

OnBase Reporting (Files Missing Birth Certificates by School)

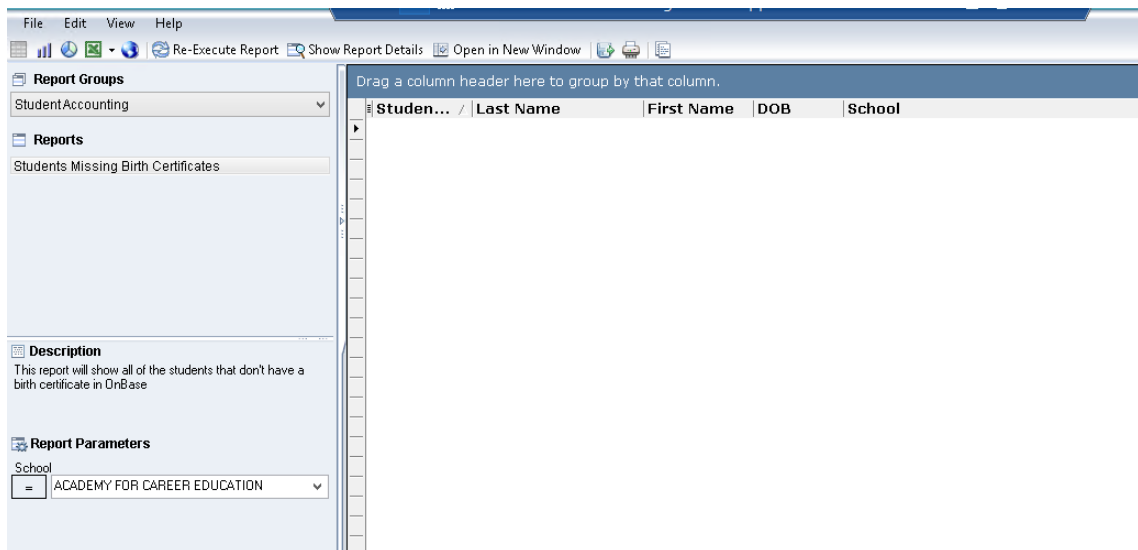
1. Opening OnBase Report Services: After the installation is complete you will see this Icon on your desktop



2. Running Reports: After Report Services opens all you need to do is select your school name from the dropdown list under "Report Parameters" and click create button to run the report



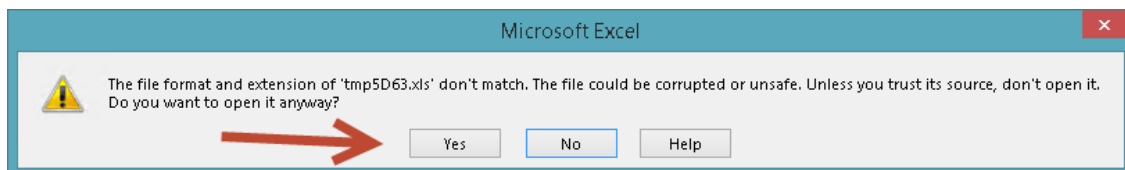
- Working with the Report Data: After running the report you can sort the order of the data by clicking on any of the column headings. Additionally you can group any of the data column headings by dragging the column name into the area at the top of the screen that says “Drag a column header here to group by that column”



- Saving the Report Data to an Excel Spreadsheet: To save the report data as an Excel Spreadsheet simply click the Excel on the toolbar.



After clicking on the icon you will get the following message: Click “yes” so the file will open



Once open you can save the file to your computer for further modification if necessary.