



TRACDAT USER GUIDE

FOR

OUTCOMES

Prepared by: Mt. SAC IT Department & Outcomes Coordinator

Help Line: IT Help Desk Ext. 4357; Outcomes Coordinator Ext. 4264

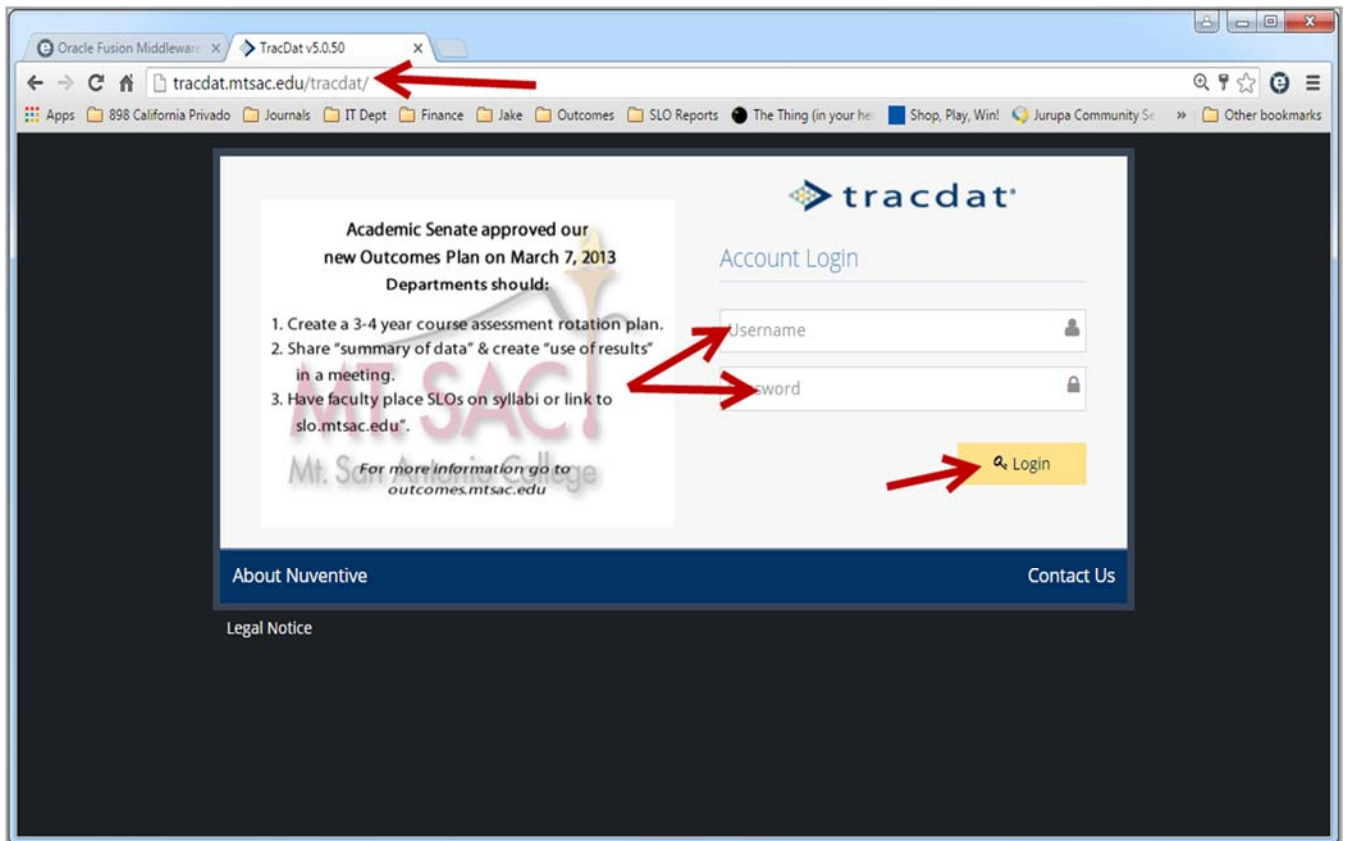
April 2016

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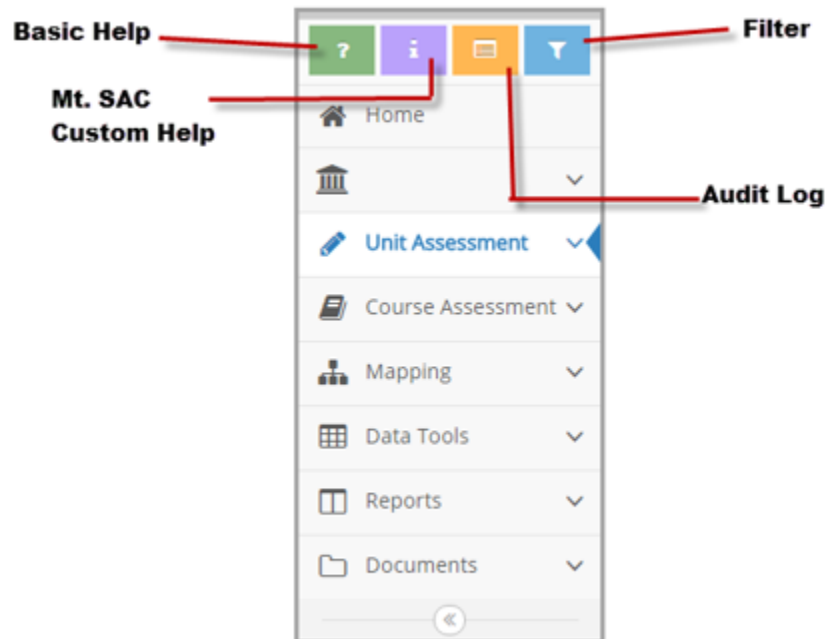
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PART 1: Logging in to TracDat

1. Open any web browser and navigate to <http://tracdat.mtsac.edu/tracdat>
2. Enter the username and password
3. Click Login



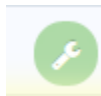
A: Tracdat Tool Bar Icons



Triangle: Click the Triangle to expand an item



Plus Sign: Click the Plus Sign to add a new entry



Wrench: Click the Wrench to add a feature

Basic Help – Navigation and tool assistance provided by vendor.

Mt. SAC Custom Help – Assistance and suggestions customized to Mt. SAC.

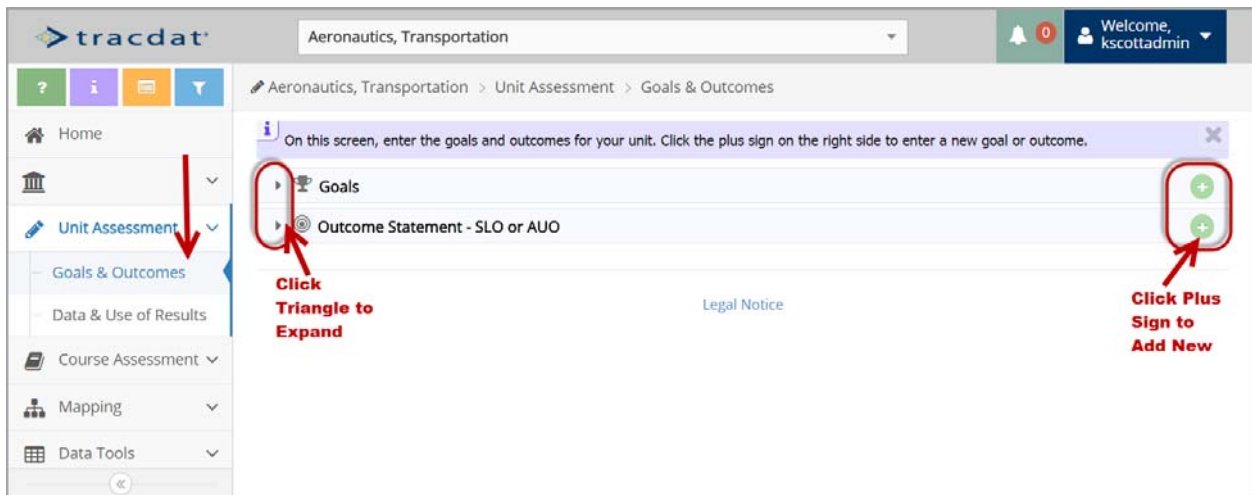
Audit Log – Details who made changes to a page, when the changes were made, and what text was changed.

Filter – Allows data to be filtered and hidden on a page. The icon is highlighted red when filters are active.

