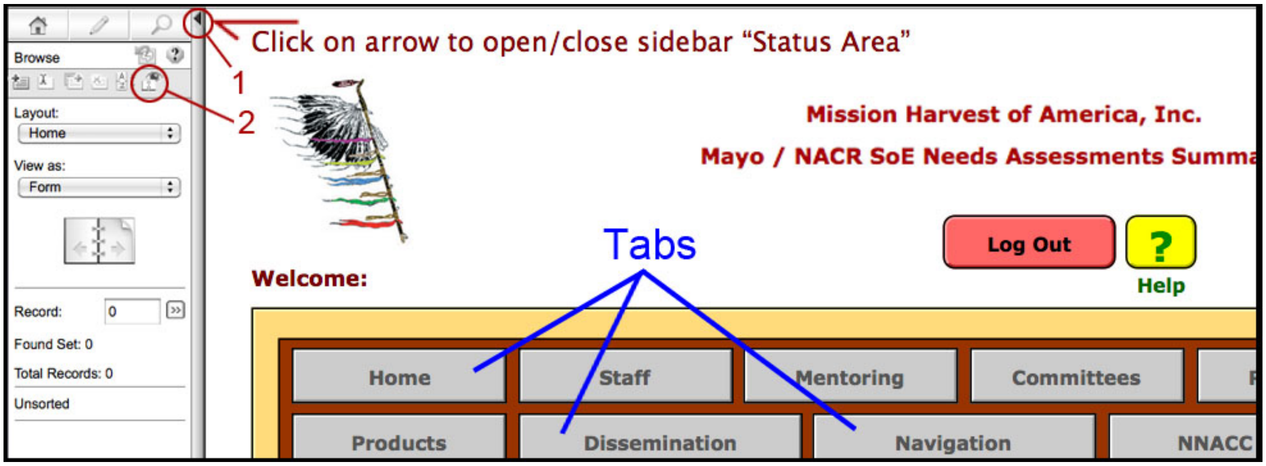
Follow these steps exactly

"Click" on the **Tab** you want the report for (e.g., "Dissemination" Tab)

1. If your sidebar isn't showing "Click" on the arrow (#**1**) to open it.
2. Click on the "eye" icon (#**2**) to "show all records"



3. To "tailor" the scope of your report select the fields to include in your search. You'll only get the records that have the information that you input. You can search on as few as 1 field such as "**b**." below.   **If you want all the records under your selected tab - skip steps 3 and 4**

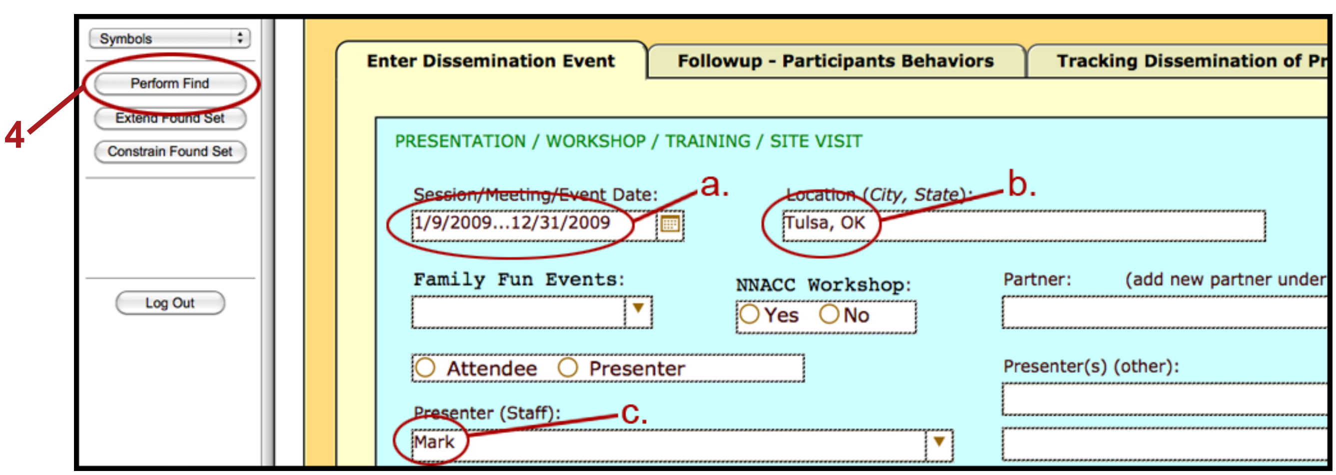
    a. Session/Meeting/Event Date: (**a**)
    Dates that span the workshops you want to search for
    (e.g., 1-9-2009…12-31-2009) (you need to include the 3 periods between the dates)

