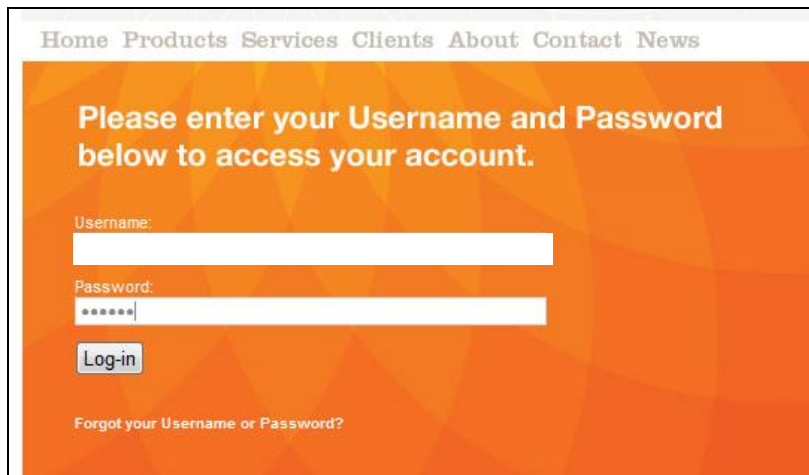
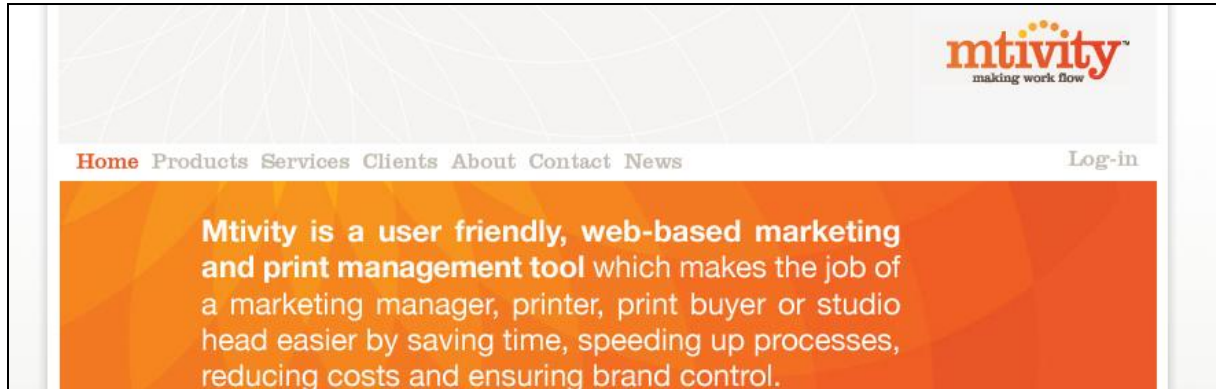