PART 2: Entering a Unit Outcome

Unit Outcomes include administrative unit objectives, student learning outcomes, and student services outcomes. They describe what a client, customer or student will be able to do, know, or think upon receiving a service from your department. Begin each outcome with 'Students will be able to . . . ' OR 'Customers will be able to . . . '

A. Goals & Outcomes Screen



Click on Unit Assessment, then Goals & Outcomes



Triangle:

Click the Triangle to expand an area



Plus Sign:

Click the Plus Sign to add a new outcome

B. Unit Outcome

Aeronautics, Transportation

Home

Unit Assessment

Goals & Outcomes

Data & Use of Results

Course Assessment

Mapping

Data Tools

Reports

Documents

Aeronautics, Transportation > Unit Assessment > Goals & Outcomes > Add Outcome Statement - SLO or AUO

Save

Return

* Outcome Name

* Outcome Statement - SLO or AUO

Outcome Status

Assessment Rotation Cycles

Start Date (Optional)

End Date (Optional)

* Required field

Outcome Name: Provide a 1 to 3 word description of the outcome

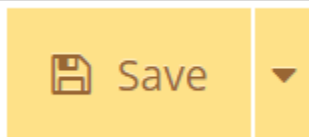
Outcome Statement: Enter the entire outcome statement

Outcome Status: Select the status of this outcome

Assessment Rotation Cycles: Select the years this outcome will be assessed
Hold down the ctrl key to select multiple years

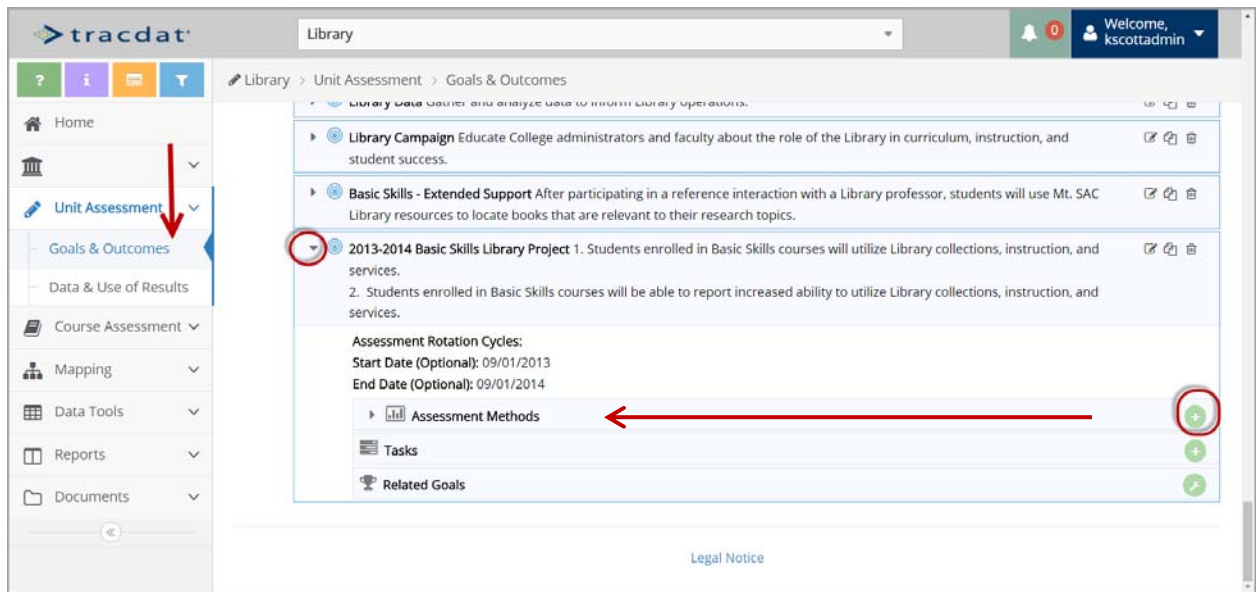
State Date (Optional): Enter the date this outcome was created

End Date (Optional): Enter the date this outcome was no longer active

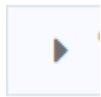


Click the yellow Save button

C. Unit Outcome: Assessment Method



Click on Unit Assessment, then Goals & Outcomes



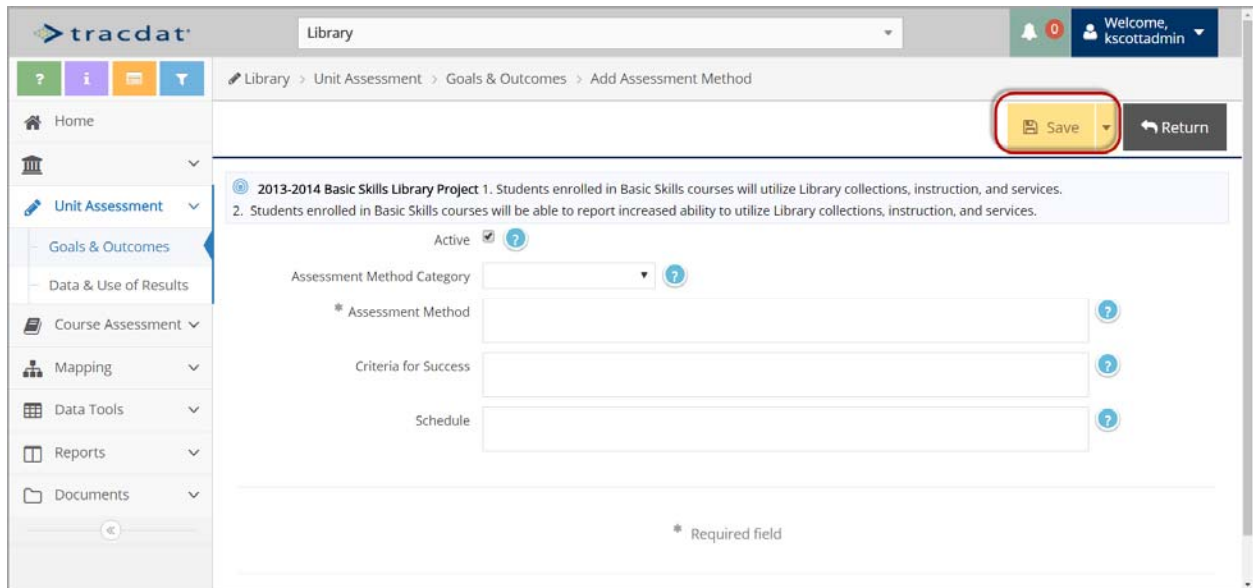
Triangle:

Click the Triangle to expand an outcome



Plus Sign:

Click the Plus Sign to add a new assessment method

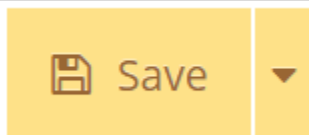


Active: Check the box if this assessment is currently used to determine the results of an outcome

Assessment Method Category: Select the type of assessment tool

Criteria for Success: Enter the criteria for success

Schedule: Enter when the actual assessment occurs



Click the yellow Save button

D. Unit Outcome: Assessment Method, Related Document

The screenshot shows the TracDat interface with the following elements:

- Header: Library
- Navigation: Home, Unit Assessment (highlighted), Goals & Outcomes, Data & Use of Results, Course Assessment, Mapping, Data Tools, Reports, Documents.
- Main Content: Assessment Rotation Cycles (Start Date: 09/01/2013, End Date: 09/01/2014), Assessment Methods (expanded), Tasks, Related Goals.
- Assessment Method Details: Other Students enrolled in Basic Skills courses will complete a quiz... Criteria for Success: Participant responses will be measured against an answer key... Schedule: Date Added: 09/26/2014, Active: Yes.
- Related Documents: A section with a wrench icon circled in red and a red arrow pointing to it.

Click on Unit Assessment, then Goals & Outcomes



Triangle:

Click the Triangle to expand an outcome



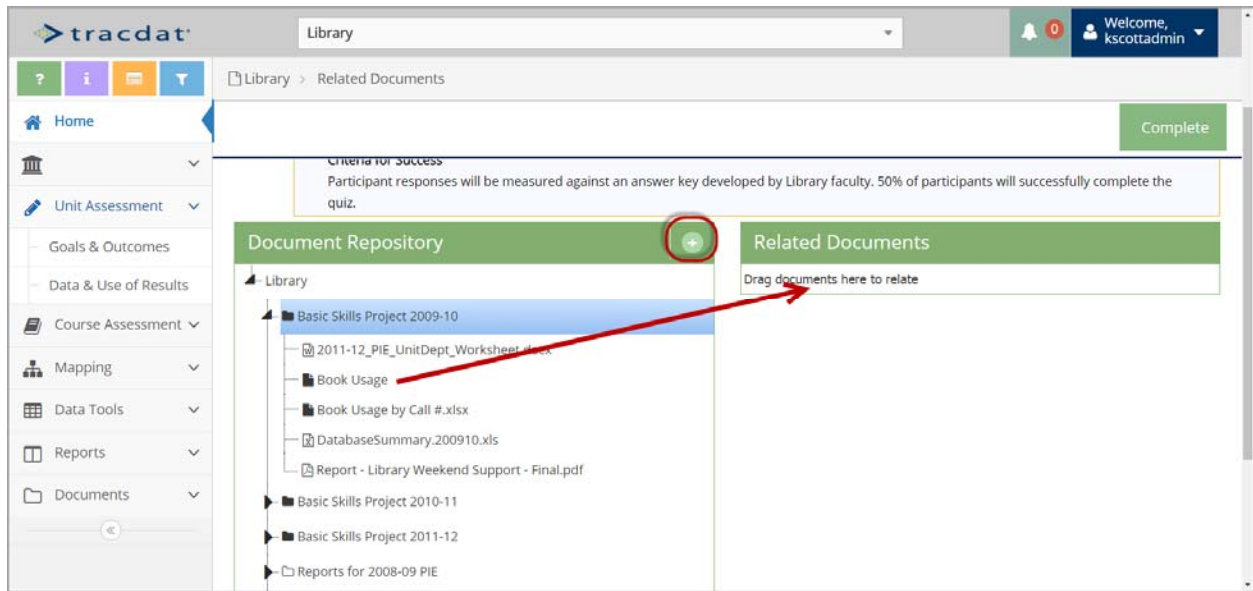
Triangle:

Click the Triangle to expand an assessment method



Wrench:

Click the wrench to add Related Documents



Plus Sign:

Click the Plus Sign to add a new document or link

Drag Documents:

Click and drag an existing document to the Related Documents box to link the document to an assessment method

E. Unit Outcome: Assessment Method, Assignment

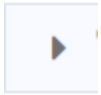
The screenshot shows the Tracdat application interface. The top navigation bar includes the Tracdat logo, a search bar, and a user profile. The left sidebar contains a navigation menu with 'Unit Assessment' and 'Goals & Outcomes' selected. The main content area displays 'Assessment Rotation Cycles' with optional start and end dates. Below this is the 'Assessment Methods' section, which includes a description of a quiz, 'Criteria for Success', 'Schedule', and 'Date Added'. A red arrow points to the 'Assignment' link in the 'Related Documents' section.

