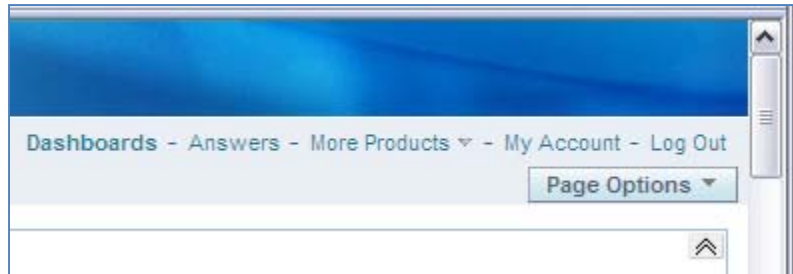


Accessing Reports in EMBI

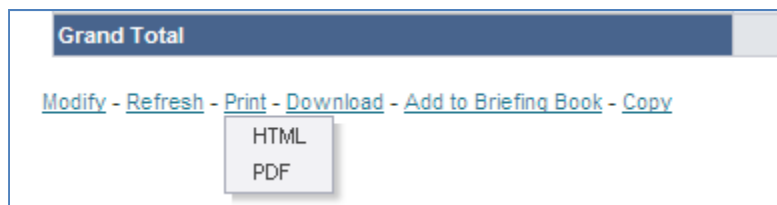
Within EMBI there are several places where reports can be stored and accessed. The dashboards (the Regional and My Dashboard) are the most common places for reports. However, reports can also be accessed and run directly from folders, either “My Folder” or the “Shared Folder”.

Once you are logged into EMBI you have access to your default Dashboard, and the reports that have been added to that dashboard. To access other reports that you may not want to keep on your dashboards you need to select “Answers” from the top right of the screen.



Once the Answers page loads you should see a list of folders on the right. Clicking on the “EMBI” under the “Shared Folders” and then clicking on the folder “DEVELOPER_ZONE” will reveal a list of reports that have been developed for use with the equipment module.

Clicking on any of the reports will open that report and display the results of the report on the screen. There should be links at the bottom of the report to either print or download the results.



It is possible to modify these reports using the “modify” links at the top and bottom of the report, however, since these reports are intended for use by everyone please do not modify the report without first saving the report to your personal folder (My Folders), that way the original report is still available for other users.