# Reporting Guide

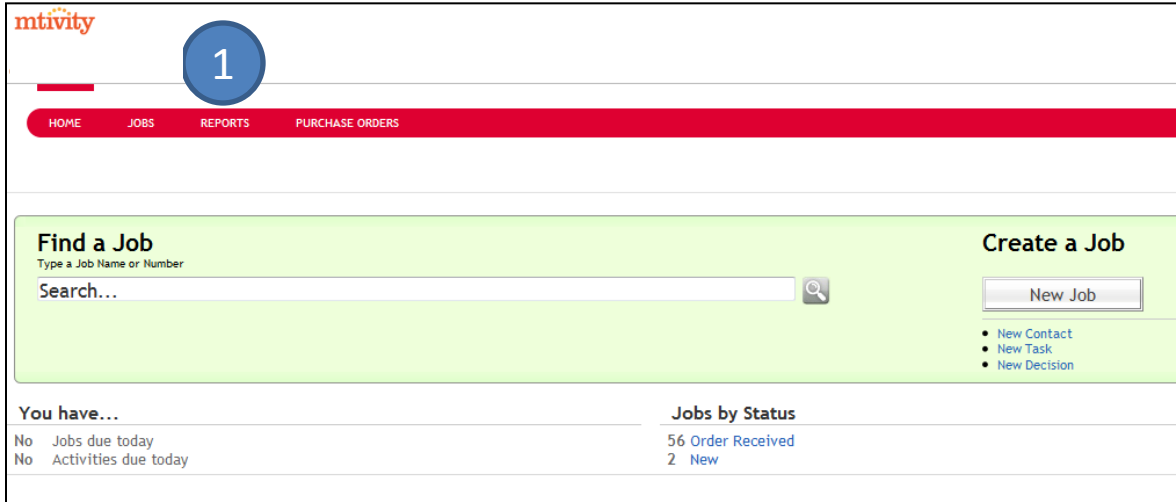
Mtivity

# Log In to Mtivity



To access reports, Log In to Mtivity

# Current Reports



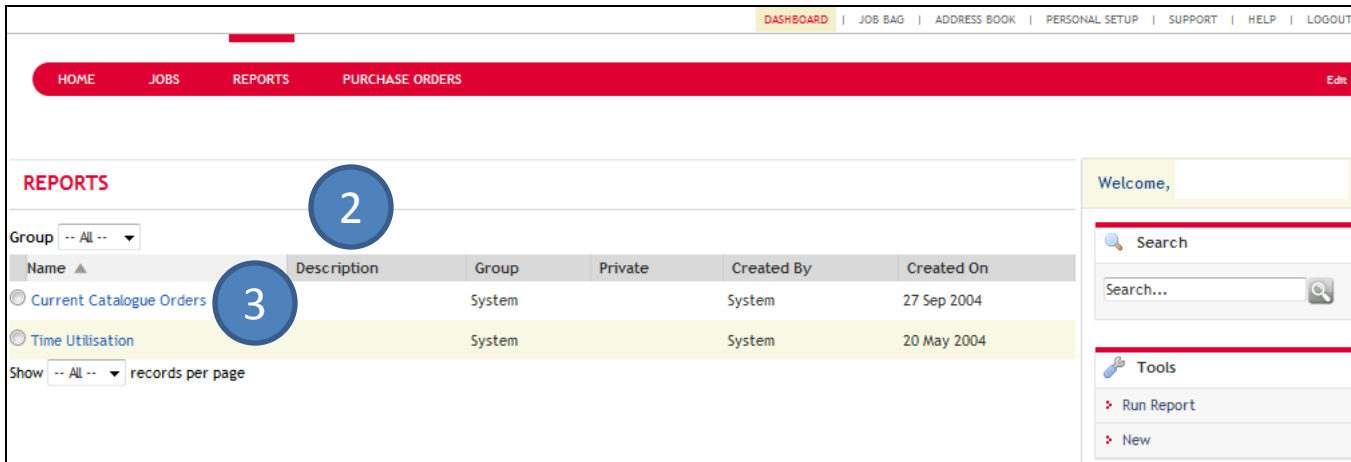
The screenshot shows the mtivity Home Page. A red navigation bar at the top contains the following items: HOME, JOBS, REPORTS, and PURCHASE ORDERS. A blue circle with the number '1' is positioned over the 'REPORTS' link. Below the navigation bar, there is a 'Find a Job' section with a search input field and a 'Create a Job' button. To the right of the 'Create a Job' button are three links: 'New Contact', 'New Task', and 'New Decision'. At the bottom of the page, there is a 'You have...' section and a 'Jobs by Status' table.

You have...		Jobs by Status	
No	Jobs due today	56	Order Received
No	Activities due today	2	New

1) From your Home Page after Log-in, Select Reports from the Navigation bar.

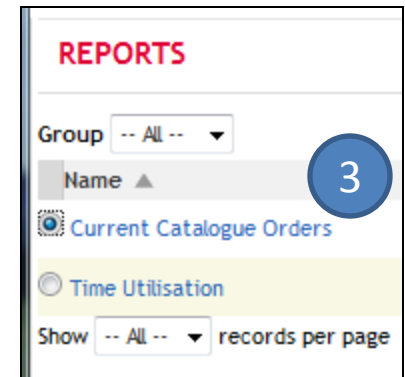
2) This will be a list of options to select from.

3) Choose Current Catalog Orders for this report.



The screenshot shows the mtivity Reports Page. A red navigation bar at the top contains the following items: HOME, JOBS, REPORTS, and PURCHASE ORDERS. A blue circle with the number '2' is positioned over the 'REPORTS' link. Below the navigation bar, there is a 'REPORTS' section with a 'Group' dropdown menu set to '-- All --'. A table lists the available reports. A blue circle with the number '3' is positioned over the 'Current Catalogue Orders' row. To the right of the table, there is a 'Welcome,' section with a search input field and a 'Tools' section with a 'Run Report' button and a 'New' button.

