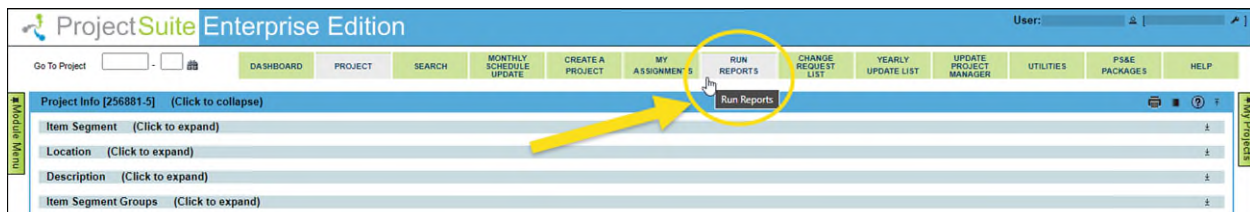


Reports

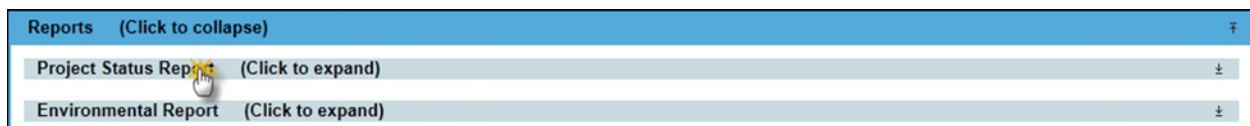
The Reports page provides the user with reports which are beyond the scope of an individual project. Such reports include the **Project Status Report** and the **Environmental Report**. To view the Reports page, click on the **Reports** hyperlink in the main menu in the top right area of the screen.



Project Status Report

The Project Status Report is meant to provide detailed information about a selected group of projects. As such, it is an aggregation of **Project Info** Reports across a range of projects as defined in a saved search criteria.

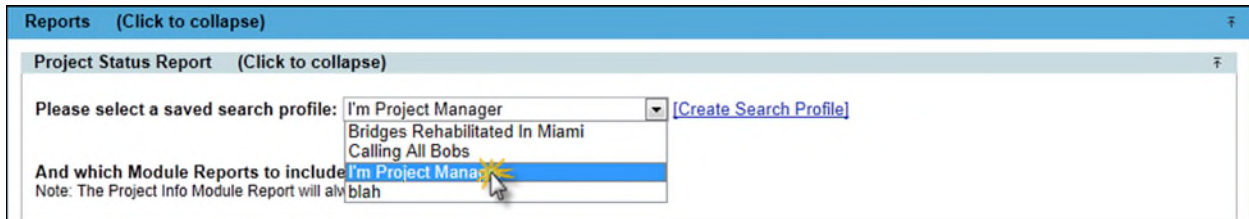
1. Click on the Project Status Report header to expand the content.



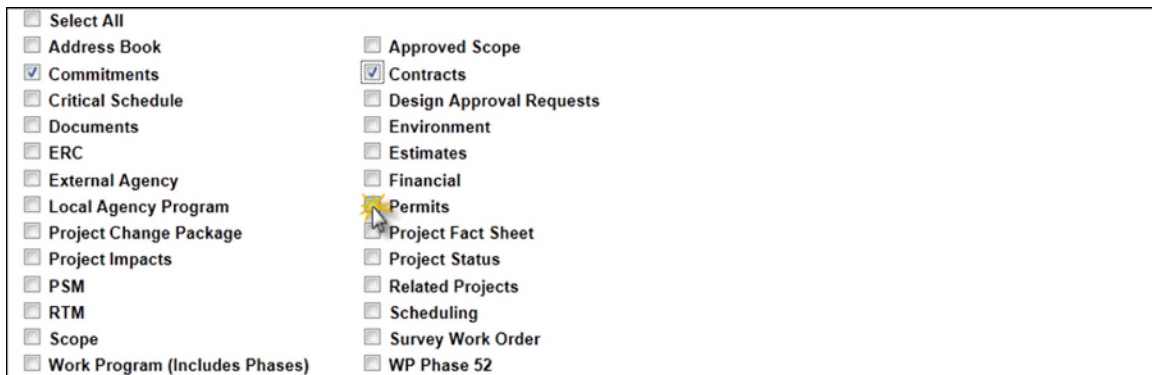
2. If you haven't previously saved a search profile, this report will be unavailable until you do so. To create one, click on the **Create Search Profile** hyperlink to bring up a modal window allowing you to create a new search profile. For more information on creating search profiles, please read the [Dashboard and Search Profile Help Document](#). When you have specified the correct criteria, you may click the **Search** button to confirm that the results are correct, or click the Save button to save your search profile for future use.



