****

**REPORT TIPS**

After selecting a report, you are directed to the report and any report selection options are presented. The Report Tool Bar appears under the report selection options line, if there are no report selections the Report Tool Bar appears first.

If there are selections available:

View Report

Make the selection (s) and click to initiate the report

View Report

Change the report selection(s) and click to initiate the new selection.

**Report Tool Bar**

* **First page** (Click to go to the first page in the *displayed* report)
* **Previous Page** (Click to go to the previous page in the *displayed* report)

**Current page number** (page number of page currently being viewed in *displayed* report; also may directly type in page number to directly go to that *displayed* page)

of **#** where **#** is the total number of pages in the *displayed* report

* **Next Page** (Click to go to the next page in the *displayed* report)
* **Last Page** (Click to go to the last page in the *displayed* report)

100% **Zoom** Drop Down to select *displayed* page size

**Find Text in Report** **-** Entry box used for finding desired text (string) in displayed report

Find │ **Find** - Click Find to locate first entry of text contained in *Find Text in Report* entry box.

Next **Find Next** - Click Next to locate subsequent entry oftext contained in *Find Text in Report* entry box.

* **Export Drop Down** 
  + ***PDF -*** export data contained on the *displayed* report into PDF format for printing
  + ***Excel -***  export data contained on the *displayed* report into spreadsheet format for data manipulation
* **Refresh (**To rerun the report)

**Printer** *(use of this is restricted by software availability on individual’s PC –* ***instead EXPORT to PDF to print report)***

