

Formula
AVERAGE(10, [Floor code])

AVERAGE expects a integer, float rather than a string

Close **Save**

Create Custom Field

Field Name
Organisation

Formula
Airedale !

Invalid syntax

[Close](#) [Save](#)

The available formulas are:

For data type **number**:

ABS: Returns the absolute value of a number, example: 'ABS(-5)' = 5

FLOOR: Rounds a number down to the nearest whole number, example: 'FLOOR(10.4)' = 10

ROUND: Rounds a number to the nearest given number of decimal places or to the nearest whole number if a precision is not specified, example: 'ROUND(4.63, 1)' = 4.6

CEILING: Rounds a number up to the nearest whole number, example: 'CEILING(54.1)' = 55

MIN: Returns the minimum value in a set, example: 'MIN([Temperature], 20)'

MAX: Returns the largest value in a set, example: 'MAX([Number of floors], 2)'

AVERAGE: Returns the average of a set, example: 'AVERAGE(3.9, 5.47)' = 4.685

POWER: Raises a base by an exponent, example: 'POWER(3, 2)' = 9

Date: (example [Scheduled Date] = 31/01/2024)

YEAR: Returns the year component of a date, example: 'YEAR([Scheduled Date])' = 2024

MONTH: Returns the month component of a date, example: 'MONTH([Scheduled Date])' = 1

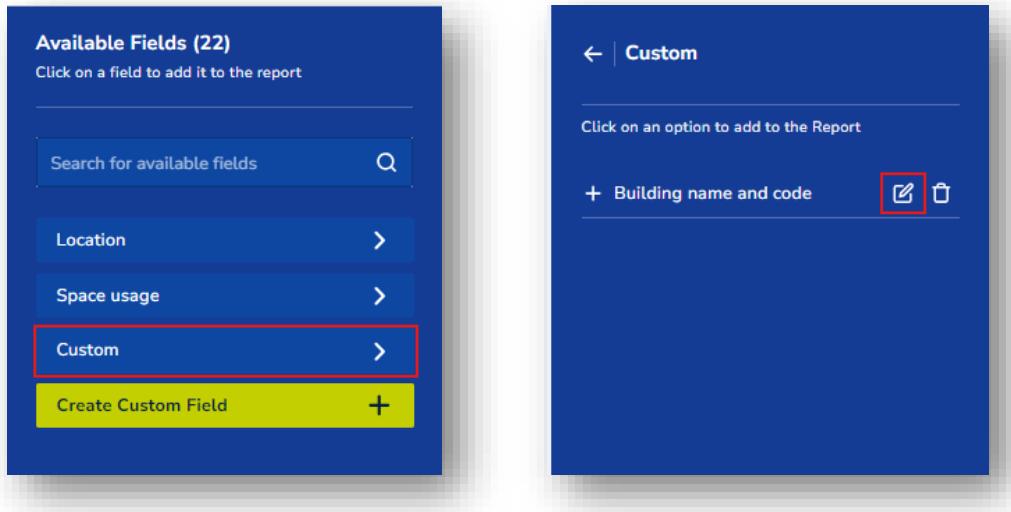
DAY: Returns the day component of a date, example: 'DAY([Scheduled Date])' = 31

Text

CONCAT: Joins multiple values together into a single string, example: 'CONCAT("Hello ", [Username])'

