



INTERPRET REPORT MANAGER

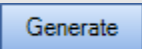
Before You Begin

Ensure that you are signed into TRACCESS.

The Report Manager in TRACCESS is the main window utilized for the administration and generation of TRACCESS Reports. Within this window, report templates and reports can be created and generated according to organizational needs.

The following exercise will guide you in navigation throughout the Report Manager.

Learning Exercise

- 1 Interpret the **Tree Control** at the left side of the Report Manager window
Here, the details of TRACCESS Reports can be expanded and viewed in a manner similar to Windows Explorer.
- 2 Click on a **Report Type** in the Tree Control – **Activity, Qualification, Organization, Summary, Task Summary**
All the different templates created for that Report Type are displayed within the Context View
- 3 Double-click on a template listed in the Context View
All reports that have been generated using this template are displayed
- 4 Double-click on a report to view it
The report opens in a new window. This window can be closed after viewing
- 5 Click the  button to generate a new report
A title and description will be required to generate a new report
- 6 Right-click on a **Report Type** in the Tree Control and select **New Activity, Qualification, Organization, Summary, Task Summary**
A new template for that Report Type can now be created

Feedback & Evaluation

When you have completed this exercise, request a Capability Assessment from your supervisor. Your supervisor will contact you regarding scheduling of the Capability Assessment.