

Reporting Portal Quick Guide

Running a report from the main menu

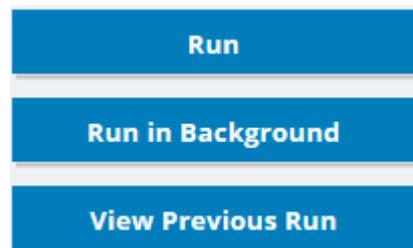
1. Log in to Citrix
2. Select the Reporting Portal Application
3. Folders in explorer menu have been replaced by the check boxes to the left of the screen. Select a check box to navigate to the relevant folder
4. Select the report you wish to run
5. Run options will show on the right of the screen. Select the appropriate run option
6. In the pop-up window that appears, complete the appropriate options and click Execute



ReportingPortal

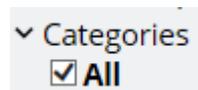
Filters

- A&E Reports (0/16)
- Additional Main Men
- Audits (44/44)**
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Searching for Reports

1. To search for a specific report, type part of the report name into the search field at the top left
2. Search results will be displayed below the search field
3. Search results will be restricted to the currently selected folder. To search all reports, make sure the All check box is selected from the top of the Categories section in the left hand menu



Favourites

1. To add a report to your favourites list, select the star icon to the right of the report name
2. View your Favourites list by selecting the My Favourites tab above the report list