Click on Unit Assessment, then Goals & Outcomes



Triangle:

Click the Triangle to expand an outcome



Triangle:

Click the Triangle to expand an assessment method



Wrench:

Click the wrench to access the Assignment feature

Assign To: Select the name of the person to assign the assessment method*

Due Date: Enter the date this assessment is due

Subject: Enter the subject for an email notification

Notes: Edit or enter the text for the body of the email notification

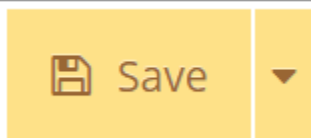
Repeats: Select how often the assessment data is due

Provide: Select the items the assignee must complete

Put Documents In: Select the folder the assignee will put the related documents in

Email Assignment to Assignee(s): Click this box to send the email notification

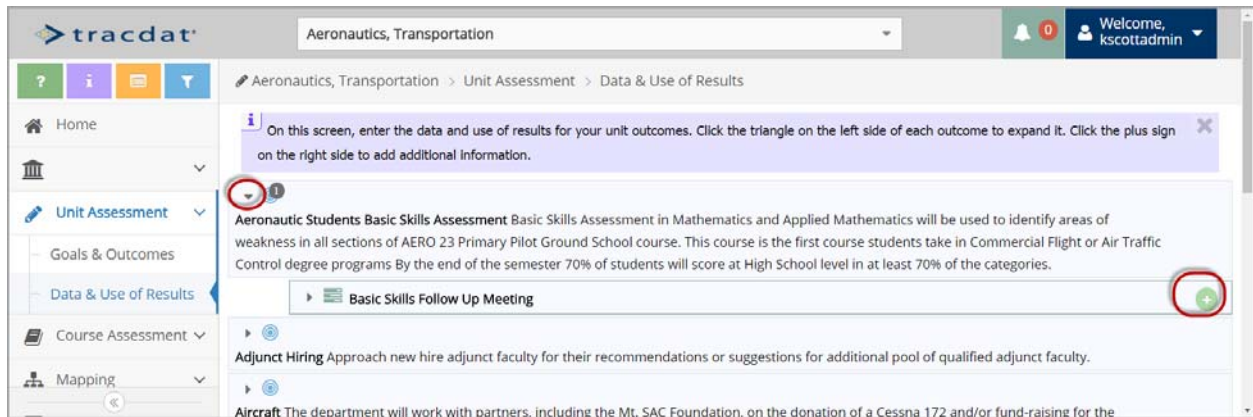
Send CC to Person Assigning: Click this box to send a copy of the email notification to yourself



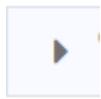
Click the yellow Save button

* If the person's name doesn't appear in the list, contact Kate Morales at ext. 5562 to have it added.

PART 3: Entering Unit Outcome Data & Use of Results



Click on Unit Assessment, then Data & Use of Results



Triangle:

Click the Triangle to expand an outcome*



Plus Sign:

Click the Plus Sign to add a new summary of data

* If the Triangle does not expand an outcome, then no assessment method was entered. See page 8 and 9.

A. Unit Outcome: Summary of Data

The screenshot shows the Tracdat interface for adding a summary of data. The breadcrumb trail is: Aeronautics, Transportation > Unit Assessment > Data & Use of Results > Add Summary of Data. The main content area displays the following information:

- Aeronautics, Transportation** (Page Title)
- Welcome, kscottadmin** (User Name)
- Save** (Yellow button, highlighted with a red box)
- Return** (Grey button)
- Aeronautics, Transportation > Unit Assessment > Data & Use of Results > Add Summary of Data** (Breadcrumb)
- Basic Skills Assessment** (Section Header)
- Basic Skills Follow Up Meeting** (Section Header)
- Task Description** Meet with TERC for end of semester briefing and planning session for Fall 2008
- * Data Collection Date** 04/05/2016
- * Summary of Data** (Text input field)
- * Summary of Data Period** (Dropdown menu)
- * Summary of Data Type** (Dropdown menu)

Data Collection Date:

Enter the current date

Summary of Data:

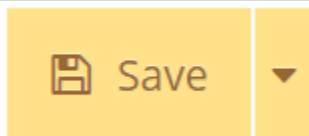
Enter the summary of data

Summary of Data Period:

Select the academic year the assessment data was collected in

Summary of Data Type:

Select if the Criterion was met or not



Click the yellow Save button

B. Unit Outcome: Use of Results

The screenshot shows the Tracdat software interface. The top navigation bar includes the Tracdat logo, a 'Library' dropdown, and a user profile for 'Welcome, kscolltadmin'. The left sidebar contains a navigation menu with 'Unit Assessment' and 'Data & Use of Results' highlighted. The main content area displays a list of outcomes, with one outcome expanded to show 'Use of Results', 'Related Documents', and 'Related Data & Use of Results' sections. Red circles and arrows highlight specific UI elements: a triangle icon in the navigation menu, a triangle icon next to an outcome, and plus signs in the expanded outcome's sub-sections.

Click on Unit Assessment, then Data & Use of Results



Triangle:

Click the Triangle to expand an outcome



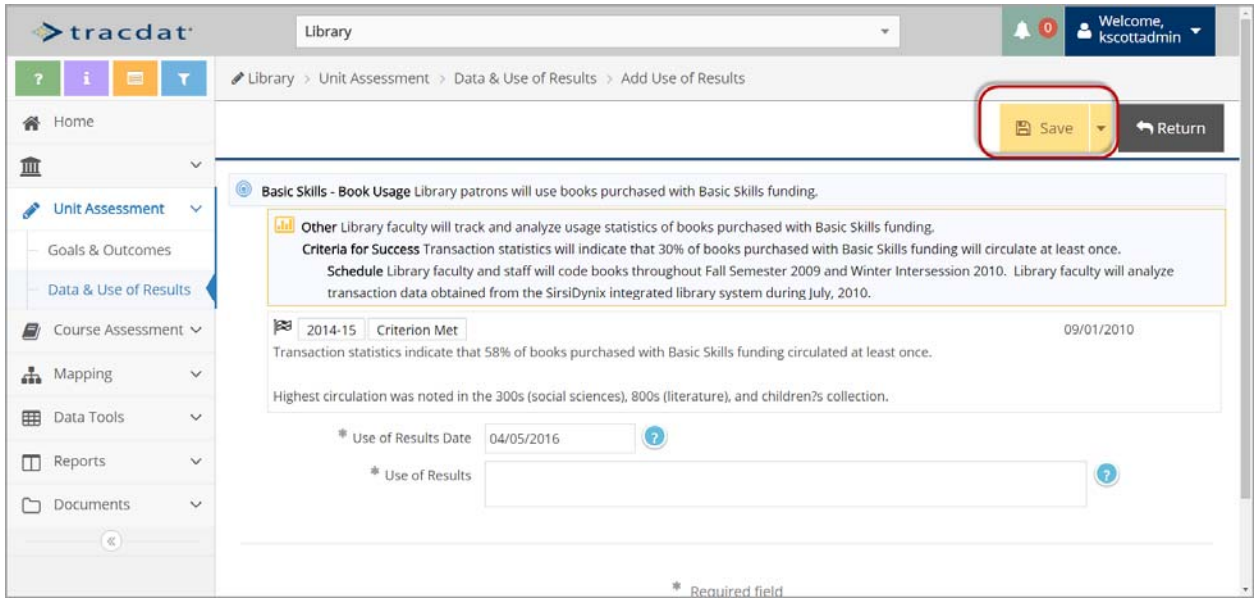
Triangle:

Click the Triangle to expand an assessment method



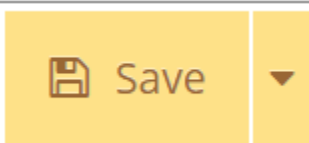
Plus Sign:

Click the Plus Sign to add a new use of results



Use of Results Date: Enter the current date

Use of Results: Enter the use of results



Click the yellow Save button

C: Unit Outcome: Use of Results, Related Documents

The screenshot shows the Tracdat application interface. The navigation menu on the left includes 'Home', 'Unit Assessment', 'Goals & Outcomes', 'Data & Use of Results', 'Course Assessment', 'Mapping', 'Data Tools', 'Reports', and 'Documents'. The 'Data & Use of Results' section is active, displaying several outcome cards. A red arrow points to the 'Data & Use of Results' menu item. A red circle highlights a triangle icon on the 'Other' outcome card. Another red circle highlights a wrench icon on the 'Use of Results' sub-section of the 'Other' outcome card.

