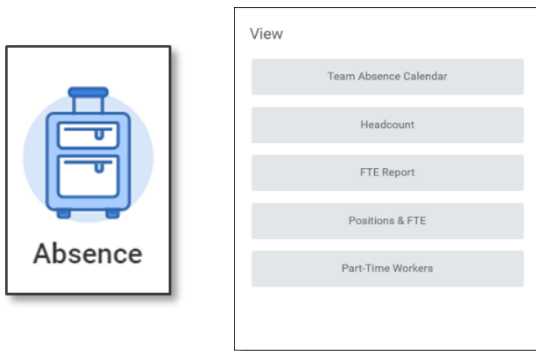


Generating Reports

Reports can be accessed via an application on your Homepage or from the Search bar.

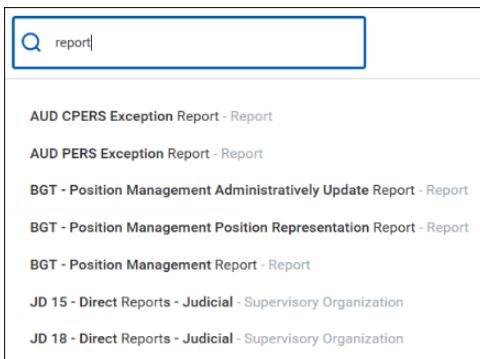
From Your Home Page

Navigate to the worklet you want to report on. Click on the buttons in the View pane to access reports on various topics.







From the Search Bar

In the search bar type in the name of the report you want to view, or type in the word “report” to display a list of the reports that are available to you based on your security role.



Viewing Reports

Icons display over the top-right corner of a report.

-  The Export to Excel icon allow you to export the report into Excel.
-  The Filter icon allows you filter the data from each of the columns in the same way as Excel.
-  The Chart icon shows your information in a chart format.
-  The Toggle Full Screen Viewing Mode icon expands the screen for a better view.

Filtering Report Information

Click on the column heading for the data you want to filter. Column filter options will display. To sort the data, click in the fields of the sort options.