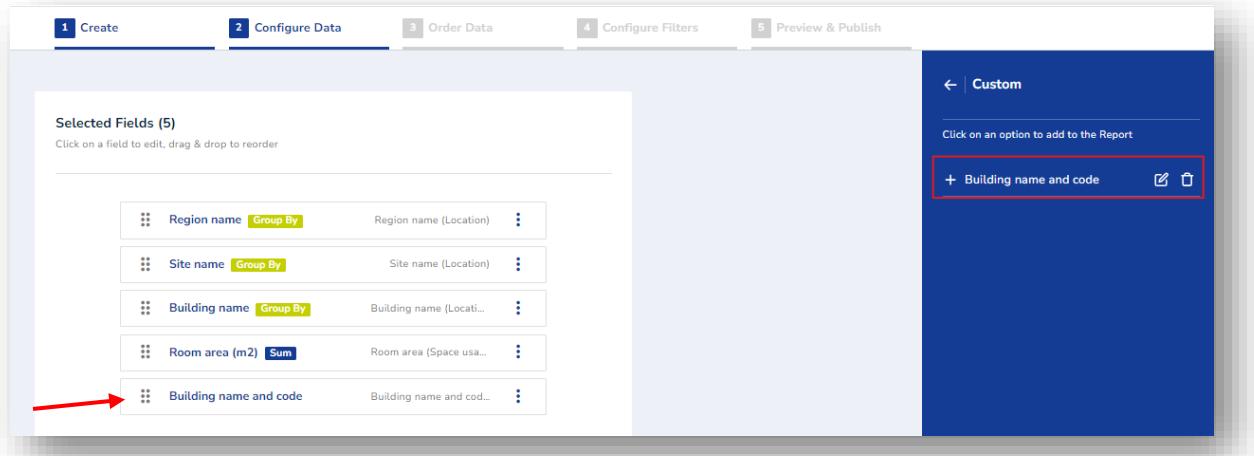
Editing a custom field

To edit your custom field, select the **Custom** folder on the right-hand side menu and click on the **Edit** button, this will bring up the popover window. Edit your field and click **Save**.



Using a custom field

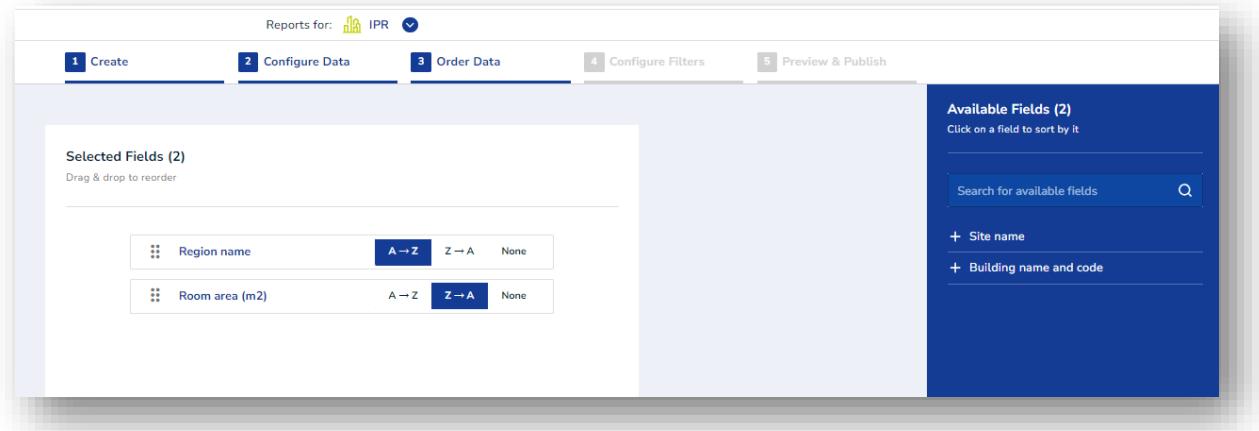
Add your custom field to your report by clicking on it on the right-hand side menu.



Rearrange fields if necessary and click **Next step**.

Order data

Select the fields on the right-hand side menu and the **order** they should follow in the report. Then click **Next step**.



The screenshot shows a software interface for creating reports. At the top, there are five tabs: 1 Create, 2 Configure Data, 3 Order Data (which is selected), 4 Configure Filters, and 5 Preview & Publish. The 'Reports for' dropdown is set to 'IPR'. The main area is divided into two sections: 'Selected Fields (2)' on the left and 'Available Fields (2)' on the right. The 'Selected Fields' section contains two items: 'Region name' (sorted A to Z) and 'Room area (m2)' (sorted Z to A). The 'Available Fields' section contains 'Site name' and 'Building name and code'. A search bar is also present in the 'Available Fields' section.

Configure filters

In this step you can select fields that will be the parameters of your custom report. These can be filled when running the report later on.

Select the fields from the menu on the right-hand side, then arrange them in your desired order on the report page by dragging and dropping the selected fields.

Once done, click **Next Step**.

The screenshot shows a step in a report configuration process. The top navigation bar includes 'Create', 'Configure Data', 'Order Data', 'Configure Filters' (which is the active step), and 'Preview & Publish'. The main area is titled 'Selected Fields (4)' and contains four items: 'Region name', 'Site name', 'Building name', and 'Room function/use'. Each item has a small icon, a label, a detailed description, and a 'More' button. To the right is a sidebar titled 'Available Fields (17)' with a search bar and sections for 'Location' and 'Space usage'. Navigation buttons 'Previous Step' and 'Next Step' are at the bottom.

This is what these parameters will look like on the report page:

The screenshot shows the 'Select Parameters' page. It features a header with 'Select Parameters - Or - Import Saved Parameters' and a 'Clear All' button. Below is a 'GENERAL' section with four dropdown menus for 'Region name', 'Site name', 'Building name', and 'Room function/use'.