    b. Location (City, State): (**b**)
    Location you want to search for (e.g., Tulsa, OK) (only the records that have this typed exactly will show up)

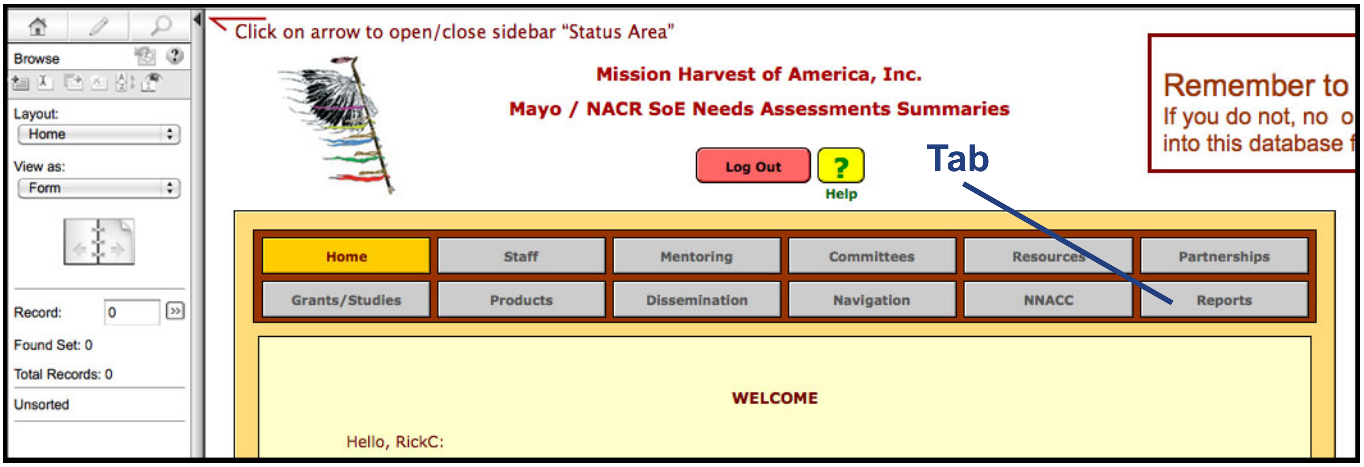
    c. Presenter (Staff): (**c**)
    Presenter(s) you want to search for (e.g., Mark)

    d. Report Category #1a: Grant Funder (most important) (**d**)
    Report Category #1a (e.g., Komen)
    (click on down arrow to select the funder)
    (only one can be selected at a time)

