

# Creating reports

## QUICK GUIDE v1.0

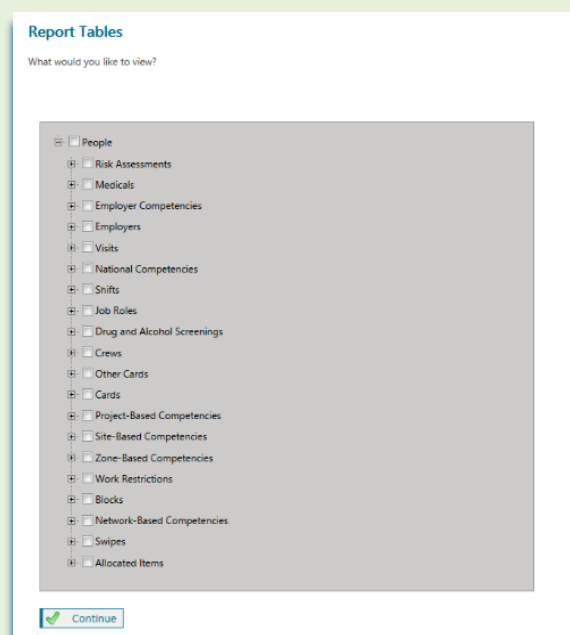
Reporting is a useful tool available to Employer, Project and Site Administrators, as well as Registered Training Organisations and the Service Desk. Your user permissions within the RIW system dictates the types of reports you can run; pre-defined system reports or custom reports.

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

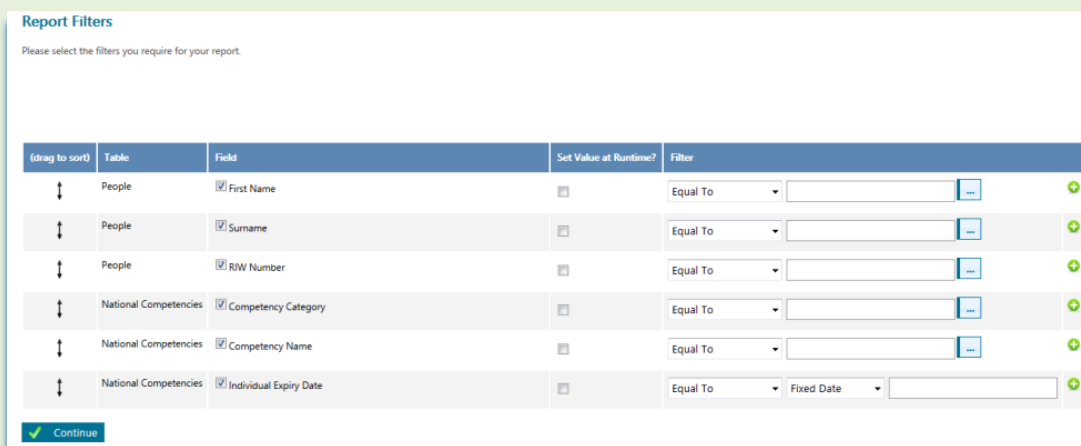
**Step 2** Click on the **Reports tab**

**Step 3** On the **Report Tables page**, select the themes you require to generate your 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.



**Step 4** The **Report Filters page** also allows you to filter results, apply logic and run time filters.



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

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**Step 5** Once the report has been generated, you can export it as a comma separated value (CSV) file, or save the report.

Saving the report will also allow you to enable scheduling, so you can run the same report at set times and automatically e-mail it to recipients.

**New Report**

Report results can be viewed here.

Number of Rows: 52

Row	First Name	Surname	RW Number	Competency Category	Competency Name	Individual Expiry Date
1	MTA	TestDefect09	210000198	Rail	Safely Access The Rail Corridor	01/12/9999
2	MTA	TestDefect09	210000198	Rail	Safely Access The Rail Corridor	01/12/9999
3	MTA	TestDefect09	210000198	Rail	Adjust rail	01/12/9999
4	MTA	TestDefect09	210000198	Rail	Adjust rail	01/12/9999
5	MTA	Worker	210000094	Rail	Clearing 8 Certificate	28/10/2019
6	MTA	Worker	210000094	Rail	Clearing 8 Certificate	28/10/2019
7	MTA	Worker	210000094	Rail	Clearing 8 Certificate	28/10/2019
8	MTA	Worker	210000094	Rail	National 4 Unverified No Expiry	01/12/9999
9	MTA	Worker	210000094	Rail	National 4 Unverified No Expiry	01/12/9999
10	MTA	Worker	210000094	Rail	National 4 Unverified No Expiry	01/12/9999
11	MTA	Worker	210000094	Rail	Safely Access The Rail Corridor	01/12/9999
12	MTA	Worker	210000094	Rail	Safely Access The Rail Corridor	01/12/9999
13	MTA	Worker	210000094	Rail	Safely Access The Rail Corridor	01/12/9999
14	MTA	Worker	210000094	Health & Safety	MTA Resume	01/12/9999
15	MTA	Worker	210000094	Health & Safety	MTA Resume	01/12/9999
16	MTA	Worker	210000094	Health & Safety	MTA Resume	01/12/9999
17	MTA	Worker	210000094	Rail	Access rail track to run track vehicle within defined worksite	01/12/9999
18	MTA	Worker	210000094	Rail	Access rail track to run track vehicle within defined worksite	01/12/9999
19	MTA	Worker	210000094	Rail	Access rail track to run track vehicle within defined worksite	01/12/9999
20	MTA	Worker	210000094	Rail	Adjust rail	01/12/9999