

Job Aid: Run Standard Reports

Purpose

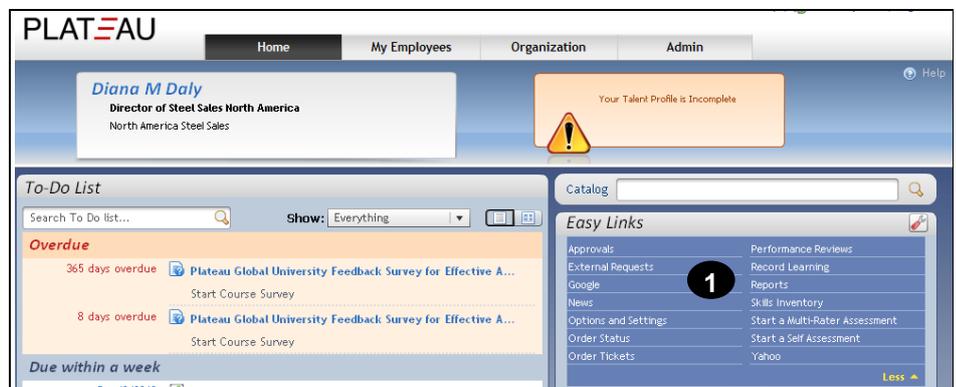
The purpose of this job aid is to guide users through the step-by-step process of running standard reports in Plateau.

Task A

Run Standard Report
13 Steps

Task A. Run Standard Report

1 From the Home page, click the Reports easy link.

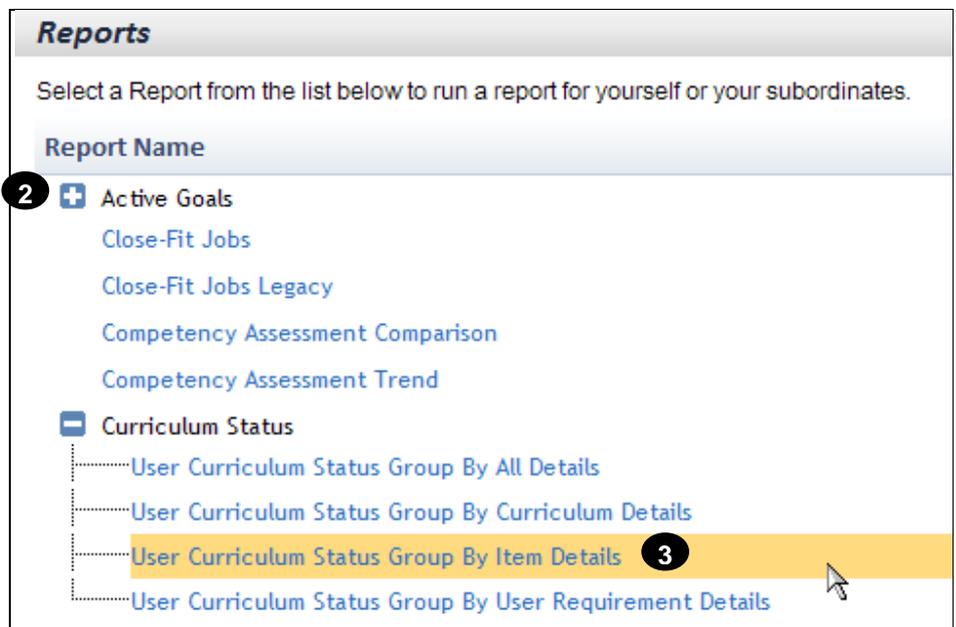


2 In the Report Name table, locate the report you want to generate.

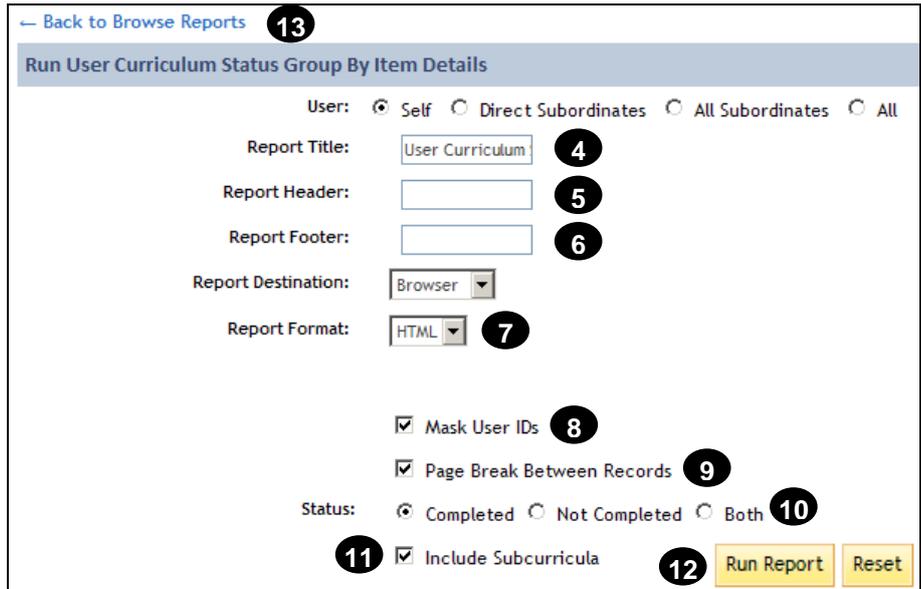
3 Click the expand icon () to expand the report group.

3 Click the title link. For this example, select the User Curriculum Status Group by Item Details report.

Note: Click Help () for additional information on reports.



- 4 Modify the report title, if necessary.
- 5 Enter a header and footer for the report.
- 6 Select the report destination from the drop-down menu.
- 7 Select the report format from the drop-down menu.
- 8 To hide user IDs, check the **Mask User IDs** checkbox.
- 9 To insert page breaks between records returned, check the **Page Break Between Records** checkbox.
- 10 Select to include complete, incomplete or both curriculum status types.
- 11 To include subcurricula, check the **Include Subcurricula** checkbox.
- 12 Click **Run Report**.
- or
- 13 Click the **Back to Browse Reports** link to return to the list of reports.



Note: Available criterion will vary depending on the report.