Click on Unit Assessment, then Data & Use of Results



Triangle:

Click the Triangle to expand an outcome



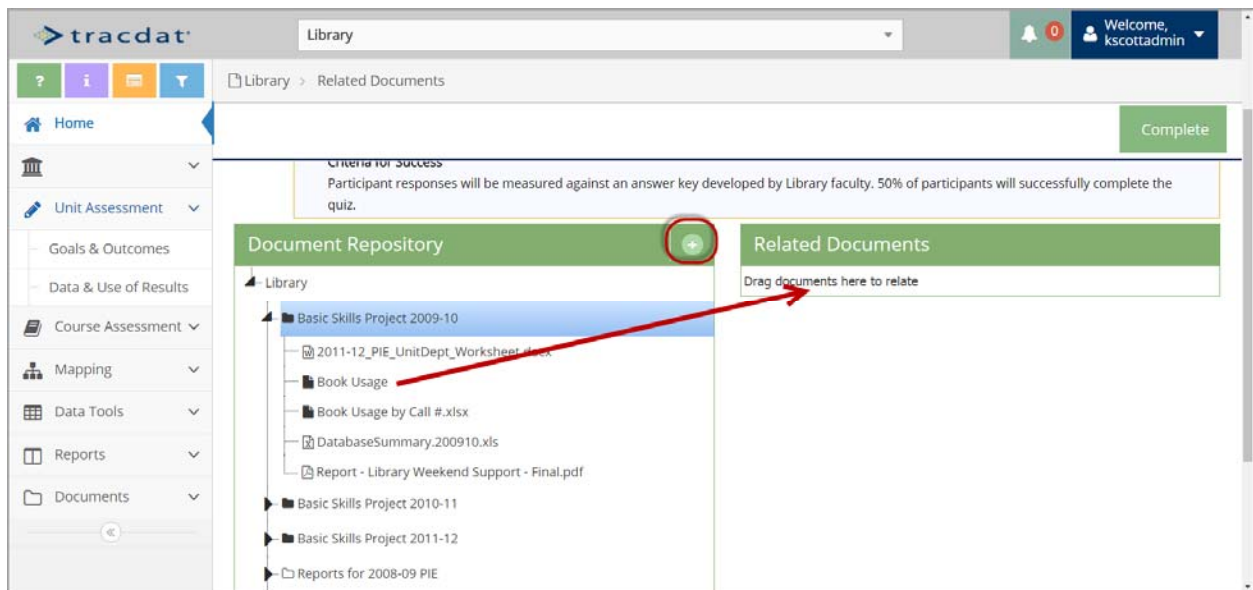
Triangle:

Click the Triangle to expand an assessment method



Wrench:

Click the wrench to add Related Documents



Plus Sign:

Click the Plus Sign to add a new document or link

Drag Documents:

Click and drag an existing document to the Related Documents box to link the document to an assessment method

D. Unit Outcome: Related Data & Use of Results

The screenshot shows the Tracdat software interface. The breadcrumb trail is Library > Unit Assessment > Data & Use of Results. The left sidebar contains a navigation menu with 'Unit Assessment' selected, and 'Data & Use of Results' highlighted with a red arrow. The main content area displays a list of outcomes. One outcome, 'Other', is expanded to show a table with columns for 'Year', 'Criterion Met', and 'Date'. Below the table are three expandable sections: 'Use of Results', 'Related Documents', and 'Related Data & Use of Results'. Red circles highlight the expandable icons (triangles and plus signs) for these sections.

Click on Unit Assessment, then Data & Use of Results



Triangle:

Click the Triangle to expand an outcome



Triangle:

Click the Triangle to expand an assessment method



Plus Sign:

Click the Plus Sign to add related data and use of results

Library > Unit Assessment > Data & Use of Results > Add Related Data & Use of Results

Save Return

Library

LIBR 1 Information Resources and Research Methods

Citation of Information Sources Students will be able to prepare accurate citations for various sources.

Directly related to Objective

Other Students will write MLA, APA, or Chicago Style formatted citations for a sample of sources as appropriate to the research assignment. Students will be given a pre-test before receiving instruction and a post-test as part of one of the final assessment measures.

Criteria for Success At least 75% of Library 1 students will write MLA, APA, or Chicago Style formatted citations with at least 75% accuracy.

Schedule The citations will be evaluated by the instructor of record based on a rubric developed by Library department faculty. For courses taught within a Learning Community, the Library 1 instructor of record may collaborate with partnering faculty within the Learning Community when assessing student performance. The first round of applying this means of assessment will take place during the Spring 2009 semester.

The results of the assessment will be used to refine this SLO during Summer 2009. The revised SLO will be implemented in Fall 2009.

Criterion Met	2014-15	03/07/2011
<input checked="" type="checkbox"/>		
During Fall Semester, 2010, 75% of Library 1 students wrote citations with accuracy of 75% or higher.		



Triangle:

Click the Triangle to expand a unit to show courses



Triangle:

Click the Triangle to expand a course to show outcomes



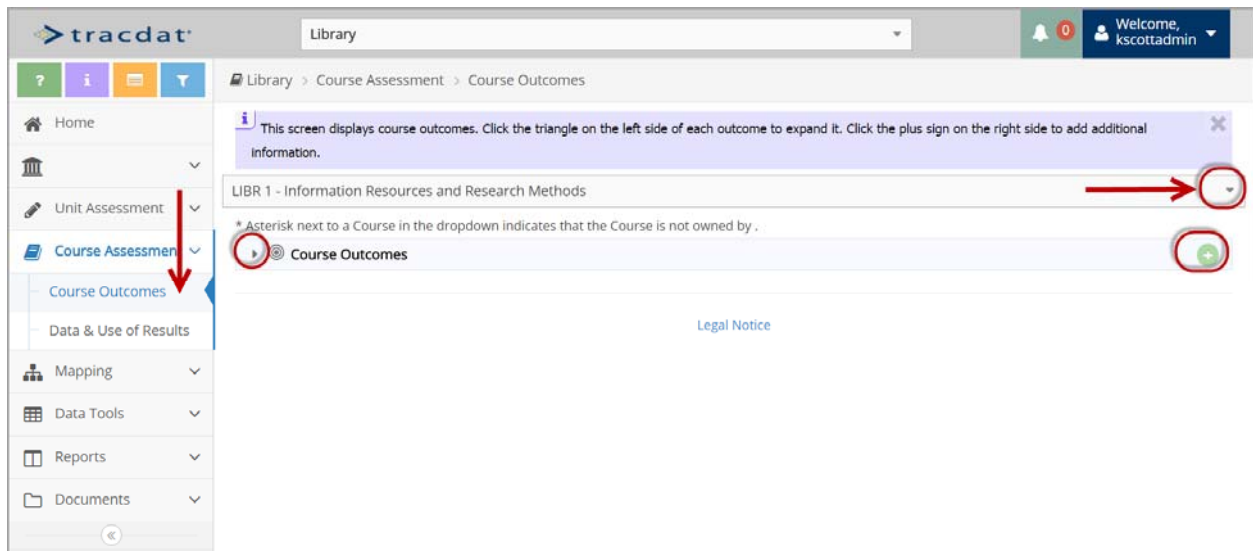
:

Check the box to link course level data and use of results to a unit level outcome assessment.

PART 4: Entering a Course Outcome

Course Outcomes describe what a student will be able to do, know, or think upon receiving instruction during a class. Begin each outcome with 'Students will be able to . . . ' Departments may use course measurable objectives as SLOs.

A. Course Outcome



Click on Course Assessment, then Course Outcomes

Course Selection: On the right side of the screen, use the drop down box to select the course



Triangle: Click the Triangle to expand existing Course Outcomes



Plus Sign: Click the Plus Sign to add a new course outcome

The screenshot shows the Tracdat interface for adding a course outcome. The breadcrumb trail is: Library > Course Assessment > Course Outcomes > Add Course Outcome. The form is for 'LIBR 1A - Introduction to Library Research'. The fields are:

- * Course Outcome Name (Required field)
- * Course Outcome (Required field)
- Course Outcome Status (Dropdown menu)
- Assessment Cycles (Text input)
- Start Date (Optional) (Text input)
- End Date (Optional) (Text input)

A yellow 'Save' button with a dropdown arrow is highlighted with a red circle. A 'Return' button is also visible.

