



How to run standard reports:

1. **Navigate to Reporting > Organise Reports.**
2. The list of standard reports is displayed.



The list of reports and details about what each reports is used for is located [here](#)



The report title will tell you some information about the report, including which Level the report can be run for.

3. **Select the report you wish to use from the list.**



You can scroll down to see all reports in the list by using the scroll bar to the right hand side of the list.

4. **Click *Display*.**
5. **Select the required parameter and click *OK*.**
6. The selected report is now visible on screen.



Reports are linked to the time slider, so changing the time slider changes the information displayed in the report. See the [How to use the time slider](#) user guide.

