HURON

Huron Grants
Advanced Reports Guide

October 2022

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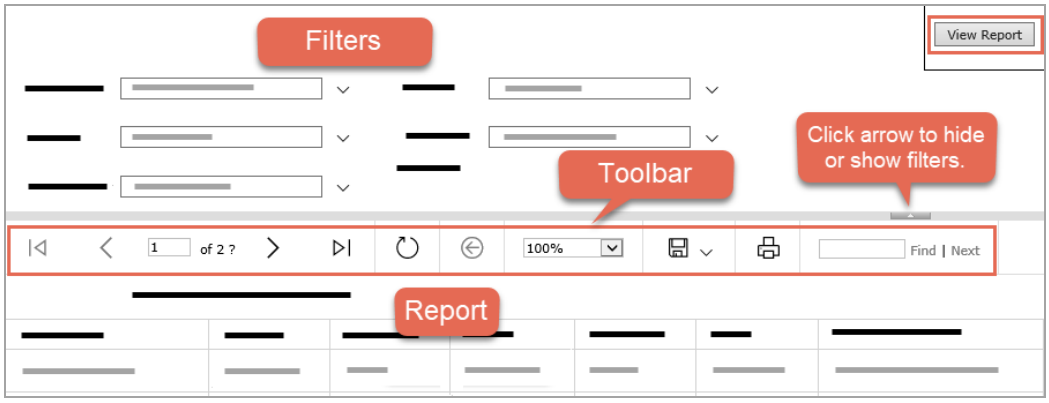
Introduction

Open and Generate Advanced Reports

All roles defined in the system can access advanced reports.

To open an advanced report

1. In the Top Navigator, click **Grants**.
2. Click **Reports**.
3. Click the **Advanced Reports** tab.
   The list of advanced reports appear.
4. Click a report name link to open it.
5. Expand the report window to see the whole report and the filtering options.



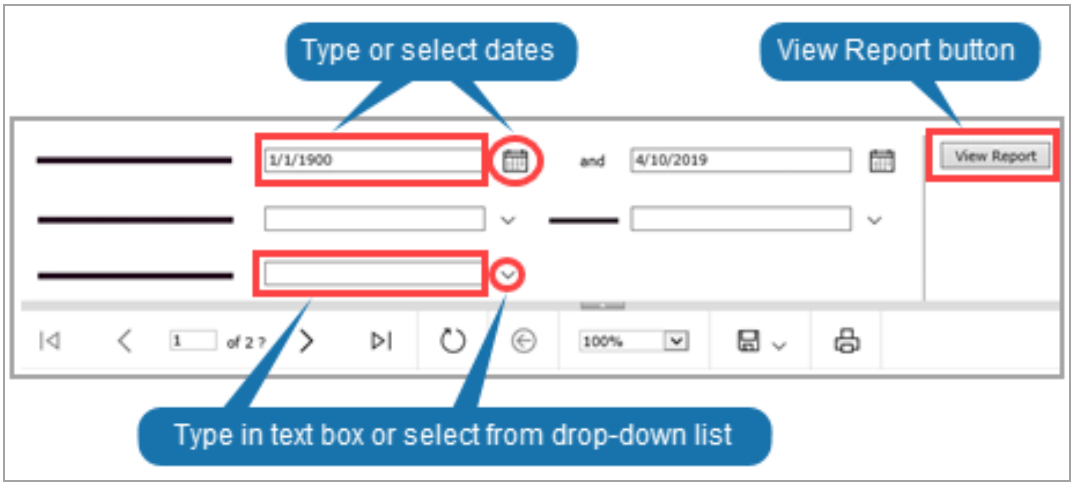
6. To view all pages of the report, use the navigation features in the report toolbar.
   Click the arrow above the report toolbar to hide the filter options.

To generate an advanced report

1. Open the applicable advanced report.
2. Filter the data as required. (See Filter Data on Reports.)
3. On the right, click **View Report**.

Filter Data on Reports

At the top of the report are filtering options so you can view a subset of data on the report.



To filter data on a report

1. Specify criteria for data you want to see on the report:
   - **Drop-down lists**: Click the down arrow and select the data to show on the report. Select **None**, if available, to include items with no data.
   - **Dates**: Type the date in MM/DD/YYYY format or click the calendar icon and select the date. Select **NULL**, if available, to allow all dates.
   - **Text boxes**: Type any characters. The report will show items containing that text.
2. Click the **View Report** button at the upper right of the report page.

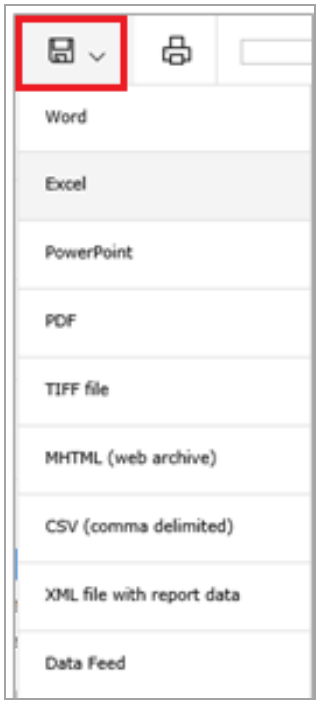
> **Tip:** If you can't see the View Report button, make sure the filter options are shown. If you still can't see it, widen the browser window.

Export and Print Reports

From the report toolbar, you can export an advanced report to a variety of file formats, such as PDF or Excel, and print the report.

To export a report

1. In the report toolbar, click the export icon down arrow.



2. Select a file format from the list.
3. Click **Open** to open the file or click **Save** to save the file to a location on your computer or network.

To print a report

1. In the report toolbar, click the print icon.



2. In the print window, select the appropriate print options and, then click **Print**.
   This creates a PDF printer-friendly version of the report, which you can then send to a printer.

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