Course Outcome Name: Provide a 1 to 3 word description of the outcome

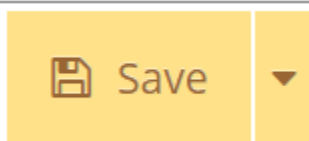
Course Outcome: Enter the entire outcome statement

Course Outcome Status: Select the status of this outcome

Assessment Cycles: Select the years this outcome will be assessed
Hold down the ctrl key to select multiple years

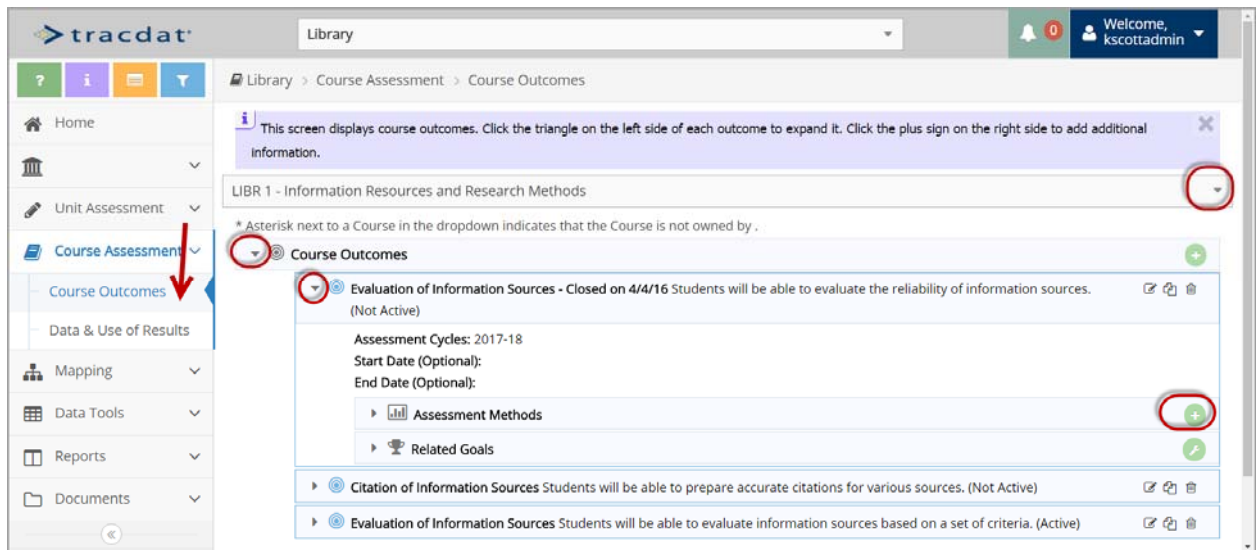
State Date (Optional): Enter the date this outcome was created

End Date (Optional): Enter the date this outcome was no longer active



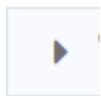
Click the yellow Save button

B: Course Outcome: Assessment Method



Click on Course Assessment, then Course Outcomes

Course Selection: On the right side of the screen, use the drop down box to select the course



Triangle:

Click the Triangle to expand the list of outcomes



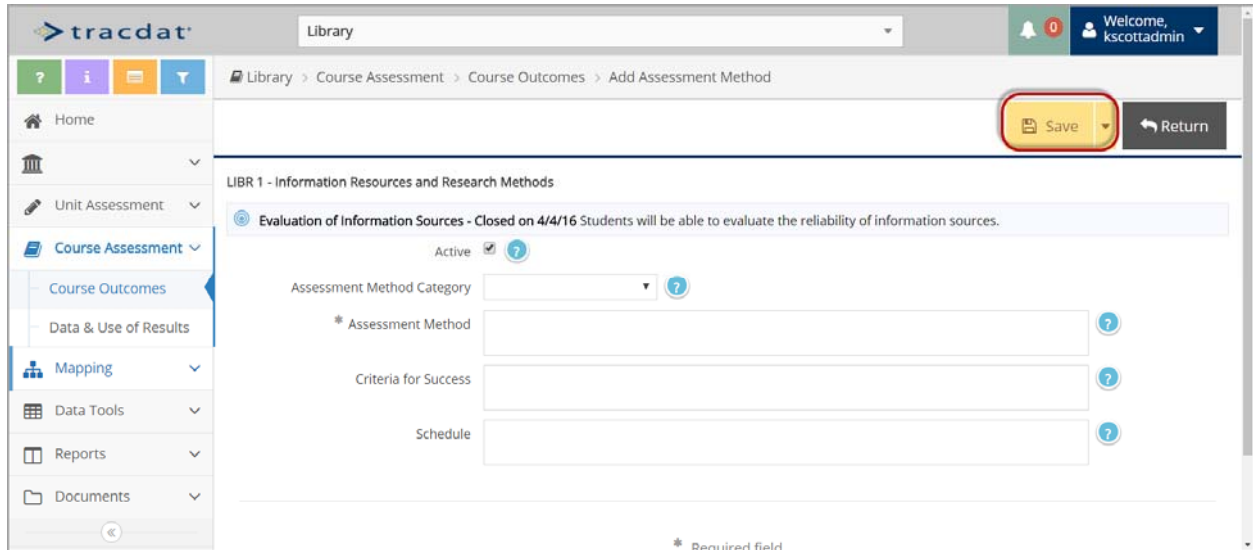
Triangle:

Click the Triangle to expand the course outcome



Plus Sign:

Click the Plus Sign to add a new assessment method

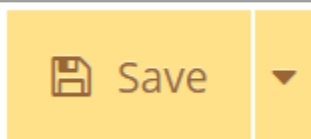


Active: Check the box if this assessment is currently used to determine the results of an outcome

Assessment Method Category: Select the type of assessment tool

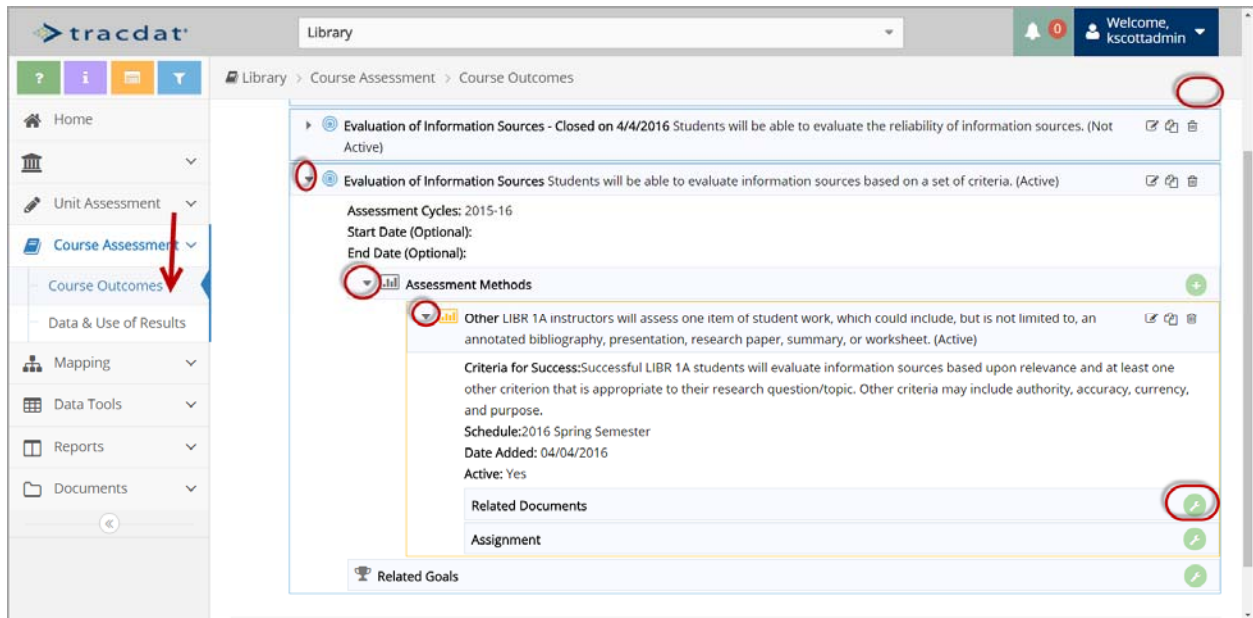
Criteria for Success: Enter the criteria for success

Schedule: Enter when the actual assessment occurs



Click the yellow Save button

C. Course Outcome: Assessment Method, Related Documents



Click on Course Assessment, then Course Outcomes

Course Selection: On the right side of the screen, use the drop down box to select the course