Preview & publish

In this final step of creating your custom report, you'll see a preview of the report. If any changes are needed, you can click **Previous Step** to go back and adjust the report configuration.

Once you're satisfied with the preview, click **Save** to finalize the report.

Reports for: IPR

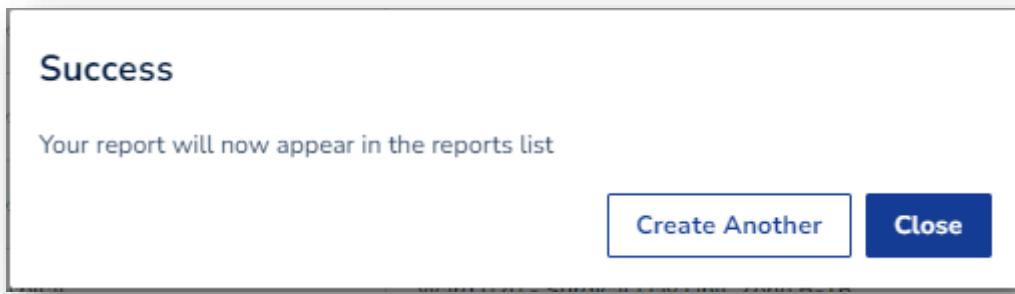
1 Create 2 Configure Data 3 Order Data 4 Configure Filters 5 Preview & Publish

| REGION NAME | SITE NAME | BUILDING NAME AND CODE | ROOM AREA (M2) |
|--------------------|---------------------------|---|----------------|
| Airedale NHS Trust | Airedale General Hospital | Theatres (B035), Zone B-5 (B035) | 24275.93 |
| Airedale NHS Trust | Airedale General Hospital | Estates Boiler, Workshops, Spec Nurses, Building 8 | 20192.76 |
| Airedale NHS Trust | Airedale General Hospital | Radiology, HODU & Richardson, Zone A-14, A-18 | 20076.6 |
| Airedale NHS Trust | Airedale General Hospital | Day Hospital - Zone D, Zone D | 13357.44 |
| Airedale NHS Trust | Airedale General Hospital | Emergency Department (ED) (A&E), ED | 13175.35 |
| Airedale NHS Trust | Airedale General Hospital | Labour Ward, Maternity Assessment Centre, Building 001, Zone B-17 | 9173.01 |
| Airedale NHS Trust | Airedale General Hospital | Outpatients Department - Zone A, Zone A-01 | 8400.92 |
| Airedale NHS Trust | Airedale General Hospital | Ward 020 - Surgical Day Unit, Zone B-16 | 7076.16 |
| Airedale NHS Trust | Airedale General Hospital | Estates & Facilities, IT, Laundry, Building 5 (B019-L1) | 6686.36 |
| Airedale NHS Trust | Airedale General Hospital | Admin East, IT Dept, Med Records, Zone C-C48 | 6350.28 |

Records per page: 10 ▾ 1-10 of 10

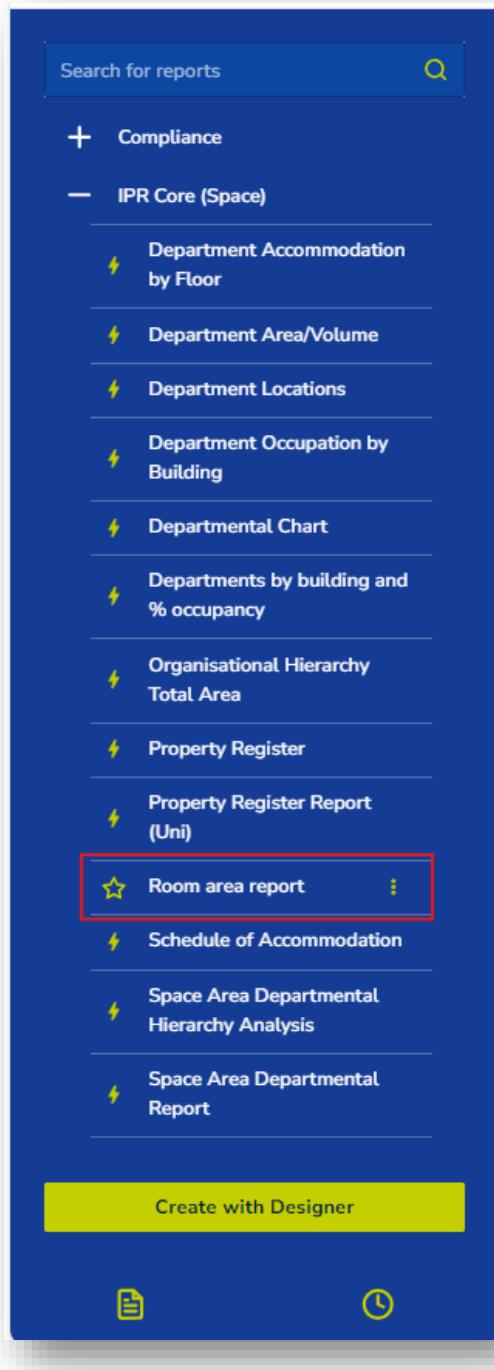
← Previous Step Save →

A success message will appear, allowing you to either close the Designer wizard or proceed to create another report.



