

Viewing Report(s) Without Creating a Copy of the Report

The intent of the report creation piece of the system is to create the report AFTER you have finished entering in all of your data however, it is key to note there is no harm creating it as you go. You may need to create a picture in time of the report for other purposes than reporting information to the legislature, for instance for meetings with management, or public groups, leadership, etc.

Every time you create a report it is a picture of the data at the time you created it. So, if you go into the system, create the report, then go back into the KPM edit more information and go back into the same report, the data will not be there. You will need to create another report to see the data in the reports list.

Here is my recommendation for viewing the report(s) information as you go without creating the report:

- Go to Reports Screen
- Click "New Report" button
- The "Create Report" screen opens and defaults to the APPR (without changes listed) to view a different report select it from the "Report Type" dropdown (then click the "view preview" button to see the different reports information).
 - This screen is where a print preview of your report(s) is possible without
 - Scroll down to view it in its entirety.
 - DO NOT create a new report until you are ready to do something with it.