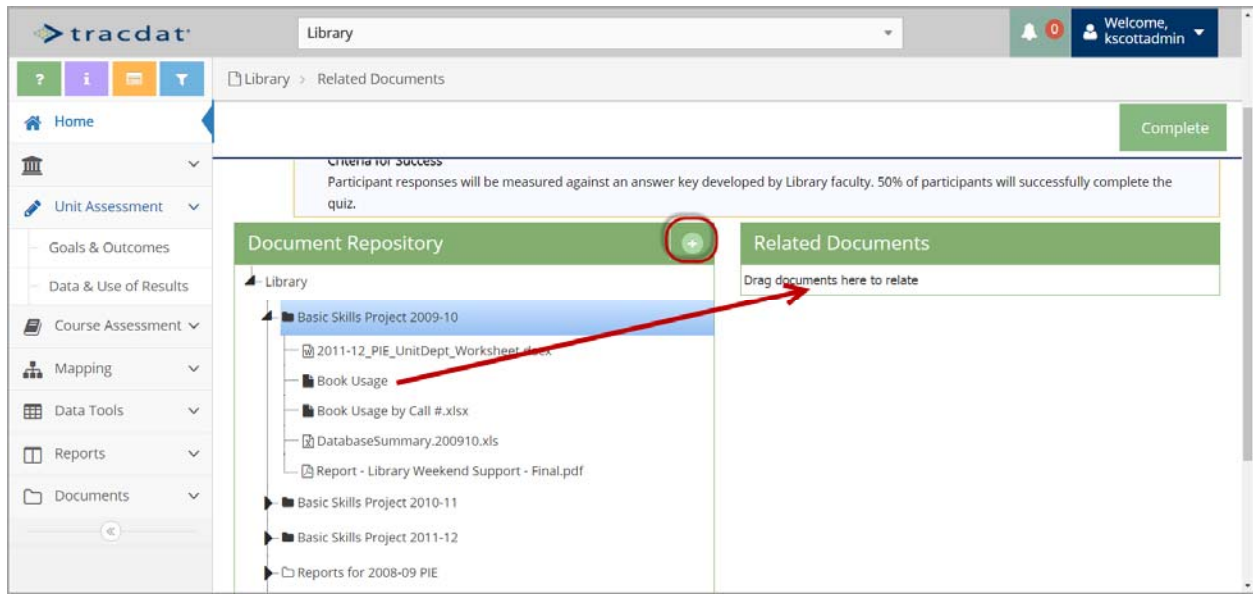
Triangle: Click the Triangle to expand an outcome



Triangle: Click the Triangle to expand an assessment method



Wrench: Click the wrench to add Related Documents



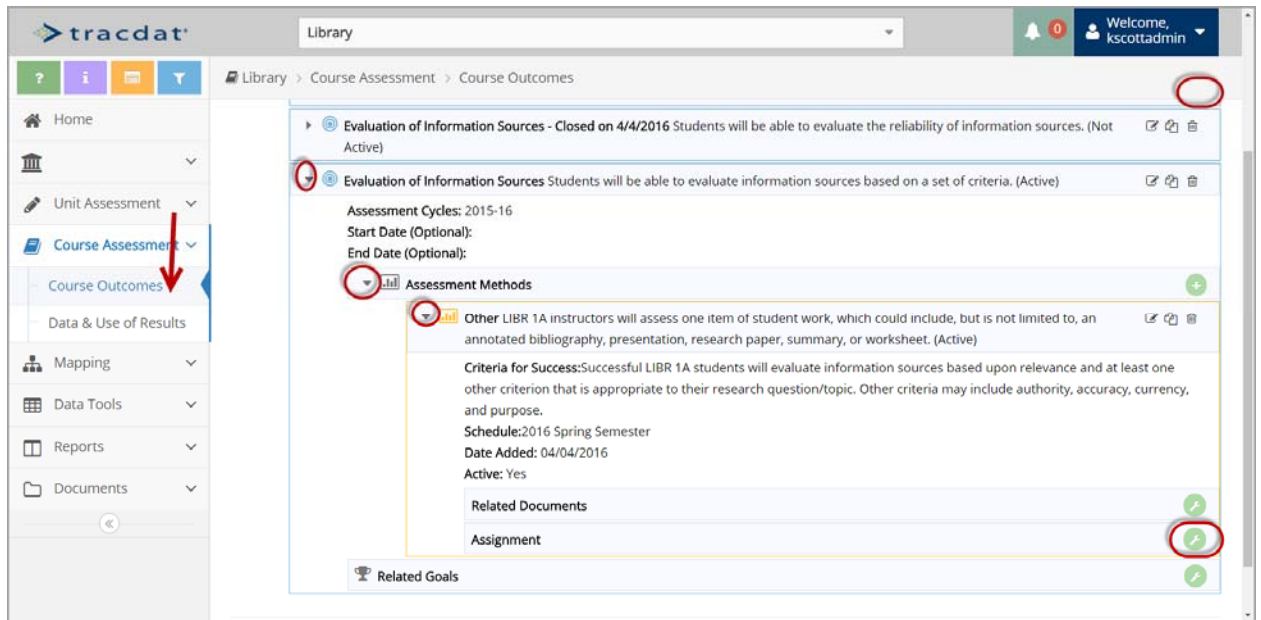
Plus Sign:

Click the Plus Sign to add a new document or link

Drag Documents:

Click and drag an existing document to the Related Documents box to link the document to an assessment method

D: Course Outcome: Assessment Method, Assignment



Click on Course Assessment, then Course Outcomes

Course Selection: On the right side of the screen, use the drop down box to select the course



Triangle: Click the Triangle to expand an outcome



Triangle: Click the Triangle to expand an assessment method



Wrench: Click the wrench to access the Assignment feature

Library > Unit Assessment > Goals & Outcomes > Assign Assessment Method

Home

Unit Assessment

Goals & Outcomes

Data & Use of Results

Course Assessment

Mapping

Data Tools

Reports

Documents

* Assign To

Due Date 04/05/2016

Subject Assignment from TracDat

Notes/Instructions

Assessment Method Category: Other

Assessment Method: Students enrolled in Basic Skills courses will complete a quiz in which they are asked to use the Mt. SAC Library Catalog (WorldCat Local) in order to locate books in the Library collection. Library faculty will issue the quiz to students at the conclusion of the reference interaction.

Criterion: Participant responses will be measured against an answer key developed by Library faculty. 50% of participants will successfully complete the quiz.

Repeats Once

Provide Related Document, Summary of Data and Use of Results

Put Documents in Assignee(s) may choose Repository Folder

Save Return

Assign To: Select the name of the person to assign the assessment method

Due Date: Enter the date this assessment is due

Subject: Enter the subject for an email notification

Notes: Edit or enter the text for the body of the email notification

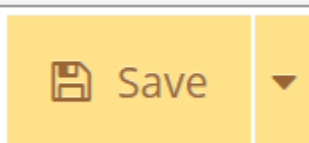
Repeats: Select how often the assessment data is due

Provide: Select the items the assignee must complete

Put Documents In: Select the folder the assignee will put the related documents in

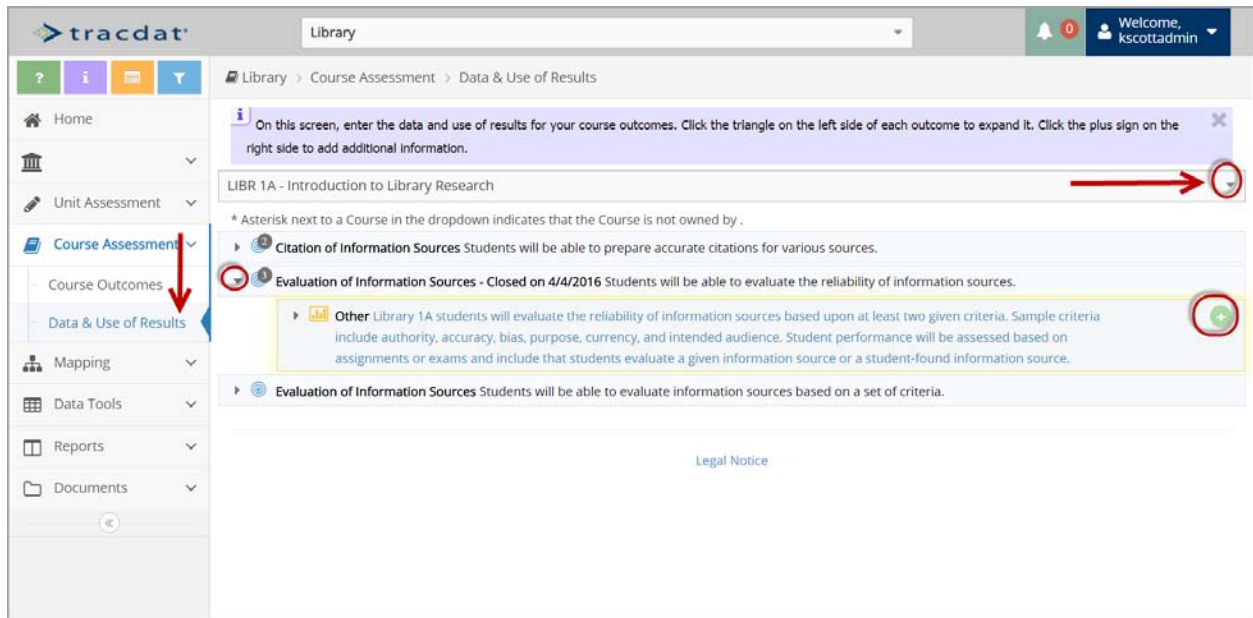
Email Assignment to Assignee(s): Click this box to send the email notification

Send CC to Person Assigning: Click this box to send a copy of the email notification to yourself



Click the yellow Save button

PART 5: Entering Course Outcome Data & Use of Results



Click on Course Assessment, then Data & Use of Results

Course Selection: On the right side of the screen, use the drop down box to select the course



Triangle: Click the Triangle to expand an outcome*



Plus Sign: Click the Plus Sign to add a new summary of data

* If the Triangle does not expand an outcome, then no assessment method was entered. See pages 24 and 25.

