

New MIS Reports

As part of our continuing improvements, the MIS Reports screen was recently updated. The change will help to overcome a number of issues that have appeared recently as well as enable other enhancements in the near future. In most cases you will not see a significant difference in functionality.

New Features:

1. In Response Manager, the Reports tab was removed and now the reports screen can be accessed from either Manager by using the **Reports** button at the top of the page.
2. A new "Manager" dropdown list has been added to the top left of the screen. The user can select either "MIS Response" or "Online Entry" to run a report from the selected "Manager" System. The selection will default to the corresponding system it is being run from and can be ignored unless you wish to run a report from the other system.
3. To leave the reports screen you will now need to press the "Close" button at the top of your screen.
4. To use the reports, please first select a "Manager", then a Report Source and Report type. Then you can fill in the additional parameters.
5. The Print button has been restored to the top of the generated report window. Also, please note that print orientation is displayed in red above the report. Be sure to set the correct page orientation in your printer dialog box. This is automatic if running from Chrome.
7. CSV (comma separated values) files are now available for Export. This is a file that can be opened in Excel but can also be used for data import. Excel format may be reintroduced in the future.

We hope you enjoy the new reports. We are working hard to add other enhancements soon!