

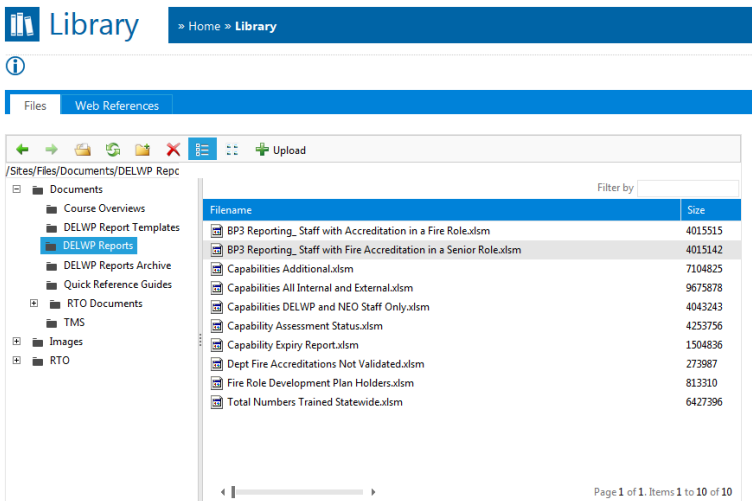
This Quick Reference Guide (QRG) describes how to access Reports in LaDIS.

PLEASE NOTE:

You must have **Administrator** access to view reports. **Firefox** is the best browser for viewing Reports in LaDIS.

To View Reports:

1. In the Menu, click on .
2. Select .
3. Double click on the relevant Report (Excel document):

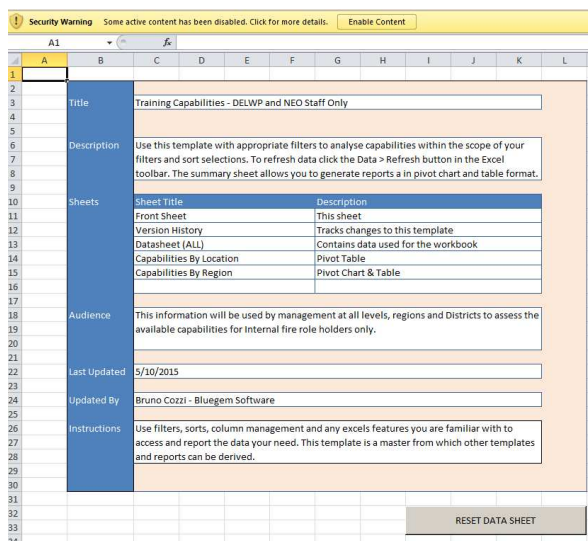


4. Open the Excel Document. The report opens the **Frontsheet** below.

If prompted click **Enable Content**.



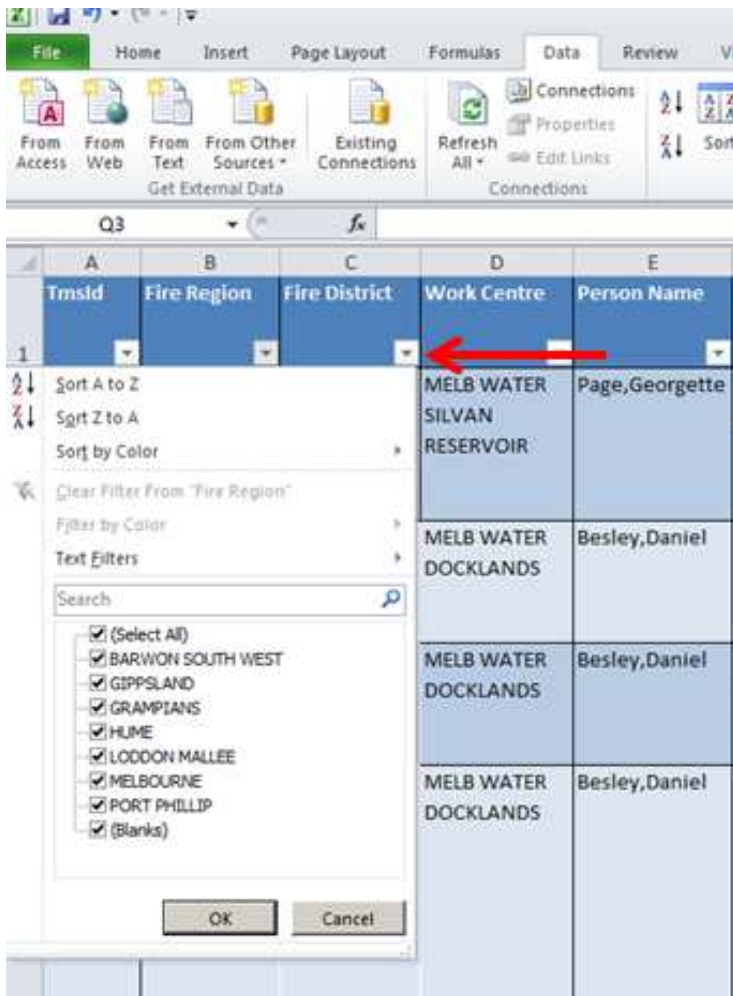
This refreshes the data in the report and opens the Data workbook.



5. The **Datasheet** opens in the **Design** tab.



6. The data can be sorted and filtered using the standard **Filter** in the datasheet



You can also sort the data via **Sort**.

Note: The Report database is refreshed on a nightly basis, ie the data is not in real time. For example, if you added some data to LaDIS during the day, it will not show immediately in these Reports until the next day.