

How to down load ResearchPAD reports

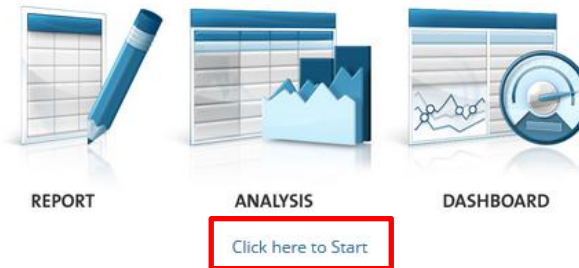


Step 1 – click on the Reports Icon and select Reports

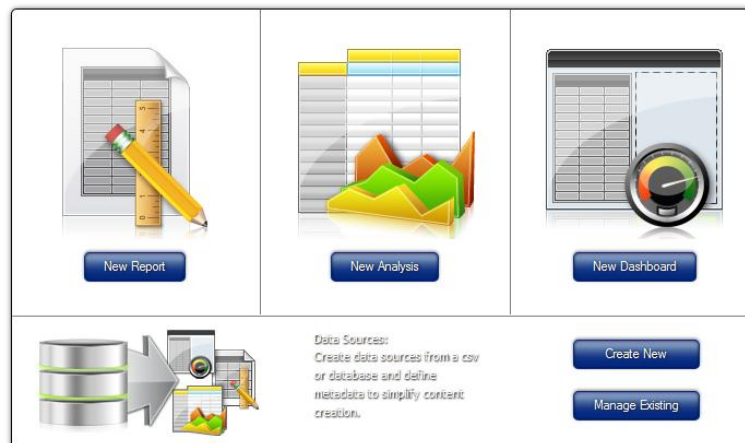
Step 2 – click on 'Click here to Start'

Home » BI

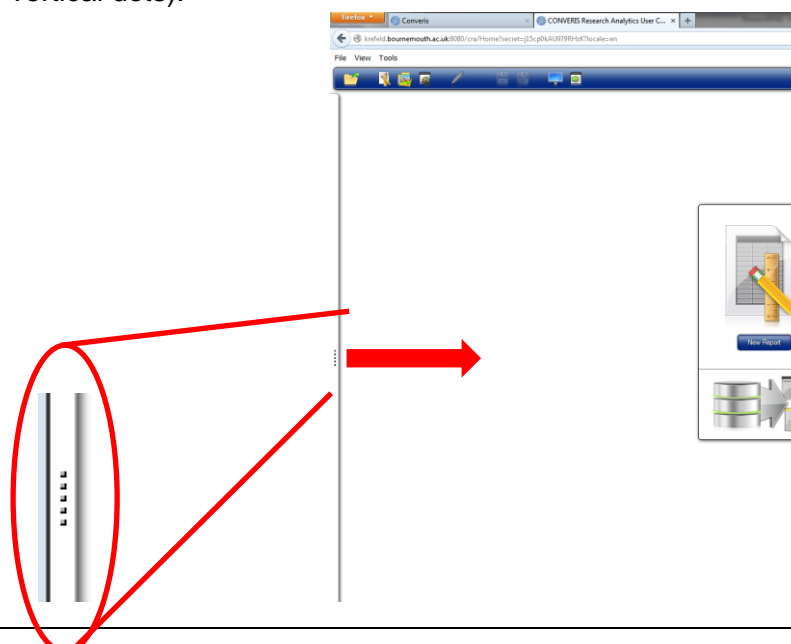
CONVERIS Analytics



The screen will flick through a couple of images, please don't do anything further until you see the following screen:

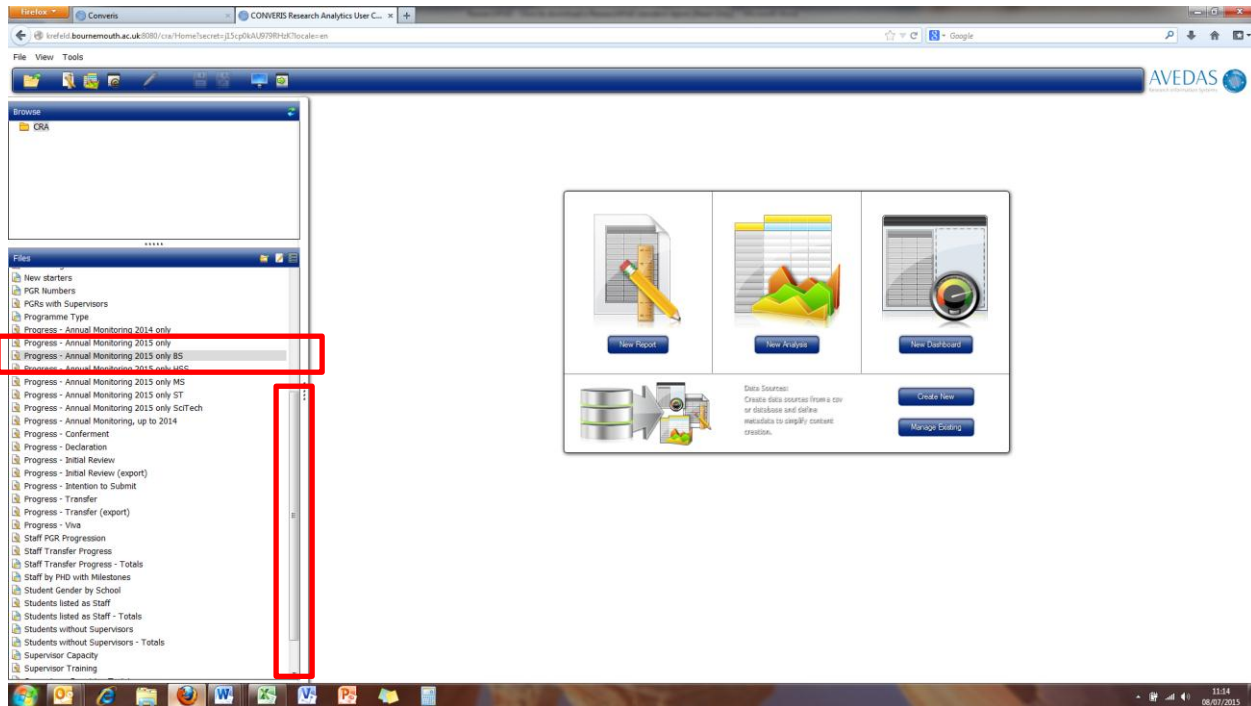


Step 3 – To find your pre-defined standard report you will need to click and drag across the left hand scroll bar (look out for the 5 vertical dots):



How to download ResearchPAD reports

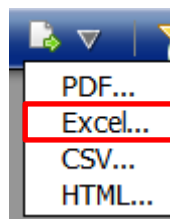
Step 4– A list of standard reports will appear, double click on the report you wish to access (you may need to use the scroll bar to scroll down to find the report)



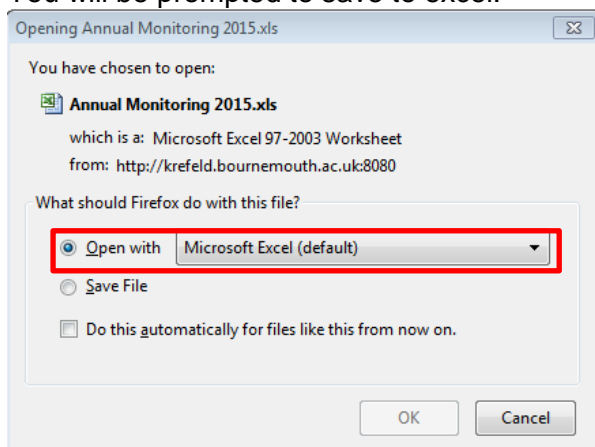
Step 5 - Saving your report

- To save your report you will need to export your document to save in the required format (i.e. pdf, excel, CSV, html)

- Click the down arrow on the Export Icon (found on the report tool bar):



- Select the desired format e.g. excel:
- You will be prompted to save to excel:



- Complete the process by saving to the appropriate folder on the IDrive