

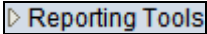










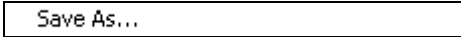

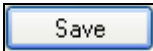

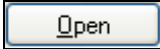
Downloading Report Results User Procedure



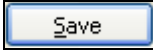

Statewide Management, Accounting and Reporting Tool



Downloading Report Results

Step	Action
1.	Begin by navigating to the Administration page of Report Manager . Click the right scrollbar.
2.	Click the Reporting Tools link. 
3.	Click the Report Manager link. 
4.	Click the Administration tab. 
5.	SMART lets you download reports to several different file formats. The available formats depend on the report that you are running and your format selection from the Process Scheduler Request page. For this simulation, the Voucher Register report already has been run to PDF , HTML , and XLS formats that are available for you to download to your computer.
6.	To download a PDF of the Voucher Register report, click the Voucher Register link for the PDF output. 
7.	Your report output opens in a new window. What you view in this window depends on the format of report that you selected in previous steps (PDF, Excel, or HTML). To download the report, save a copy to your computer. Click the Save button. 
8.	Use the Save a Copy... window to choose the location to download your report and change the file name. Choose a name according to your agency's processes or a name that you can remember that designates the report file. For this simulation, save the file to your desktop as "VoucherRegisterPDF_20090722". Double-click in the File name: field. 
9.	Enter the desired information into the File name: field. For this simulation, enter a valid value e.g. " VoucherRegisterPDF_20090722 ".

Step	Action
10.	Click the Save button. 
11.	You have now downloaded a PDF copy of the Voucher Register to your desktop. Close the report output window to return to Report Manager . Click the Close button. 
12.	To download a HTML of the report, click the Voucher Register link for the HTM output. Voucher Register
13.	Your report output opens in a new window. To download the report, save a copy to your computer. Click the File menu. 
14.	Click the Save As... menu. 
15.	Use the Save Webpage window to choose the location to download your report and change the file name. For this simulation, save the file to your desktop as "VoucherRegisterHTM_20090722". Double-click in the File Name: field. 
16.	Enter the desired information into the File name: field. For this simulation, enter a valid value e.g. " VoucherRegisterHTM_20090722 ".
17.	Click the Save button. 
18.	You have now downloaded a HTM copy of the Voucher Register to your desktop. Close the report output window to return to Report Manager . Click the Close button. 
19.	To download an Excel spreadsheet of the report, click the Voucher Register link for the XLS output. Voucher Register
20.	Click the Open button. 

Step	Action
21.	<p>Notice that the Excel file is the report layout in columns and fields.</p> <p>Note: It is not intended to be a data extract.</p>
22.	<p>Your report output opens in a new window. To download the report, save a copy to your computer.</p> <p>Once you have a copy on your computer, you can use Excel functionality to analyze your data.</p> <p>Click the Office Button button.</p> 
23.	<p>Click the Save As item in the drop-down list.</p> 
24.	<p>Use the Save As window to choose the location to download your report and change the file name. For this simulation, save the file to your desktop as "VoucherRegisterXLS_20090722".</p> <p>Double-click in the File Name: field.</p>
25.	<p>Enter the desired information into the File name: field.</p> <p>For this simulation, enter a valid value e.g. "VoucherRegisterXLS_20090722".</p>
26.	<p>Click the Save button.</p> 
27.	<p>You have now downloaded an XLS copy of the Voucher Register to your desktop. Close the report output window to return to Report Manager.</p> <p>Click the Close button.</p> 
28.	<p>Nice work! You have successfully completed the Downloading Report Results topic. End of Procedure.</p>