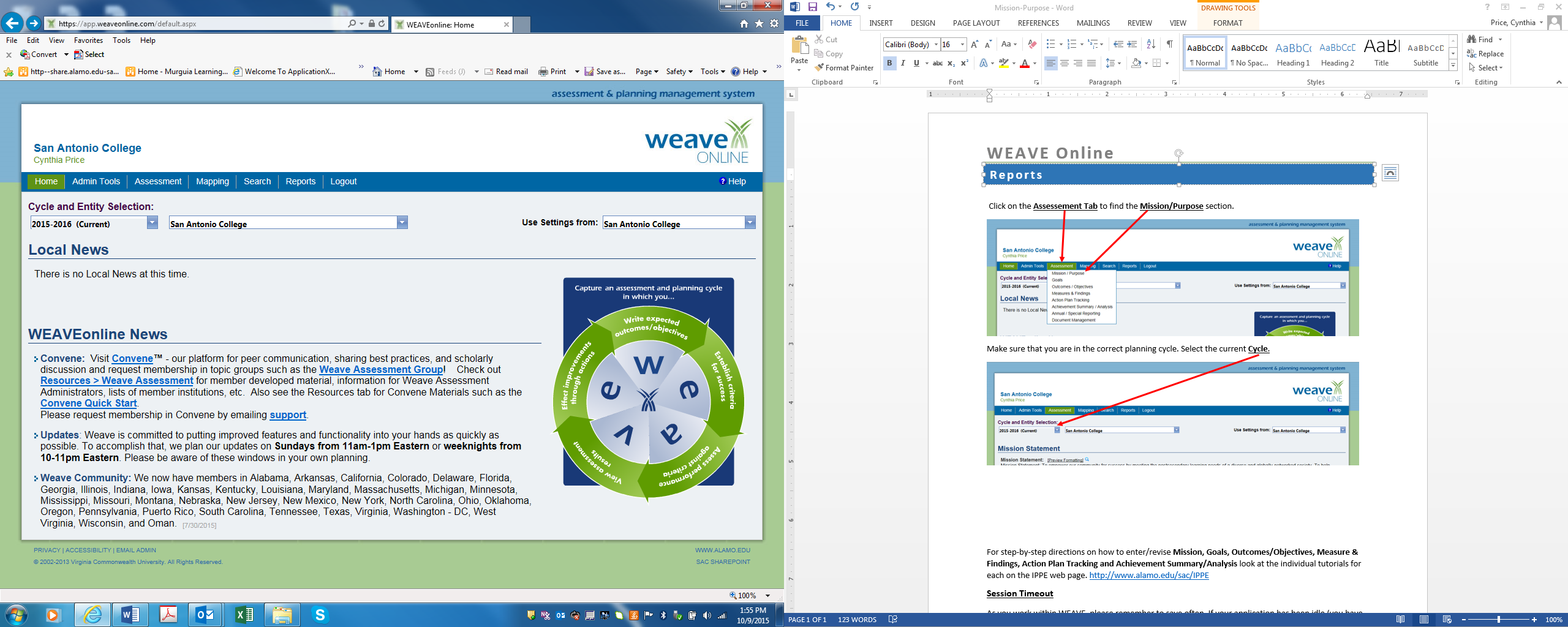
**How to Run a Report**

Reports can be run at any time, regardless of cycle. You can only run reports for entities (divisions/departments/units) to which you have been given access. To request WEAVE access and to revise access, please submit a request access form found on the IPPE web site. <http://www.alamo.edu/sac/IPPE>