Generate your Designer report

The custom report you created will appear in the report tree on the left-hand side menu, under the topic you selected. Custom reports are marked with a star icon for easy identification.

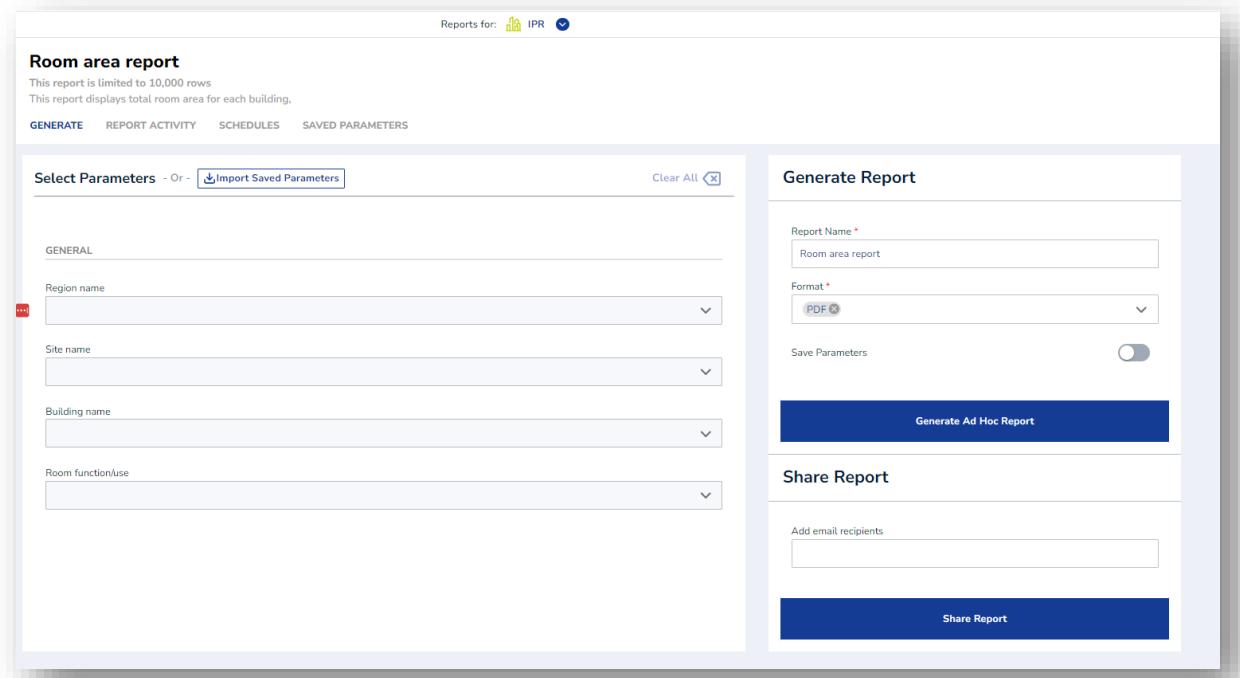


The screenshot shows a left-hand sidebar of a software application with a dark blue background. At the top is a search bar labeled "Search for reports" with a magnifying glass icon. Below the search bar is a list of report categories and items. A red box highlights the report "Room area report".

- Compliance
- IPR Core (Space)
 - Department Accommodation by Floor
 - Department Area/Volume
 - Department Locations
 - Department Occupation by Building
 - Departmental Chart
 - Departments by building and % occupancy
 - Organisational Hierarchy Total Area
 - Property Register
 - Property Register Report (Uni)
 - Room area report** ...
 - Schedule of Accommodation
 - Space Area Departmental Hierarchy Analysis
 - Space Area Departmental Report

At the bottom of the sidebar are two buttons: "Create with Designer" (yellow background) and a "Save" icon (document with a checkmark) next to a "Clock" icon.

This custom report can now be run on demand or scheduled like any other report.