A. Course Outcome: Summary of Data

tracdat Library

Library > Course Assessment > Data & Use of Results > Add Summary of Data

Home

Unit Assessment

Course Assessment

Course Outcomes

Data & Use of Results

Mapping

Data Tools

Reports

Documents

Criteria for Success Upon completion of Library 1A, at least 75% of students will evaluate the reliability of information sources based upon at least two given criteria.

Schedule Student performance will be evaluated by the instructor of record based on a rubric developed by department faculty. For courses taught within a Learning Community, the instructor of record may collaborate with partnering faculty within the Learning Community when assessing student performance.

The first round of applying this means of assessment will take place during the Spring 2009 semester.

The data gathered from the Spring 2009 assessment will be used to refine this SLO during Summer 2009. The revised SLO will be implemented in Fall 2009.

* Data Collection Date 04/05/2016

* Summary of Data

* Summary of Data Period

* Summary of Data Type

Save Return

Data Collection Date:

Enter the current date

Summary of Data:

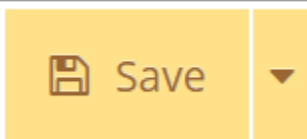
Enter the summary of data

Summary of Data Period:

Select the academic year the assessment data was collected in

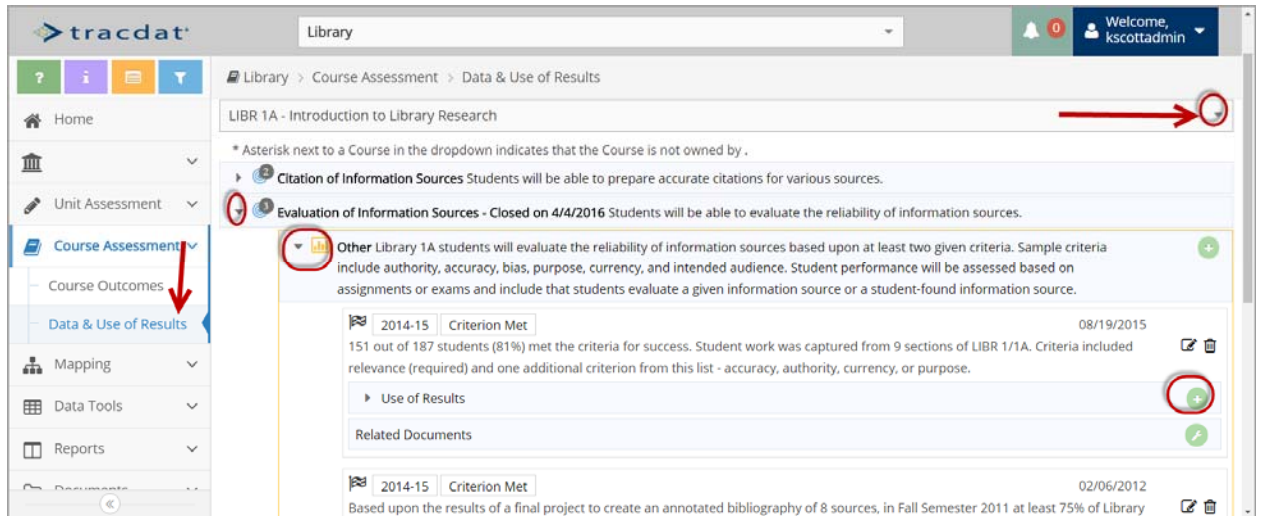
Summary of Data Type:

Select if the Criterion was met or not



Click the yellow Save button

B. Course Outcome: Use of Results



Click on Course Assessment, then Data & Use of Results

Course Selection: On the right side of the screen, use the drop down box to select the course



Triangle:

Click the Triangle to expand an outcome



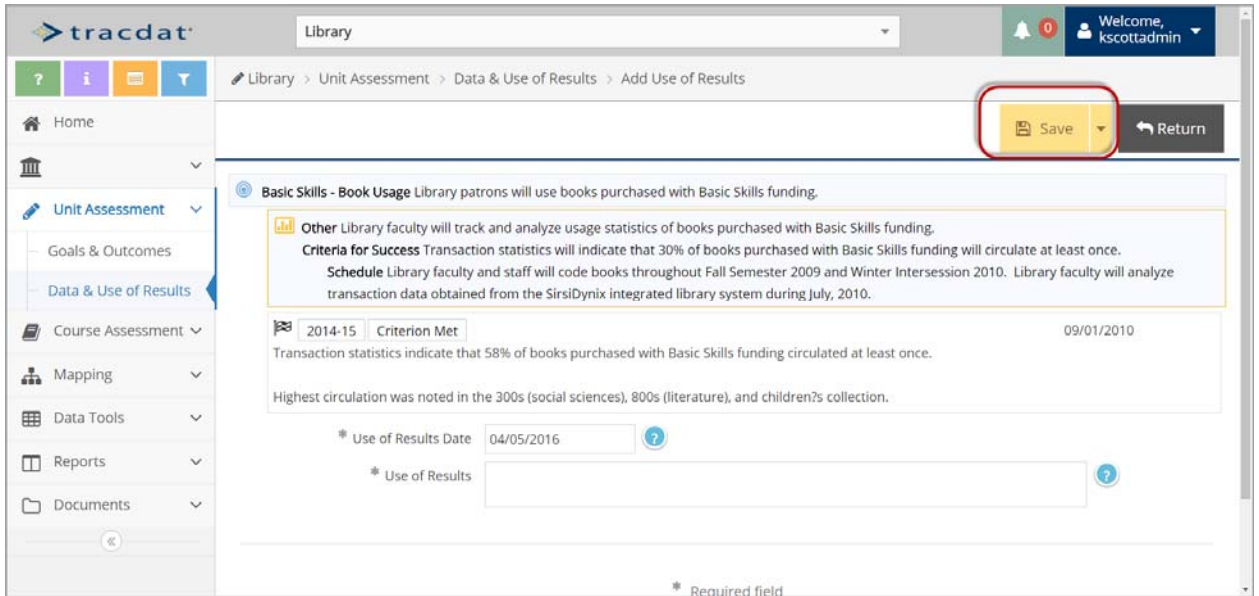
Triangle:

Click the Triangle to expand an assessment method



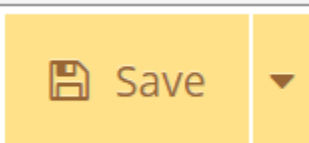
Plus Sign:

Click the Plus Sign to add a new use of results



Use of Results Date: Enter the current date

Use of Results: Enter the use of results



Click the yellow Save button

C. Course Outcome: Use of Results, Related Documents

The screenshot shows the TracDat interface. The top navigation bar includes the TracDat logo, a search bar with 'Library' entered, and a user profile for 'Welcome, kscottadmin'. The left sidebar contains a menu with 'Home', 'Unit Assessment', 'Course Assessment', 'Mapping', 'Data Tools', and 'Reports'. The 'Course Assessment' menu is expanded, showing 'Course Outcomes' and 'Data & Use of Results'. The main content area displays 'LIBR 1A - Introduction to Library Research' and a list of course outcomes. The 'Evaluation of Information Sources - Closed on 4/4/2016' outcome is expanded, showing a table of student performance data. A red arrow points to a dropdown menu in the top right corner, and another red arrow points to a wrench icon in the bottom right corner of the data table.

Click on Course Assessment, then Data & Use of Results

Course Selection: On the right side of the screen, use the drop down box to select the course



Triangle:

Click the Triangle to expand an outcome



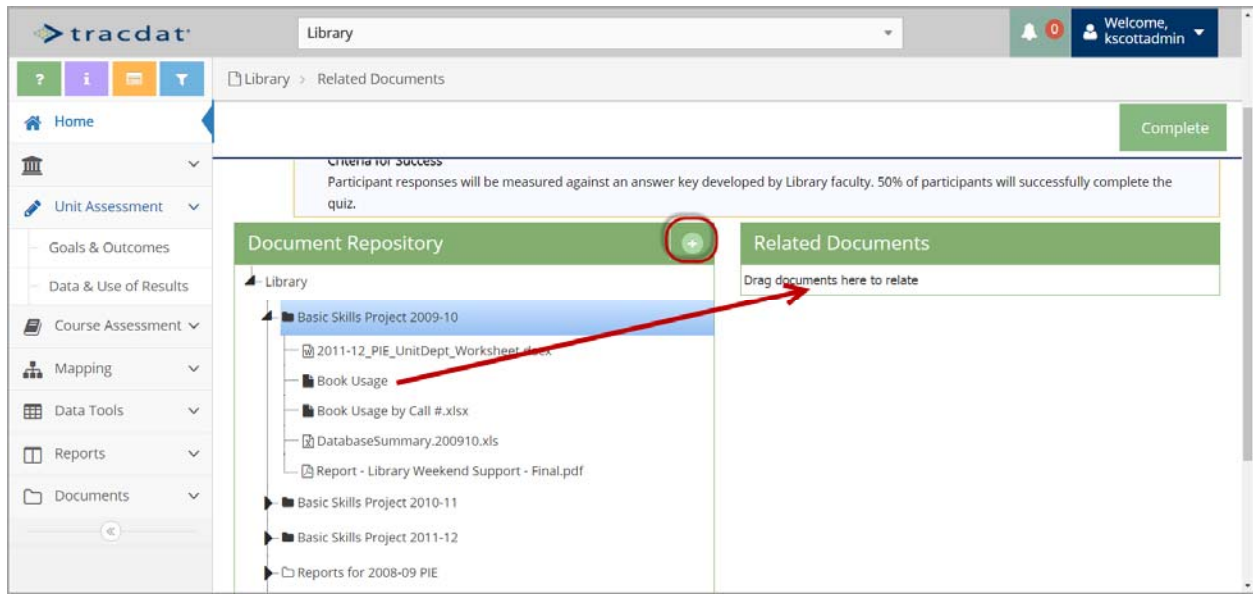
Triangle:

