

## How to use My Report

Any reports created in report section can be accessed from the “**My Reports**” navigation button found on the left hand side of the screen. Click on “**Go**” to view reports generated from the date shown or change the date to view reports generated at other times. All reports generated will appear in a list ready for download. Latest requests will be at the top of the list. To be able to print a report you must first download it to your local computer.

The screenshot shows the 'My Reports' page with several callouts:

- Select report to print**: Points to the 'Report ID' column.
- Select Download**: Points to the 'Download' link in the 'Get the report' column.
- Select report by typing the ID number**: Points to the 'My report with ID' input field.
- Select reports by date**: Points to the 'My reports since' date selector.
- Select report to delete, then select Delete Report**: Points to a checkbox in the 'Report ID' column and the 'Delete Report' button.

Report ID	Get the report	Report name	Status	Report size(in bytes)	Requester
<input type="checkbox"/> 946050	<a href="#">Download</a>	St Ives best start term 4	COMPLETED	21283	26 Oct 2008
<input type="checkbox"/> 946058	<a href="#">Download</a>	ELP Numeracy	COMPLETED	9385	26 Oct 2008
<input type="checkbox"/> 946044	<a href="#">Download</a>	Best Start Parent Feedback - Johnny Howard	COMPLETED	28001	26 Oct 2008

To delete a report in the list, select the check box which appears next to the unwanted report and then click the “**Delete Report**” button.

Select the report you wish to view by clicking on the word “**Download**”. The reports are created as PDF or CSV and users are required to either “**save**” or “**open**” the requested report to their local computer.

Choose “**save**” the file.

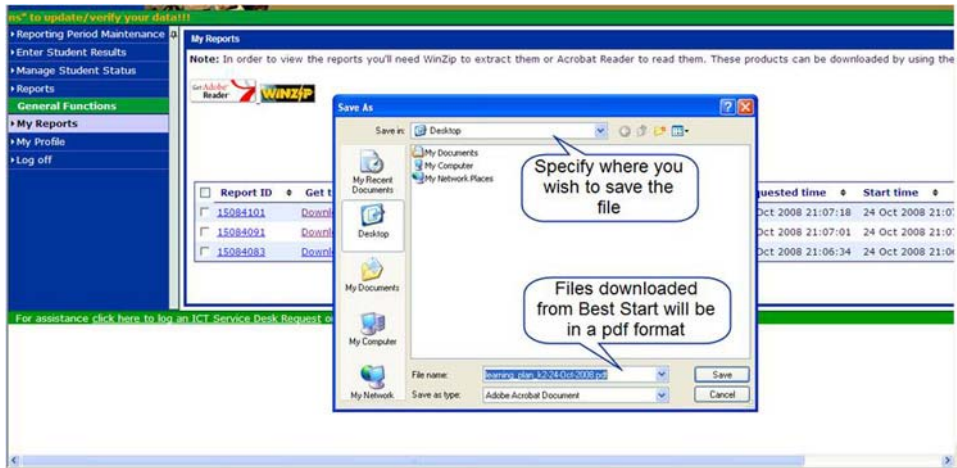
The screenshot shows the 'My Reports' page with a 'File Download' dialog box open. The dialog box contains the following information:

- Name: parent\_feedback-24-Oct-2008.zip
- Type: WinZip File, 581 bytes
- From: www.train.det.nsw.edu.au

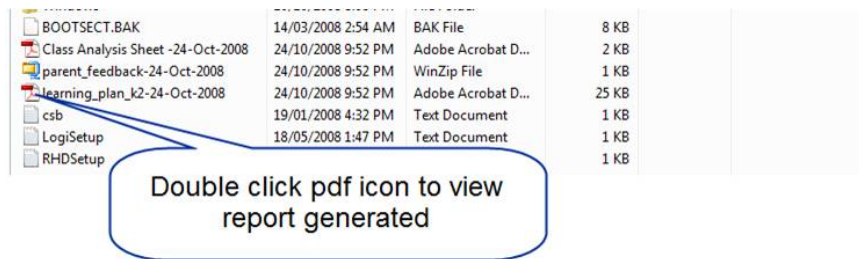
The dialog box has three buttons: 'Open', 'Save', and 'Cancel'. A callout points to the 'Save' button with the text: “Choose the ‘save’ option”.

Report ID	Get the report	Report name	Status	Report size(in bytes)	Requested time	Start time	End time
<input type="checkbox"/> 15084101	<a href="#">Download</a>				24 Oct 2008 21:07:18	24 Oct 2008 21:07:19	24 Oct 2008 21:07:20
<input type="checkbox"/> 15084091	<a href="#">Download</a>				24 Oct 2008 21:07:01	24 Oct 2008 21:07:02	24 Oct 2008 21:07:06
<input type="checkbox"/> 15084083	<a href="#">Download</a>				24 Oct 2008 21:06:34	24 Oct 2008 21:06:35	24 Oct 2008 21:06:40

The user will then be prompted to specify a location to save report e.g. desktop.

