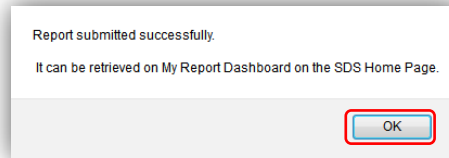


My Report Dashboard

The My Report Dashboard is a centrally located repository for the SDS reports

1. After you generate a report, the following pop-up message will appear, as shown below. Click the **OK** button in the pop-up dialog box to go back to the source page.



2. On the source page, you can either generate additional reports, or click **Cancel** to go to the SDS home page.

3. Click **My Report Dashboard** menu on the SDS home page to display the My Report Dashboard interface.

4. The My Report Dashboard interface displays all the reports you have generated.

The My Report Dashboard offers the following features:

- **Job Name** shows the link and name of the report generated. To view a generated report, click the report link to display it in a separate browser window. You may also save the file on your local drive for future reference. An unvisited report link appears **blue** in color while a visited link changes to **purple**. Firefox and other browsers may pose a problem in displaying reports. If you experience any difficulty with Firefox or other browsers, please use Internet Explorer instead.
- **Status** shows the status of the report being generated. A green checkmark icon (✓) status shows that the report has been processed and is available to view while an hour glass icon (🕒) shows that the report is still being processed.
- The **Refresh** button refreshes the My Report Dashboard interface and shows the status of the report. My Report Dashboard refreshes automatically after every 30 seconds for first 5 minutes.
- **Started** shows the date and time of the report you generated.
- **Finished** shows the date and time the report was generated.
- To delete a report(s), select the report(s) and click the **Delete** button in the upper right corner of My Report Dashboard.
- The **Delete All** button, located in the top right corner of My Report Dashboard, lets you delete all the reports.
- The **OK** button, at the bottom of My Report Dashboard, takes you to the SDS home page.

The screenshot displays the 'My Report Dashboard' interface. At the top right, there are three buttons: 'Refresh', 'Delete All', and 'Delete'. The main area contains a table with the following columns: 'Job Name', 'Status', 'Started', and 'Finished'. The table lists several reports, including 'RPT_ACTIVE_SUMMARY_ENROLMENT.rdf' and 'RPT_TRANSCRIPT.rdf'. Annotations highlight specific features: 'Status icons' points to the hourglass icon for a report in progress; 'Checkbox to select file(s)' points to a checkbox in the right margin; 'Visited Report Link' points to a purple link; and 'Unvisited Report Link' points to a blue link. An 'Ok' button is located at the bottom center of the dashboard.

Job Name	Status	Started	Finished
RPT_ACTIVE_SUMMARY_ENROLMENT.rdf	✓	2015-05-04 12:11:39.0	2015-05-04 12:11:50.0
RPT_ACTIVE_SUMMARY_ENROLMENT.rdf	🕒	2015-05-04 12:11:39.0	
RPT_ACTIVE_SUMMARY_ENROLMENT.rdf	✓	2015-05-04 12:10:07.0	2015-05-04 12:10:22.0
RPT_ACTIVE_SUMMARY_ENROLMENT.rdf	✓	2015-05-04 12:09:43.0	2015-05-04 12:09:49.0
RPT_ACTIVE_SUMMARY_ENROLMENT.rdf	✓	2015-05-04 12:09:33.0	2015-05-04 12:09:49.0
RPT_TRANSCRIPT.rdf	✓	2015-05-04 12:08:46.0	2015-05-04 12:09:01.0
RPT_ACTIVE_SUMMARY_ENROLMENT.rdf	✓	2015-04-28 08:24:13.0	2015-04-28 08:24:26.0
RPT_ACTIVE_SUMMARY_ENROLMENT.rdf	✓	2015-04-28 08:22:50.0	2015-04-28 08:22:50.0