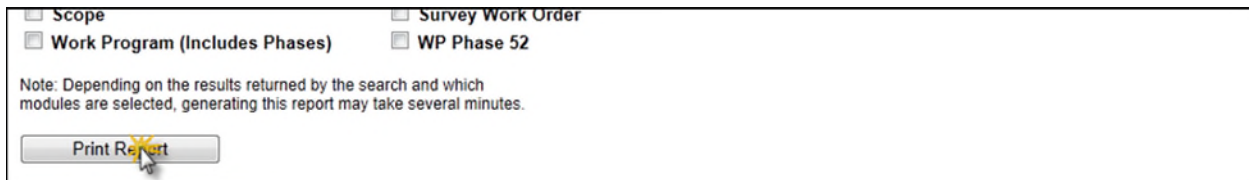
3. Once you have at least one saved search profile, a drop-down list containing each of your search profiles will appear. Select the profile you would like to use to produce this report.



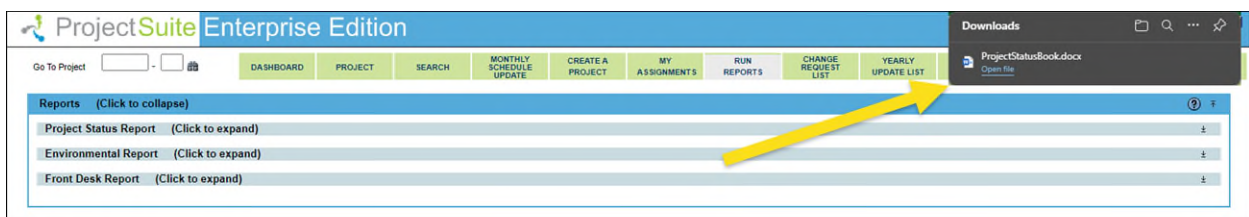
- You may attach a **Module Report** from any module you require by checking the checkbox next to a Module's name. These reports will be included for each Project for which that Module is available for that Project's district. For more information on Module Reports, please read the [Module Report Help Document](#).



- Once you have selected all pertinent modules, click the **Print Report** button. It is worth nothing at this point that, due to the amount of data aggregated, this report may take upwards of several minutes to generate. Please be patient, and do not click the button multiple times.



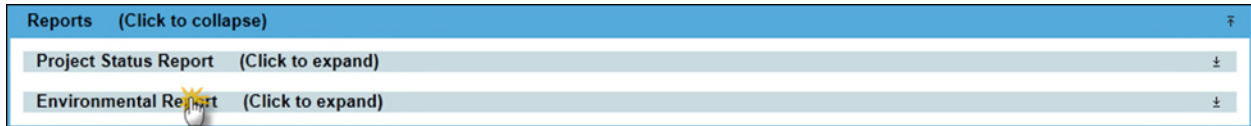
- When the report has been generated, your browser will ask if you want to open or save ProjectStatusBook.docx.



Environmental Report

The Environmental Report produces a list of important environmental information for a group of projects selected via a search. There may be multiple rows present per project, as there may be multiple activities, descriptions, dates, etc.

1. Click on the **Environmental Report** header to expand the content.



2. The search displayed is of the same format as the Environmental Search. For more information on the presented fields, please read the [Environmental Search Help Document](#).
3. When you are satisfied with the criteria entered, click then **Generate Report** button. The report will be displayed in a new browser window.