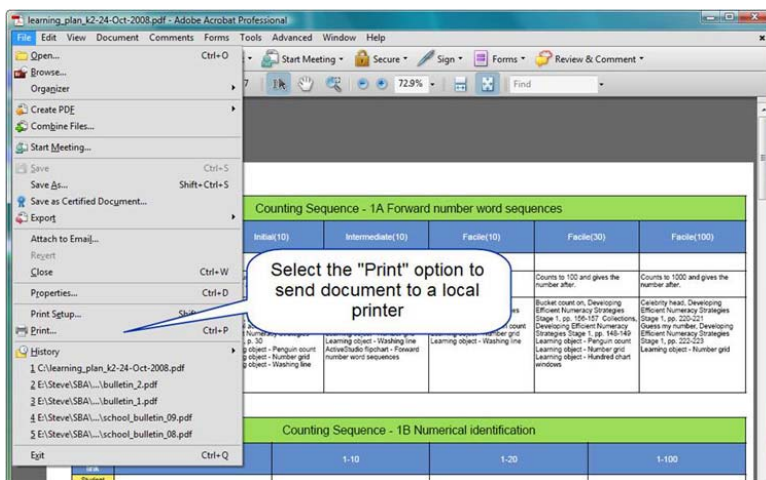


Once the file has been saved, users can navigate to the location previously specified and double click on the PDF icon which appears next to the downloaded report.



Print single report:

After the report opens it can be printed by selecting “**print**” option from the “**File**” menu within Adobe Acrobat.



Print Multiple reports:

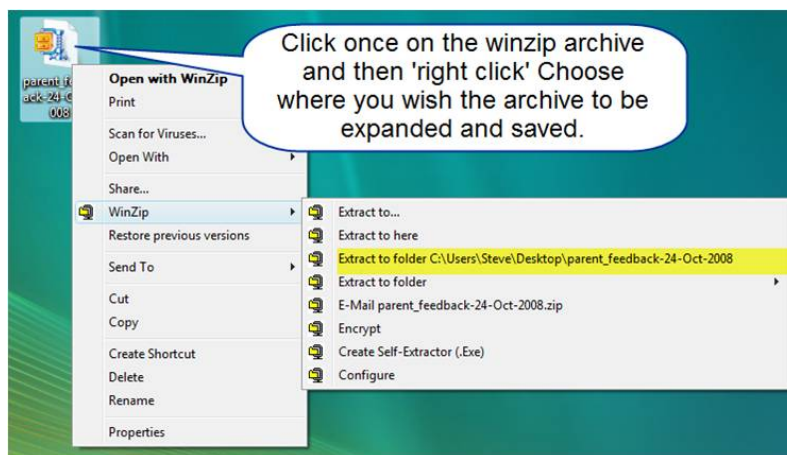
**Step 1** - Unzip the downloaded archive;

**Step 2** - Open the downloaded unzipped folder

**Step 3** - Print the Report

### Step1 - Unzip the downloaded archive

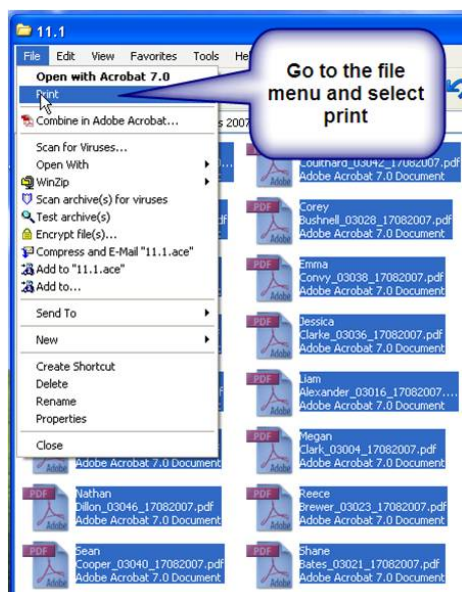
Once the file has been saved, users can navigate to the location previously specified and right click on the archive downloaded.



A folder with the name of the downloaded winzip archive will appear in the location selected.



Double click the unzipped folder that contains the reports you wish to print.



1. Click the first student you wish to print
2. Select and hold down the shift key
3. Click and select the last student you wish to print
4. Go to the File menu
5. Select the print option

Be aware however that some printers may not be capable of printing multiple student reports due to lack of installed memory.