**Generate a Report**

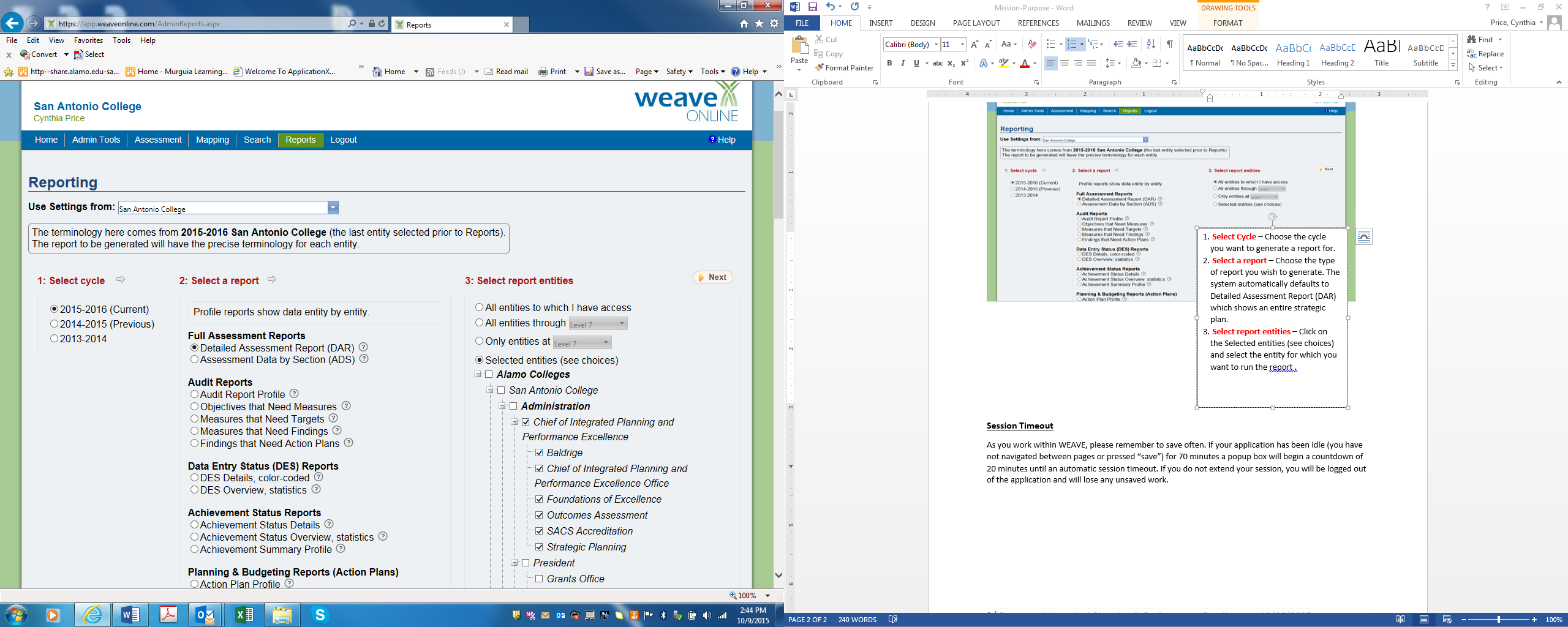
Click on **Reports** from the navigational bar.



The Reporting page shows three columns.

* The first column requires a cylce to be selected.
* The second column requires the type of report you want gerenrated to be selected.
* The third column requires that an entity (division/department/unit) be selected for the report you want to run.

**Generate a Report - Continued**



Under the first column,

**1: Select cycle**, choose the cycle you want to generate the report for.

Under the second column,

**2: Select a report** – Choose the type of report you wish to generate. The system automatically defaults to Detailed Assessment Report (DAR) which generates a comprehensive report.

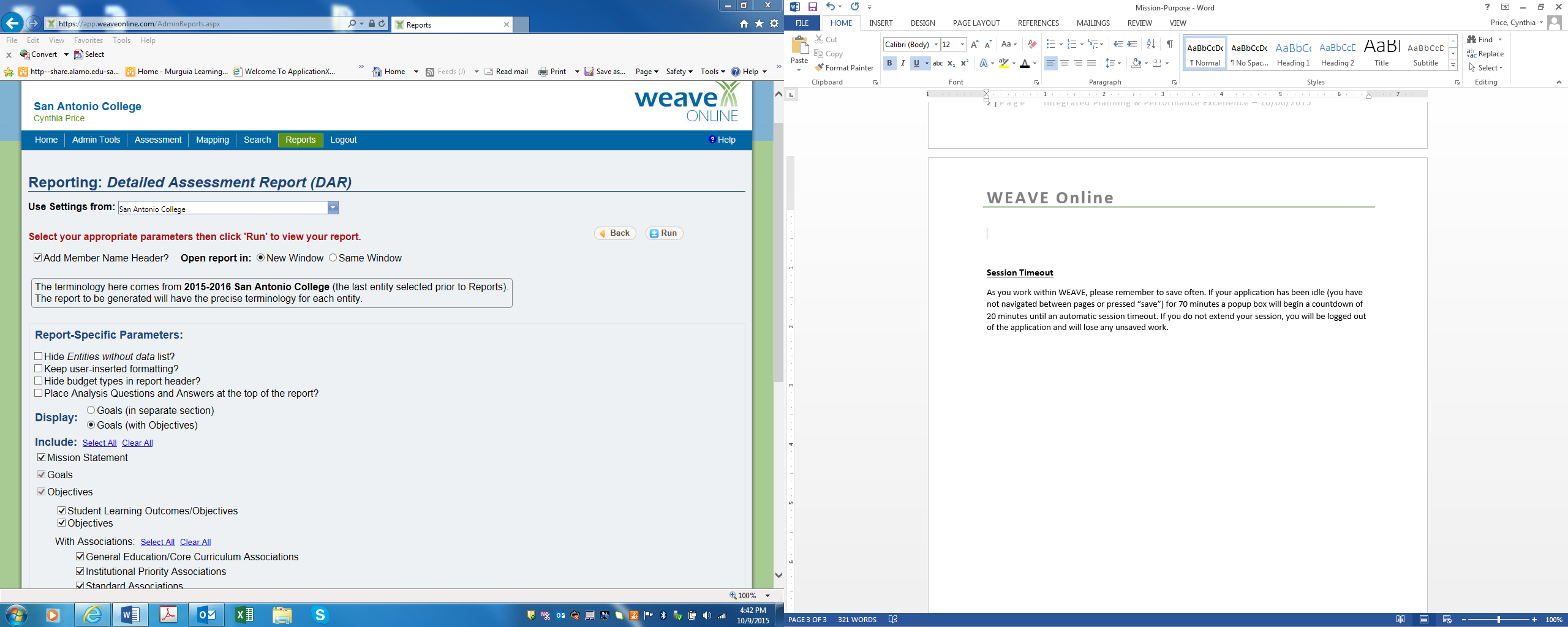
Under the third column,

**3: Select report entities** – Click on the selected entities (see choices) radio button and select the entity for which you want to run the report. Entities are divisions, departments or units.

