

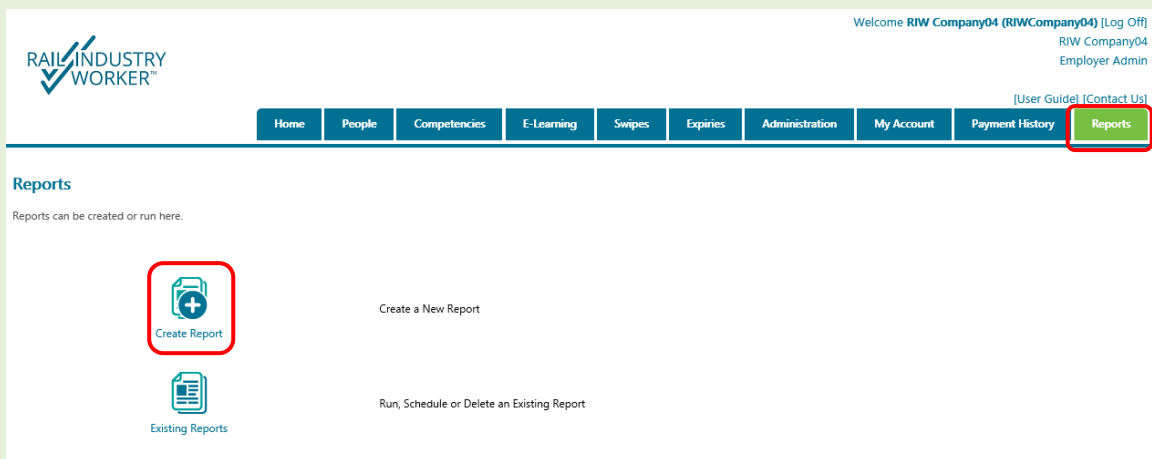
Creating reports

QUICK GUIDE

Reporting is a useful tool available to many different users within the RIW system. User permissions dictate the types of reports that can be run or accessed; pre-defined system reports or custom reports.

Step 1 Go to <https://app.riw.net.au> and login using your credentials.

Step 2 Click on the **Reports** tab.



Depending on the permission of the logged in Administrator, users can either **Create Reports** or run, schedule or delete an **Existing Report**. This guide details the process to create a report. Click on **Create Report**.

Step 3 On the **Report Tables** page, select the themes required to generate the report by expanding the list by clicking on the **+ button** and placing a check in the required fields. Note that you can choose more than one field.

Click **continue** when you are ready to progress.



Creating reports

QUICK GUIDE

Step 5 On the **Report Columns page**, select the columns required for the report, up to a maximum of 20 columns. To access more columns, click on the **Show All Columns** hyperlink. Click **Continue** when all columns have been selected.

Report Columns

Please select which columns you require for your report.

You can add a maximum number of 20 columns in a custom report

People				Show All Columns
<input type="checkbox"/> First Name	<input type="checkbox"/> Surname	<input type="checkbox"/> RIW Number		
<input type="checkbox"/> Primary Employer	<input type="checkbox"/> Latest Site	<input type="checkbox"/> Latest Project	<input type="checkbox"/> Latest Network	
<input type="checkbox"/> Is Blocked	<input type="checkbox"/> Blocked Reason			
<input type="checkbox"/> Mobile Number	<input type="checkbox"/> Email Address			
<input type="checkbox"/> Annual Subscription End Date				
<input type="checkbox"/> Permission Access Agreement	<input type="checkbox"/> Permission Access Agreement Approved Date			
<input type="checkbox"/> Secondary Employers	<input type="checkbox"/> Associations			

Step 6 The **Report Filters page** also allows the results to be filtered, or to apply logic and run time filters. Click **Continue** when complete.

Report Filters

Please select the filters you require for your report.

(drag to sort)	Table	Field	Set Value at Runtime?	Filter		
↑ ↓	People	<input checked="" type="checkbox"/> First Name	<input type="checkbox"/>	Equal To	<input type="text"/> ...	+
↑ ↓	People	<input checked="" type="checkbox"/> Surname	<input type="checkbox"/>	Equal To	<input type="text"/> ...	+
↑ ↓	People	<input checked="" type="checkbox"/> RIW Number	<input type="checkbox"/>	Equal To	<input type="text"/> ...	+
↑ ↓	National Competencies	<input checked="" type="checkbox"/> Competency Category	<input type="checkbox"/>	Equal To	<input type="text"/> ...	+
↑ ↓	National Competencies	<input checked="" type="checkbox"/> Competency Name	<input type="checkbox"/>	Equal To	<input type="text"/> ...	+
↑ ↓	National Competencies	<input checked="" type="checkbox"/> Individual Expiry Date	<input type="checkbox"/>	Equal To	Fixed Date <input type="text"/>	+



Creating reports

QUICK GUIDE

Step 7 Once the report has been generated, it can be viewed on screen, exported as a comma separated value (CSV) file, or saved.

New Report

Report results can be viewed here.

 export  Save

Number of Rows: 5

Row	First Name ▲▼	Surname ▲▼	RIW Number ▲▼
1	RIW	Cardholder17	2100000442
2	RIW	Cardholder20	2100000445
3	RIW	Cardholder19	2100000444
4	RIW	Cardholder18	2100000443
5	RIW	Cardholder16	2100000441

Page 1 of 1 Page

Saving the report will allow the user to schedule the report to run at set times and automatically e-mail it to recipients (note: this can be emailed to any email address, not just those registered in the RIW system). Fill in the details as per below to schedule the report. Click **Save** when complete.

Save Report

The report can be scheduled and saved below

Name

Enable Scheduling

Start Date 00:00 ▼



End Date 00:00 ▼

Repeat Task Every Days ▼

Format Excel (xls) ▼

To email to more than one recipient, separate each address with commas. Once the report is ready, each recipient will be sent a link to download the report.

Email it to

 Save  Cancel

Note For more detailed guidance on creating reports (including definitions on the logic filters which can be applied, please consult the User Guide available in the top right-hand corner of the RIW System screen.