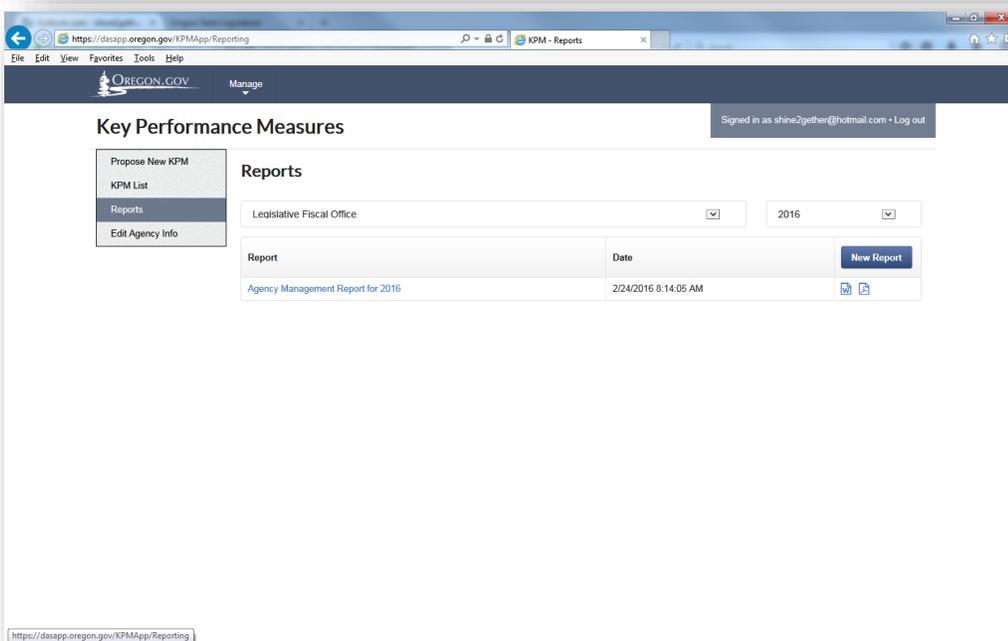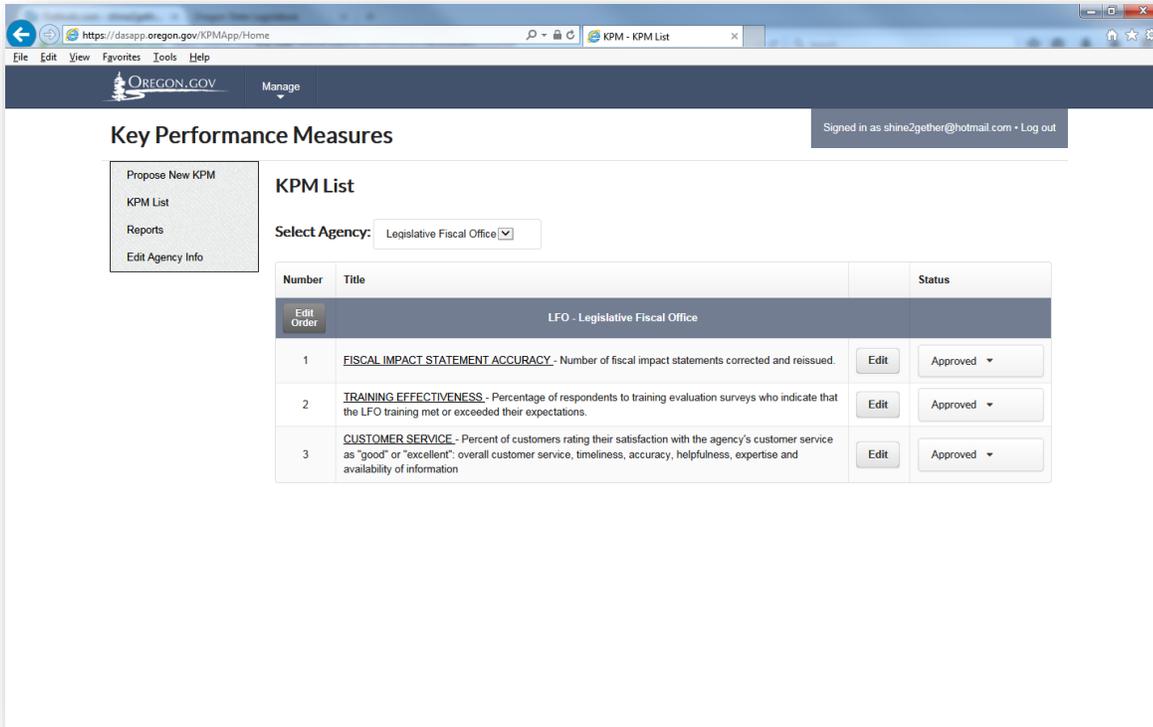# Create Reports

Reports available on this screen include the following:

- **Annual Performance Progress Report** - Submitted in the Odd Years, does not include proposed changes.
- **Annual Performance Progress Report w/ Changes** - Submitted in the Even Years, includes proposed changes
- **Agency Management Report** - provides high level performance information, red, yellow and green status of each measure.

Select on the "Reports" link in the left navigation.

The reports page will open.

- Click on the "New Report" button to begin to create a report.

- Select the Report from the "Report Type" dropdown
- Click on the "View Preview" button to see the report in the screen below prior to printing it. Initially the screen will open to the APPR, if you select a different report you must click the "View Preview" button to be able to create the report.
- Click "Create Report"
- The system will generate the report and the screen will update to the main reports screen where you may print the Word or PDF copies.

Reports
- Reports are now saved in the system. After 2016, users will have the ability to print past issued reports by selecting the "Year" dropdown and selecting the year you wish to view.
- Past reports cannot be updated. The data may be updated for the current report year.