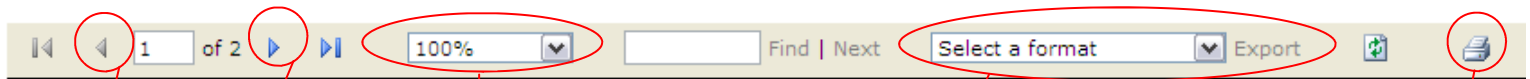


Introduction to the online report viewer.

With the introduction of the online reporting system, there has been some confusion over the use of the report viewer. This is a quick guide designed to point out some more commonly used features.

When you open a report you will see the following layout.



External Verifier Report -



Next page button.

Zoom in/out

Export.
To use drop down and select the type of file you want (most useful would be pdf) Then click on export.

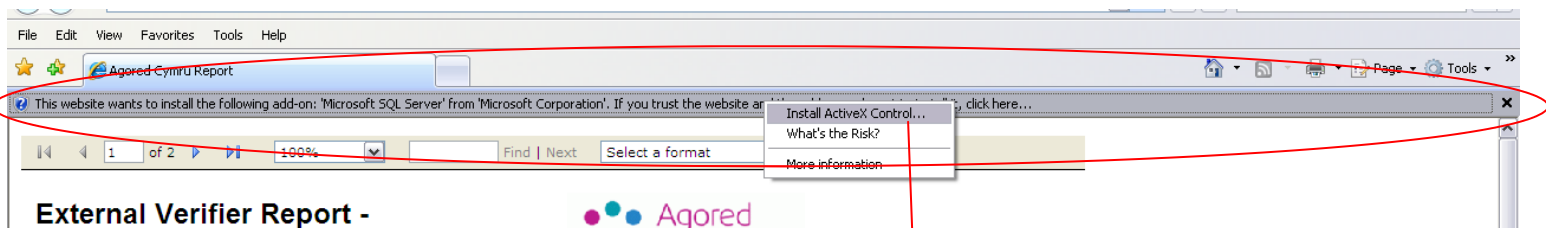
Print.
The only way to get a report to print correctly is clicking this button.

Previous page button.

If the first time you try and print a report you get a message saying “Unable to load client print control”
Following the steps below.

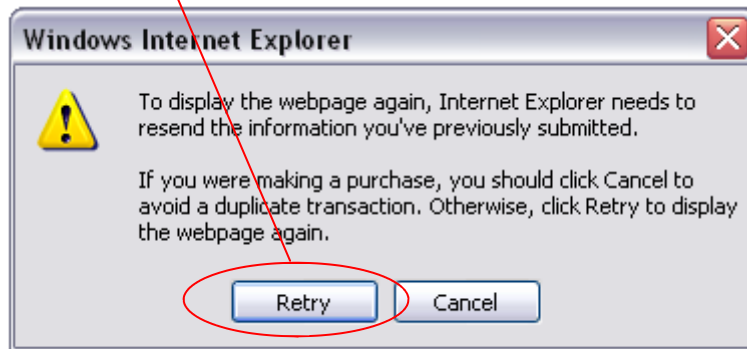


Click ok



Click on this bar (usually it will be yellow). Choose Install ActiveX Control

The page will reload, click retry.



Click install.



The print control should now work. You should only have to go through this process once.

Please note the report viewer is designed to be used in Microsoft Internet Explorer and some features may not be available in other browsers. If you have issues please contact Agored Cymru.