Click the Triangle to expand an assessment method



Wrench:

Click the wrench to add Related Documents



Plus Sign:

Click the Plus Sign to add a new document or link

Drag Documents:

Click and drag an existing document to the Related Documents box to link the document to an assessment method

Part 6: Mapping

The College's Institutional Level Outcomes (ILOs) are:

- Communication
 - Students effectively communicate with and respond to various audiences in written, spoken or signed, and artistic forms.
- Critical Thinking
 - Students apply creative, computational, and analytical skills to identify and solve problems, analyze information, synthesize and evaluate ideas, and transform existing ideas into new forms.
- Information & Technology Literacy
 - Students use resources and technologies to locate, evaluate, synthesize, and communicate information in various formats.
- Personal, Social, Civic, and Environmental Responsibility
 - Students demonstrate awareness and respect for personal, social, and civic responsibilities.

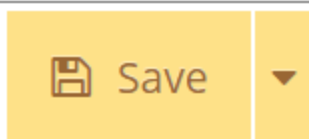
A. Unit Outcome to ILO

The screenshot shows the Tracdat application interface for AUO/SLO to ILO Mapping. The sidebar on the left includes options for Home, Unit Assessment, Course Assessment, Mapping, Data Tools, and Reports. The 'Mapping' section is expanded, and 'AUO/SLO to ILO Mapping' is selected. The main content area displays a table with columns for 'Goals' and 'Outcome Statement - SLO or AUO'. A dropdown menu at the top of the table is set to 'ILO: Institutional Level Outcomes'. A checkmark is visible in the 'Collection Development MDID' column for the first goal. A yellow 'Save' button is located in the top right corner.

Click on Mapping, then AUO/SLO to ILO Mapping

ILO Selection: At the top of the grid, use the drop down box to select ILO: Institutional Level Outcomes

Mapping: Click in the box to make a checkmark for those unit outcomes that link to the ILO.



Click the yellow Save button

B. Course Outcome to ILO

The screenshot shows the Tracdat system interface for 'Library > Mapping > CMO/Course SLO to ILO Mapping'. The sidebar on the left has a red arrow pointing to 'Mapping' > 'CMO/Course SLO to ILO Mapping'. The main table has two dropdown menus at the top, each circled in red with an arrow pointing to it. The table content is as follows:

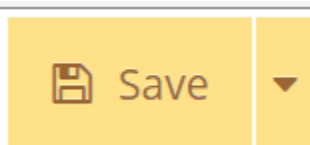
ILO: Institutional Level Outcomes	LIBR 1 - Information Resources and Research
Goals	Evaluation of Information Sources - Closed on 4/4/16 Students will be able to evaluate the reliability of ***
ILO Student effectively communicate with and respond to various audiences in written, spoken or signed, and artistic forms.	Citation of Information Sources Students will be able to prepare accurate citations for various ***
ILO Students apply creative, computational, and analytical skills to identify and solve problems, analyze information, synthesize and evaluate ideas ...	Evaluation of Information Sources Students will be able to evaluate information sources based on a :***
ILO Students will use resources and technologies to locate, evaluate, synthesize, and communicate information in various formats.	
ILO Students demonstrate awareness and respect for personal, social, and civic responsibilities.	

Click on Mapping, then CMO/Course SLO to ILO Mapping

ILO Selection: At the top of the grid, use the drop down box to select ILO: Institutional Level Outcomes

Course Selection: At the top of the grid, use the drop down box to select the courses so the outcomes display.

Mapping: Click in the box to make a checkmark for those course outcomes that link to the ILO.



Click the yellow Save button

Part 7: Standard Reports

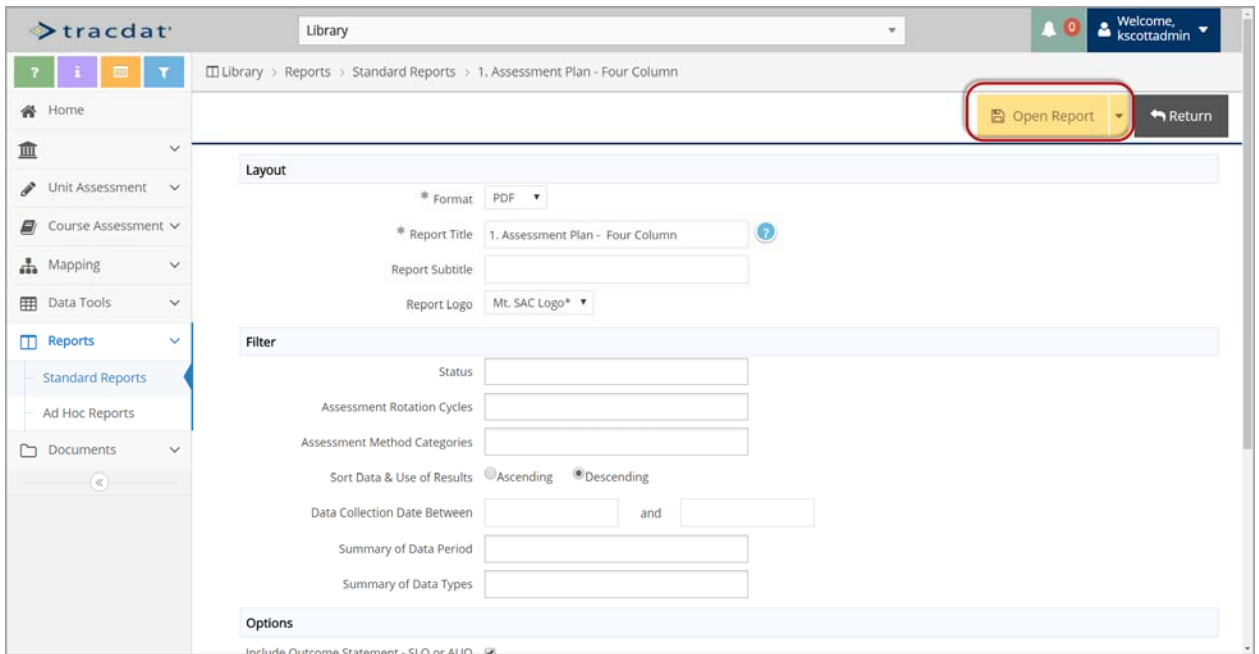
The screenshot shows the Tracdat web application interface. The top navigation bar includes the Tracdat logo, a search bar, and a user profile dropdown. The left sidebar contains a navigation menu with options like Home, Unit Assessment, Course Assessment, Mapping, Data Tools, Reports, Ad Hoc Reports, and Documents. The 'Reports' menu is expanded, and 'Standard Reports' is highlighted with a red arrow. The main content area displays a list of reports under the heading 'Unit Reports'. The first two reports are highlighted with a red box:

- 1. Assessment Plan - Four Column**: This report shows the Outcome Statement - SLO or AUO for each selected, along with any Assessment Methods, Data & Use of Results, and Use of Results for each Outcome Statement - SLO or AUO. The report is displayed in a four column layout. In addition, any reportable fields from the General Information page display at the top of the report.
- 2. Assessment Plan - Narrative**: This report shows the Outcome Statement - SLO or AUO for each selected, along with any information contained in the Goals & Outcomes area related to each Outcome Statement - SLO or AUO and any recorded Data & Use of Results. This may include any Mapping for the Outcome Statement - SLO or AUO you wish to display. The report is displayed in a narrative layout. In addition, any reportable fields from the General Information page display at the top of the report.

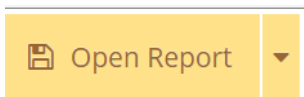
Below these are other reports like 'Assessment: Goals & Outcomes', 'Documents List', 'Relationships and Assessment: Outcome Statement - SLO or AUO by Goals ()', and 'Summary: Course Outcomes by'. Under the 'Course Reports' section, there are '3. Course Assessment Plan - Four Column' and 'Assessment: Course Assessment'.

Click on Reports, then Standard Reports

Click the blue link for the name of the requested report to display options for running the standard reports



Select the desired report layout and filters



Click the yellow open report button to generate the requested report.