Name	Description	Group	Private	Created By	Created On
Current Catalogue Orders		System		System	27 Sep 2004
Time Utilisation		System		System	20 May 2004

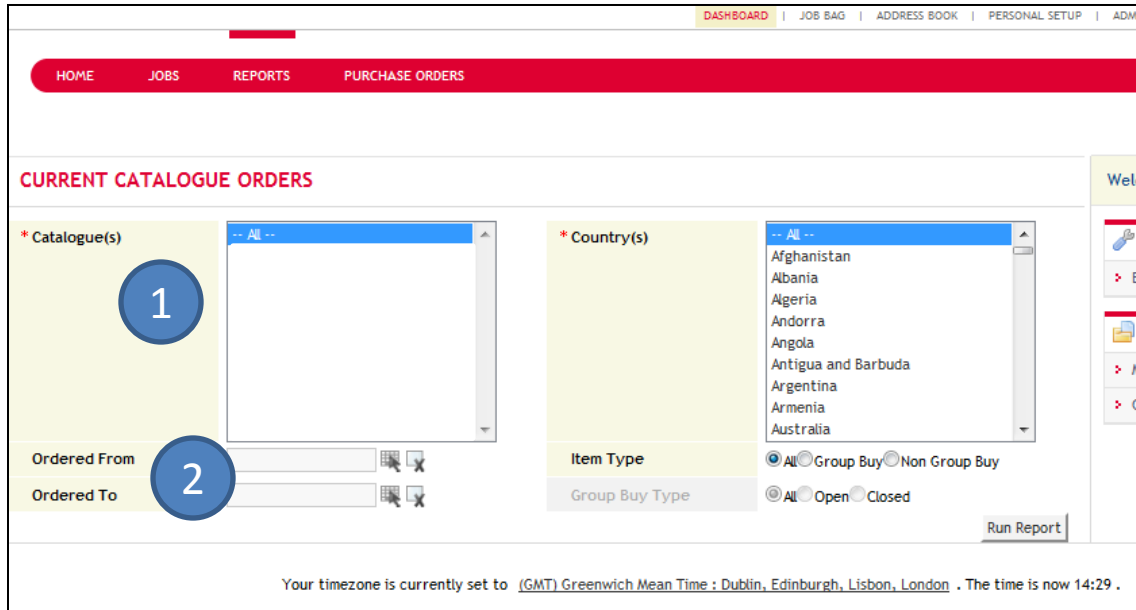


The screenshot shows the mtivity Reports Page. A red navigation bar at the top contains the following items: HOME, JOBS, REPORTS, and PURCHASE ORDERS. A blue circle with the number '3' is positioned over the 'Current Catalogue Orders' row. To the right of the table, there is a 'Welcome,' section with a search input field and a 'Tools' section with a 'Run Report' button and a 'New' button.

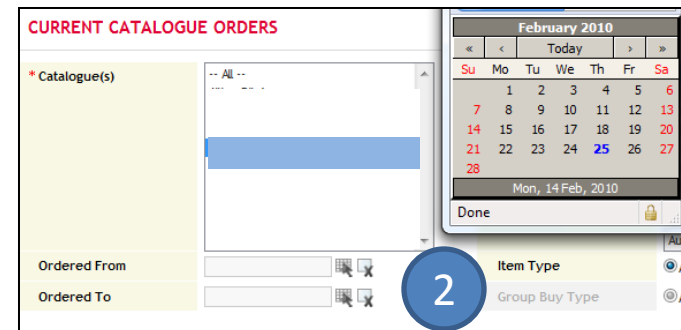
Name	Description	Group	Private	Created By	Created On
Current Catalogue Orders		System		System	27 Sep 2004
Time Utilisation		System		System	20 May 2004

