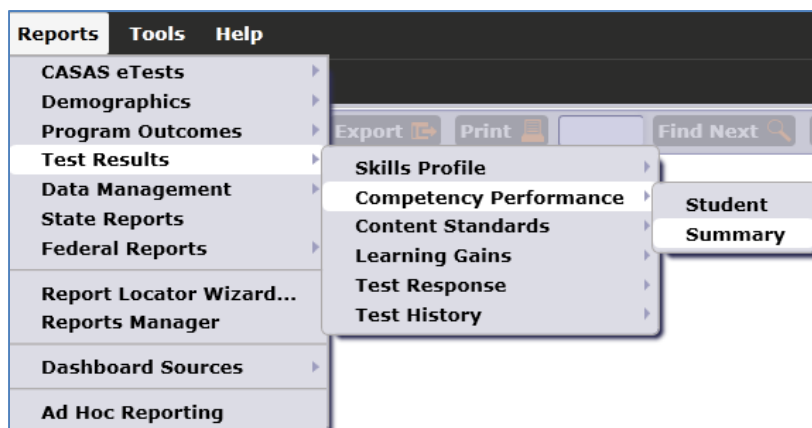
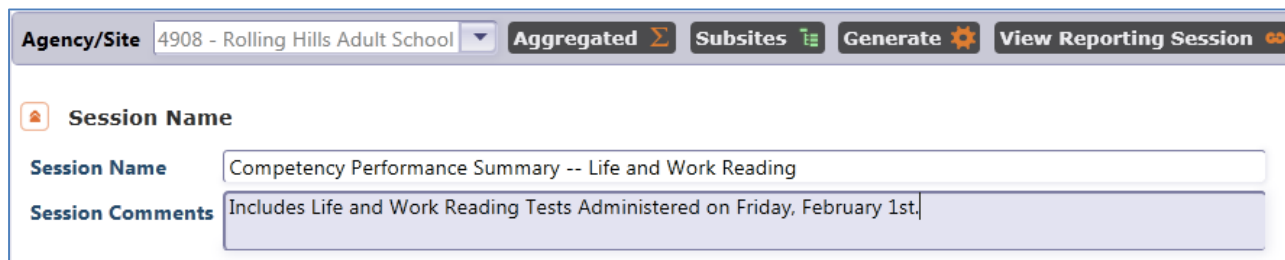


Using TE Reports Manager

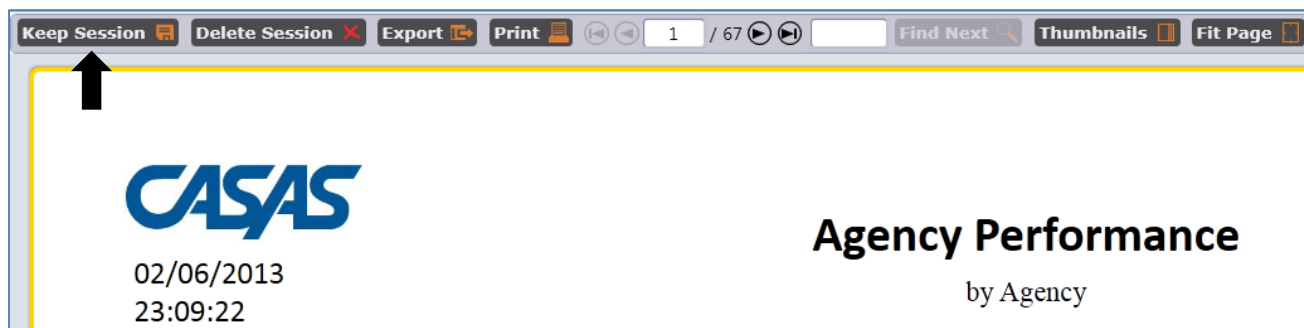
1. On the Reports menu, point to Test Results, then point to Competency Performance, and then select Summary.



2. From the setup window, click Generate.
3. In the report setup window you can also better identify your report session by inputting the title in Session Name and/or adding comments in Session Comments.

A screenshot of a report setup window. At the top, there is a header bar with 'Agency/Site' set to '4908 - Rolling Hills Adult School', 'Aggregated' status, 'Subsites' icon, 'Generate' button, and 'View Reporting Session' button. Below this, there is a 'Session Name' section with a text input field containing 'Competency Performance Summary -- Life and Work Reading' and a 'Session Comments' text area containing 'Includes Life and Work Reading Tests Administered on Friday, February 1st,'.

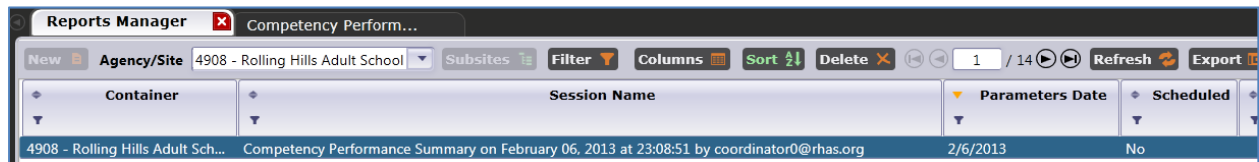
4. After reviewing the report, click Keep Session. This saves and closes the report.



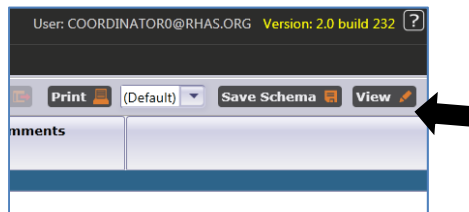
5. On the Reports menu, select Reports Manager. Reports Manager displays a list of all saved reports in your TE installation.



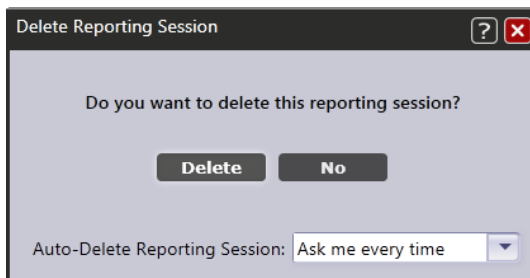
6. The top row should display the report you just saved.



7. Double-click anywhere on the top row to open the report.
8. An alternative way to open the report is to click the View button on the right side of the lister.



9. Review and close the report. When receiving the prompt below, click No to keep this session in Reports Manger, or click Delete to remove it.



10. You can also remove a selection from Reports Manager by clicking Delete Session in the report setup window.

