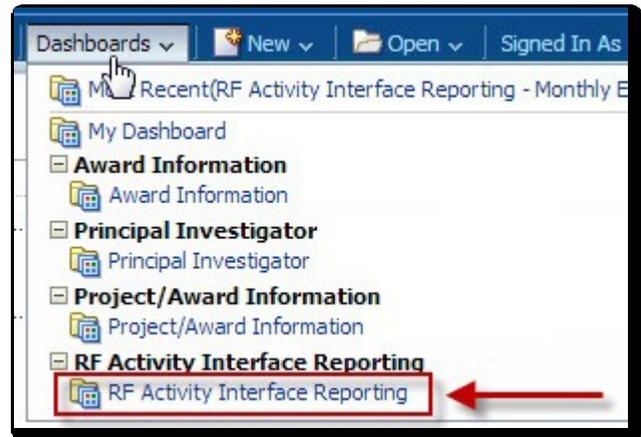


Quick Start Guide

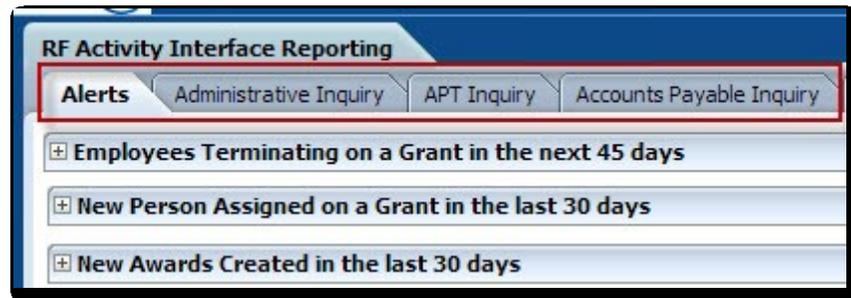
RF Activity Interface Reporting (RF AIR) Dashboard

1 The **RF Report Center** is accessed through the RF website. (See the *Access the Report Center Quick Start Guide* for both InCommon and “Click-Through” instructions).

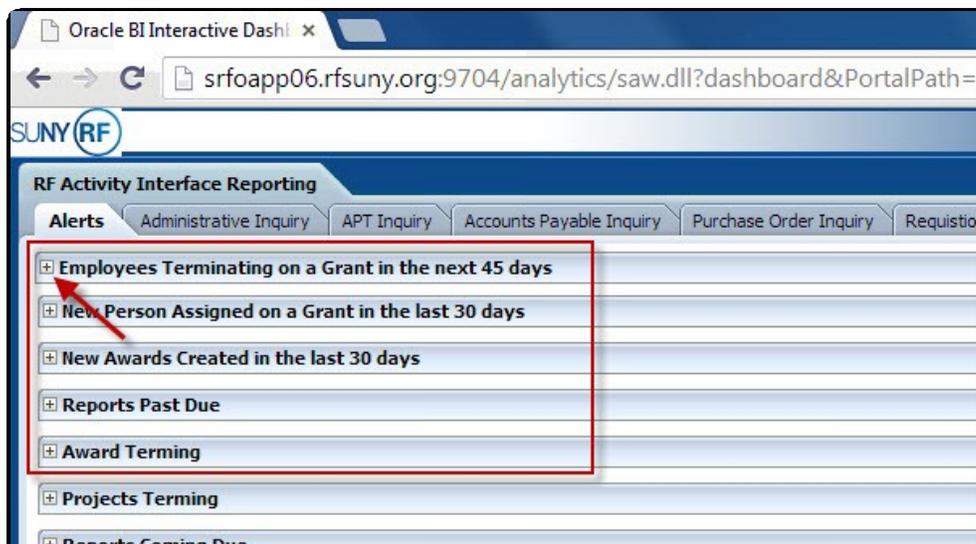
2 From the **RF Report Center** menu, under Dashboards, click RF Activity Interface Investigator.



3 The RF Activity Interface Reporting has pages, known as tabs, each displaying key financial data on awards, receivables, payables, people, and others.



4 Each tab has sections, called portlets, that you can expand to search for specific data.



5 Once expanded, enter the **search criteria** to filter or restrict your results. Click **OK**.

6 The results can be further filtered by view; column data sorted in ascending/descending order; and drilled down to a more granular level of detail when a hyperlink exists.

Award Name	Award Status	Award Start Date	Award End Date	Current Budget	Expense Amount
PCA Healthy Families New Jersey	ACTIVE	01-Jul-2013	30-Jun-2014	88,968.00	18,771.49
				88,968.00	18,771.49

7 At the footer of each report, you have the options to Refresh, Print, or Export.

REFRESH - PRINT - EXPORT

Refresh: Rerun the report.

Print: Click Print to select either PDF or HTML.

Export: Click Export and either

- download the data as it appears on the page. Click PDF, Excel, PowerPoint, or Web Archive, or
- download the full data set. Click CSV, XML, or Tab Delimited file format.

For more information, go to the Self Paced Navigation Course located on the **Overview** tab.