SPOT
Student Placement Online Tool

MRef-07 - Manager Reference Sheet - Manager Reports.

Steps	Action	What it looks like
1.	Click on the **View All Reports** link in the sidebar.	
2.	*Troubleshooting 1:* If you do not have the **Reports** option in your sidebar, this will be because you have not had reports added to your profile. Please contact your SPOT Administrator to add via the **Contact** link in the top right of the screen.	
3.	The Reports page displays all of the reports you have access to. Each report has a thumbnail, a Title and a description. Click on the **Name** of the report you would like to view to navigate to it.	
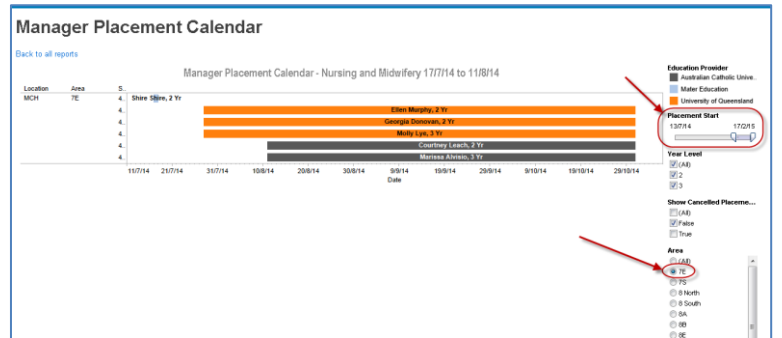
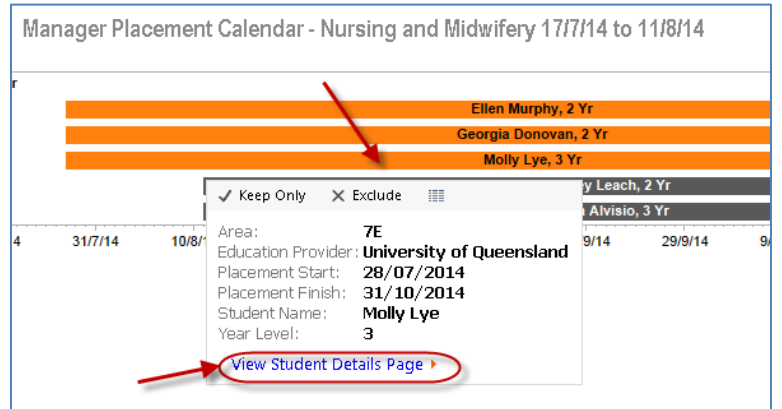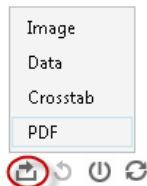|		
4.	Each report has a set of **Filters** on the right side of the screen that allow you to view a period in time, your Area and any other relevant variables.	
5.	The body of each report contains the information, displayed either visually or in a table. Hovering your cursor over a piece of information with display a pop-up box with more detailed information about that item. The pop-up box may also contain links to other SPOT pages or reports. These will open a new window when clicked.	
6.	*Troubleshooting 2:* If a report looks like it is displaying incorrect data: 1. Click the refresh button ⟳ at the bottom of the report to ensure the latest data is displaying, and if this doesn't work, 2. Review the data in detail in SPOT to ensure it has been entered correctly. If neither of these actions fix the issue, contact your SPOT Administrator to add via the **Contact** link in the top right of the screen, ensuring you include a detailed description of the data that is incorrect.	
7.	To export the report to a file you can save and/or print, click on the: Icon at the bottom of the page and choose the format you'd like to export. **Crosstab** will give you an excel file but may be in a poor format depending on the report type. **PDF** will ask you to select the variables on the right. Always choose **Sheets in Workbook** for Content and be sure to choose your Paper Size. Then click **Export**.	