# Current Reports

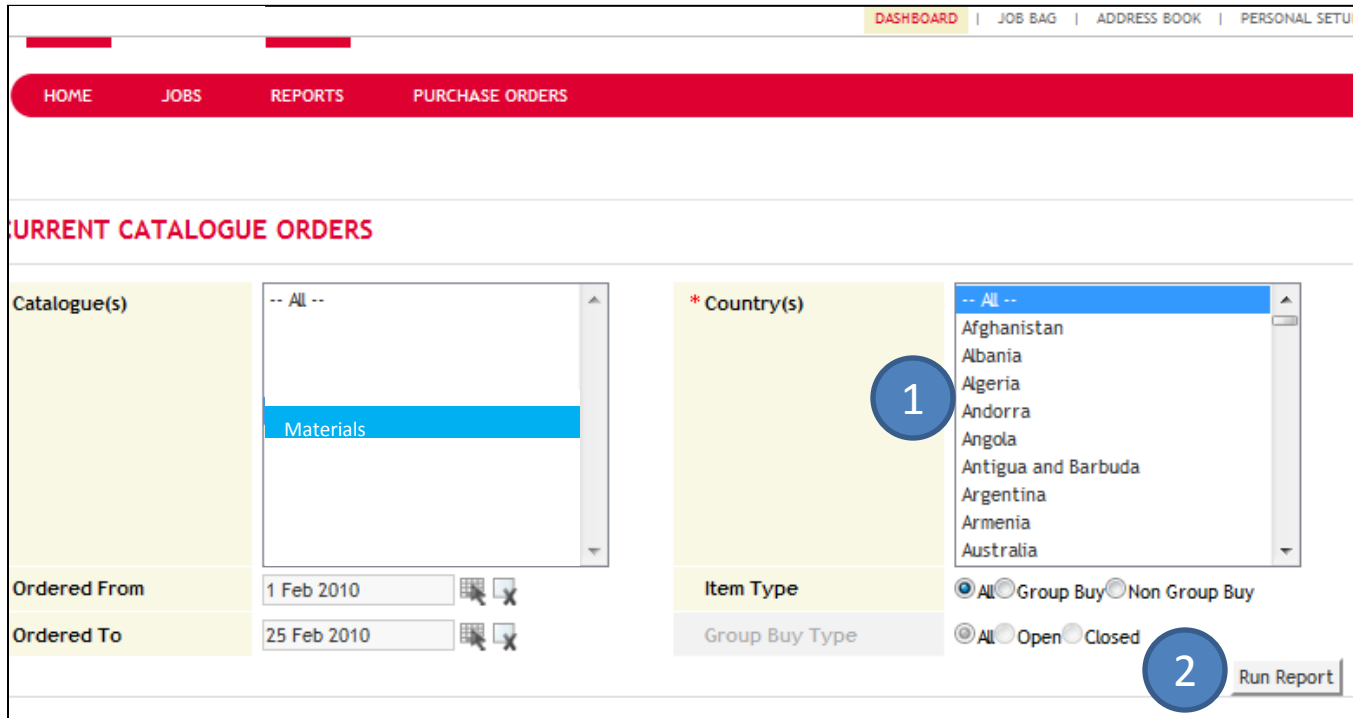
You will be shown a list of the catalogs from which you can select.



- 1) Select the Catalog you wish to run the report on from your list that will be here.
- 2) Select your From and To Date – these are inclusive.

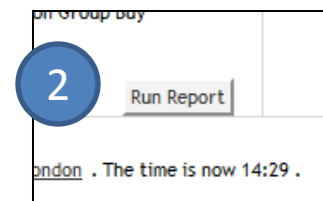


# Current Reports



1) Ignore the country field.

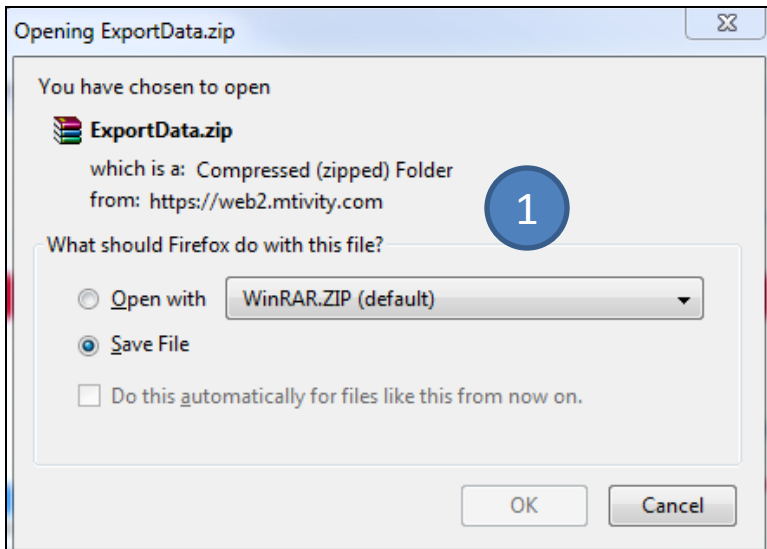
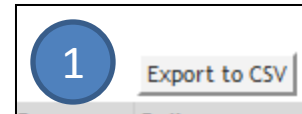
2) You must now select Run Report, in the lower right hand corner.



# Current Reports

The Run Report button will generate the report, based on your selections, on your screen to view.

1) To download a copy of this Report to your local machine, Click the Export to CSV file button.



1) You will have the option to Open or Save. Save will automatically save the file as a Zip file, for speed of download.

2) Once Saved, you will be able to open the document in Excel for use, shown below.