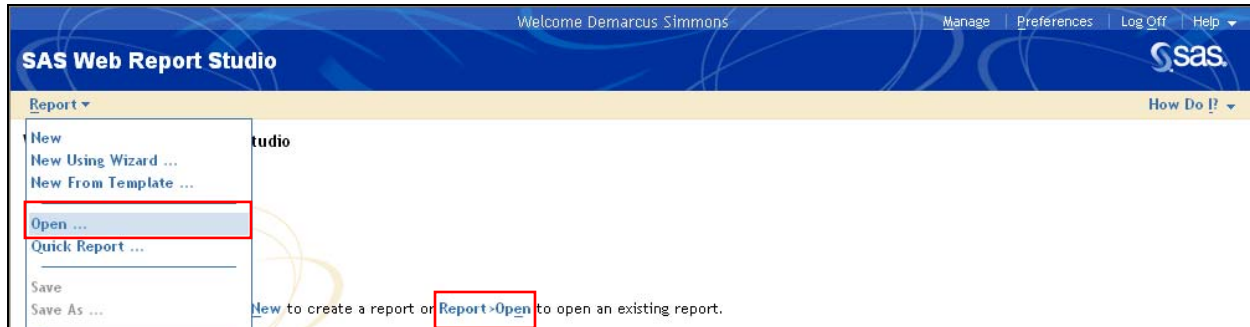


Viewing an Existing Report

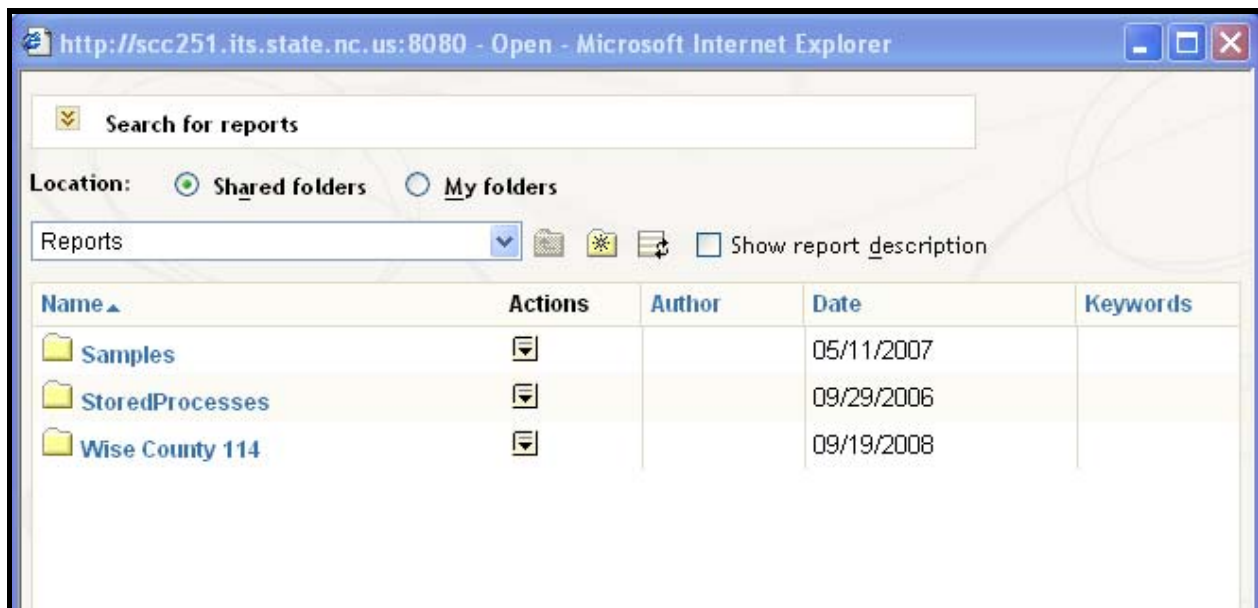
This document will be used to aid the user in viewing an existing report that was created in **Web Report Studio (WRS)**.

Viewing an Existing Report

1. Log-in to **WRS**.



Navigation: Report > Open **or** Report menu > Open



2. Choose the **Location** where the report will be saved (*Shared folders* is selected).

Important: Best practice for **Report Authors** is to use "**My folders**" as the default location to save all reports until they have been properly validated against **eSIS** to verify accuracy and correctness in the data produced from the report. This will prevent the misuse of reports and the data they produce.

3. Click the drop-down menu and click **Reports**.

Viewing an Existing Report

4. Click the **folder** containing the report.

This is the chosen folder where the reports are saved.

Viewable Reports

Name	Actions	Author	Date	Keywords
Admission Withdrawal by School	⌵	SAS Web Administrator	05/11/2007	
Attendance by School and Period	⌵	SAS Web Administrator	05/11/2007	
Average Student Marks by Course	⌵	SAS Web Administrator	05/11/2007	
Birthday List	⌵	Kerril Bauerly	05/11/2007	
Browse Student History	⌵	Kerril Bauerly	05/11/2007	
Class List	⌵	Kerril Bauerly	05/11/2007	
Course Enrollment By School and Semester	⌵	Kerril Bauerly	05/11/2007	
Course Meetings by Section and Period	⌵	Kerril Bauerly	05/11/2007	
Course Schedule by Semester	⌵		05/11/2007	
Cross Enrollment By School and Reason	⌵		05/11/2007	
Daily Attendance by District and School	⌵	SAS Web Administrator	05/11/2007	

Close Help

Trusted sites

5. Double-click the **report name** to view the report.

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