

How to Run a Library Report

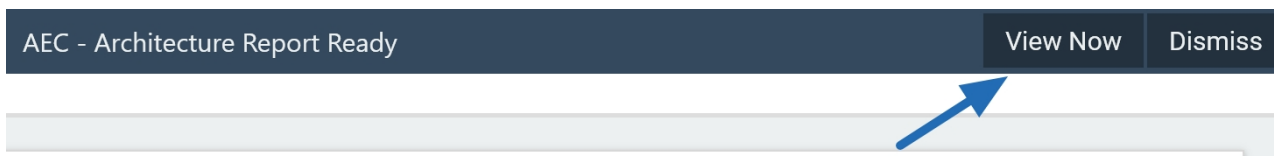
Last Modified on 01/25/2022 4:13 pm EST

Company Admins are able to run library content reports. These reports include the element type, family name, category, size, number of times it was inserted, rating, original author, date created and modified, and the email of who last modified the content.

Simply select the library you want to run a report on and click **Report**.

Search libraries		ADD EDIT NOTIFICATIONS REPORT BROWSE DELETE	
Name	Owner	Date Created	Protected
AEC - Architecture	UNIFI - Demo AEC	9/26/2018 11:22:08 AM	

A bar appears at the very top of the screen indicating that your report is ready to view. To view the report, select **View Now**.



An Excel spreadsheet will then open with the report.

Architecture - Excel					
File Home Insert Draw Page Layout Formulas Data Review View Help Search Share Comment					
Clipboard Font Alignment Number Styles Cells Editing Ideas					
A1 Element Type					
1	Element Type	Name	Family	Category	Size
2	Loadable Family	HermanMiller_Collection_Eames_AluminumGroup_ExecChair	HermanMiller_Collection_Eames_AluminumGroup_ExecChair.rfa	Furniture	1.094 MB
3	Loadable Family	Sliding-Closet	Sliding-Closet.rfa	Doors	304 KB
4	Group	Wood_1	Wood_1.fillpattern	Fill Patterns	400 KB
5	Loadable Family	Television_Table_with_Tv_19377	Television_Table_with_Tv_19377.rfa	Furniture	4.906 MB
6	Group	Crosshatch	Crosshatch.fillpattern	Fill Patterns	400 KB
7	Group	Herman Miller - Finish LT Light Tone	Herman Miller - Finish LT Light Tone.rformat	Materials	396 KB