The screenshot shows the 'Room area report' configuration interface. The left panel, titled 'Select Parameters', contains dropdown menus for 'Region name', 'Site name', 'Building name', and 'Room function/use'. The right panel, titled 'Generate Report', includes fields for 'Report Name' (set to 'Room area report'), 'Format' (set to 'PDF'), and a 'Generate Ad Hoc Report' button. A 'Share Report' section is also visible.

Available topics on the 'Designer'

These are the topics currently available on the 'Designer':

- Asbestos
 - Asbestos Location Status
 - Asbestos Survey Item Status
 - Asbestos Current Inspection
 - Asbestos Events
 - Asbestos Remedial Actions
- Leases
- Terrier
- Compliance
- IPR Core
 - Documents
 - Space Usage
- Fire Incidents
 - Incidents
 - Action Points
- Fire Risk Assessment
 - Open Action Points

Release notes

04/10/2024 PRO

API version **1.0.22485** to **1.0.22918**

12774 FM report: Resource Timesheet Enhanced feedback

13373 SFM report: Add 'Custom Form Output' report to micadpro

13418 Terrier 'Designer' topic bug fix

13392 Use default parameter value provided in yml

12257 Make CSV An Option for Export (non-default)

20/01/2025 PRO

UI version **1.0.22476** to **1.0.23652**

API version **1.0.22939** to **1.0.23695**

13693 Improvement to "Asbestos register printer QR labels"

13507 Users by module (new users report)

11596 PPM Remedials Report (new FM Report)

13512 Index values shown in dropdowns (bugfix)

13013 DoH Risk based Backlog Appendix 5 Report (new report)

13511 Add validation for selected date

13504 Multi-select parameters 'All', 'None' options

14/05/2025 PRO

UI version **1.0.23652** to **1.0.25423**

API version **1.0.23695** to **1.0.25482**

13019 Designer: Report description disappears when editing existing report bug fix

13391 Differentiate appraisal module SAMS/PRO

13396 Modify SFM reports for csv format

13567 New SFM Report - Pie Chart Total Tasks per Resource Group

13604 Report parameter 'Clear all' function bug fix

13797 Report Designer [micadsams.net] Radio button for permission doesn't work

13830 Asbestos register printer QR labels

13850 SFM reports update micadpro

13870 Remove html format from scheduled report emails

13891 Update SFM - Location/Activity Analysis report for MicadPro

13892 Update SFM - Location Activity Analysis report for MicadPro

13893 Update SFM - Request History report for MicadPro

13894 Update SFM - Resource Delays report for MicadPro

13895 Update SFM - Resource Traceability report for MicadPro

13896 Update SFM - Summary Analysis report for MicadPro

13897 Update SFM - Task Data report for MicadPro

13898 Update SFM - Task Per Resource Group report for MicadPro

13935 Update reports release notes link

14051 Deal with out of memory errors

14053 Designer: sort folder and fields alphabetically

14105 DoH Risk based Backlog Appendix 5 Report cosmetic change
14109 Multi-select parameter refactor
14758 Micadpro: User Activity bug fix
14852 NHSS Multi-select parameter bug fix
14959 RUM reports - remove database references
14986 RUM reports - SQL terminated (departmentPath)
14987 RUM Audit Booking Report - update Client parameter list
15065 Cancelled audit report feedback: remove Responsibility group parameter
15163 Reports Micadpro: Room Booking report date bug
15222 RUM Audit Booking Report - improve performance
15408 Rename Application "Room Utilisation" to "MiBooker" Across UI and Configuration

12/06/2025 PRO

API version **1.0.25971** to **1.0.26091**

REP-20 MiBooker Audit Booking report: Add additional 'Building Name' and 'Building Code' columns

REP-51 Bug fix: correct join on userDepartment table in MiBooker reports

15276 Add IPR - NIA GIA report to pro

14/07/2025 PRO

UI version **1.0.25972** to **1.0.26500**

API version **1.0.26091** to **1.0.26507**

REP-104 Bug fix: date range parameters include data beyond selected end date

REP-97 Bug fix: Site and building fields are duplicated in Audit Booking Report

REP-91 Bug fix: Audit Booking Report includes cancelled bookings

REP-79 UI Cleanup: Standardise capitalisation across Reports application

REP-34 Ensure all reports use parent: true for Location parameter in YAML file

REP-19 Bug fix: Designer report saved parameters not being imported

REP-18 Designer: update Terrier-topic business rates charge

24/07/2025 PRO

API version **1.0.26507** to **1.0.26625**

REP-132 Hide PPM Remedial report

REP-115 Audit booking report: Display only latest audit

REP-110 New report: Asbestos Re-Inspections Checklist

REP-105 New report: Terrier site details

REP-34 Ensure Location parameters cascade properly

END