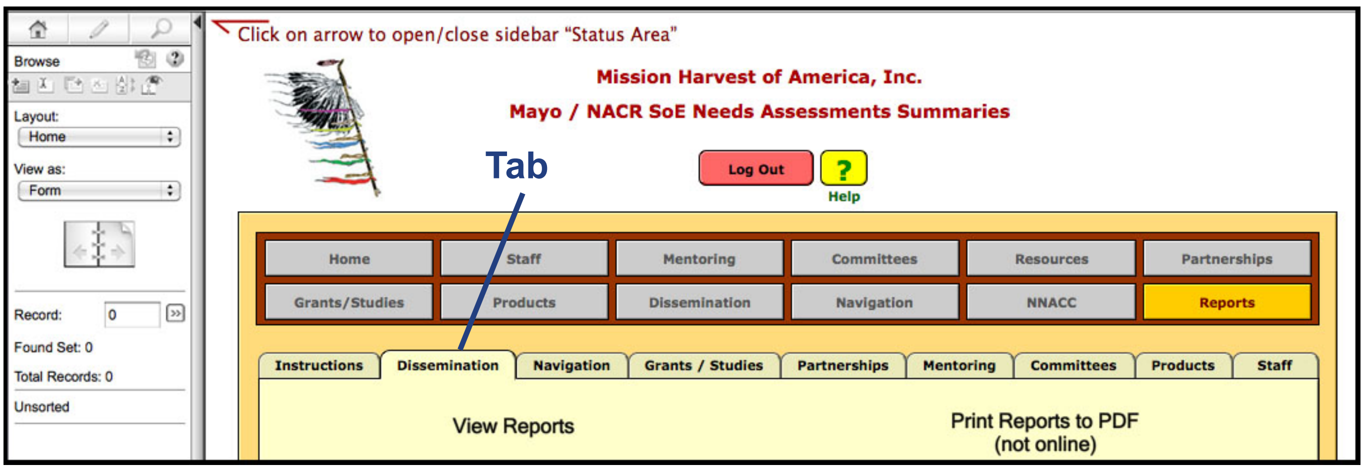
4. Then click the "Perform Find" button (#**4**) to get the records you want for your report.



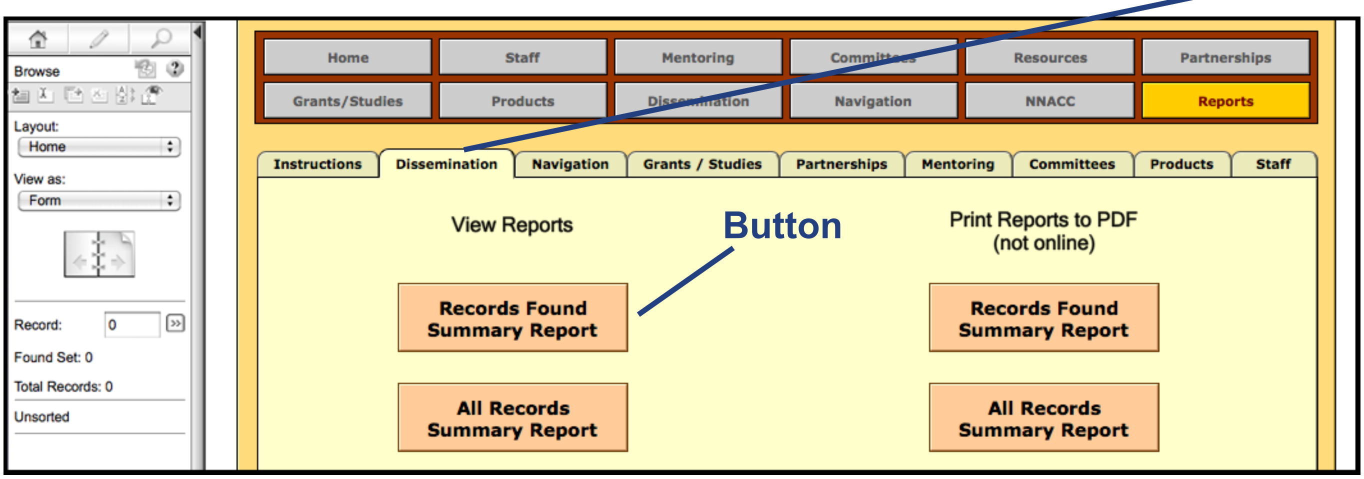
5. Click on the “Reports” **tab**



6. Click on the **tab** you want your report on (e.g., Dissemination)



7. Click on the “Records Found Summary Report” **button** to get your report or the “All Records Summary Report” **button** if you want a report for all the records under your selected **tab**.



8. Due to the length of the “Needs Assessment Reports” it is in four sections. After you print/view the 1st report “click” on the pulldown menu (1) click on the “Needs Summary Report Part 2”(2) to be able to print/view the second section. Do the same for parts 3(3) & 4(4).