Once cycle, report, and entity (division/department/unit) have been chosen, click **Next.**

**The Reporting: Detailed Assessment Report (DAR) Page**

In the Reporting: *Detailed Assessment Report (DAR) page,* select Goals (with Objectives) to view goals with associated objective(s), measure(s), target(s) and finding(s). Leave all the defaults alone for the rest of the paramenters listed on the page. *Please note: You may need to allow popups from apps.weaveonline the very first time you run reports.*



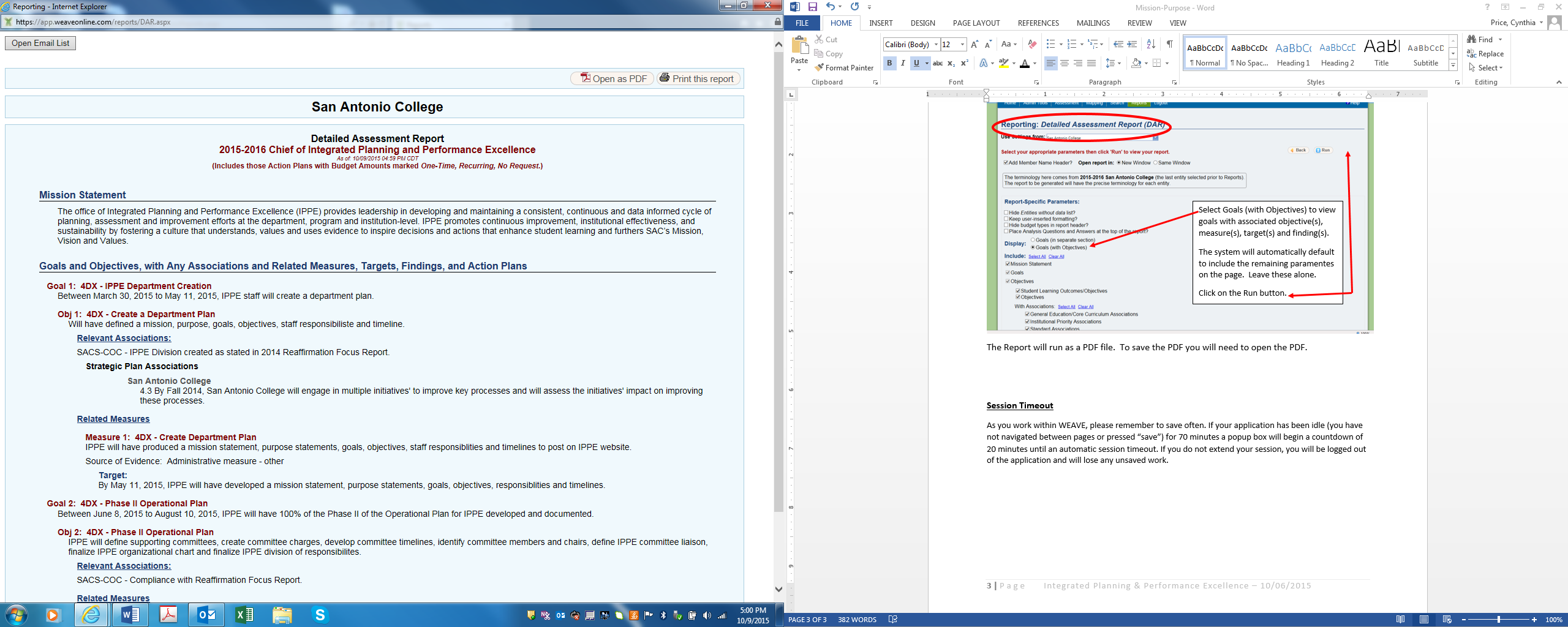
Select Goals (with Objectives) to view goals with associated objective(s), measure(s), target(s) and finding(s).

The system will automatically default to include the remaining paramentes on the page. Leave these alone.

Click on the Run button.

**The Report**

The report will run as a PDF file. An example of a report is shown below.



Your report should look like this report.

Notice the parts listed in the report:

* Mission statement
* Goal 1
* Objective 1
* Measure 1
* Target

Findings do not appear in this report. When the objective is reported at the end of the cycle a finding will be included when the report is run.

To save the PDF report you will need to open the PDF and save the PDF.

To save the PDF you will need to open the PDF.

**Session Timeout**

As you work within WEAVE, please remember to save often. If your application has been idle (you have not navigated between pages or pressed “save”) for 70 minutes a popup box will begin a countdown of 20 minutes until an automatic session timeout. If you do not extend your session, you will be logged out of the application and will lose any unsaved work.