Quick Start Guide

Run an Analysis

The **RF Report Center** is linked to the RF internal website (See the *Access the Report Center Quick Start Guide* for both InCommon and “click-through” instructions).

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Perform one of the following options to access an analysis:

1. From the RF Report Center menu, select either **Catalog.** *(Go to Step 3.)*

OR

1. Click on the analysis in the *Others* section of the **Home** page. This only applies to an Analysis that was recently accessed *(Go to Step 4.)*



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The **“Overview”** tab has all tab descriptions and links to appropriate support materials and training. 

Catalog





Others

The **“Overview”** tab has summary tab descriptions to help you navigate the application and links to appropriate support materials and training.

Navigate to the Folders panel and click on either My Folders or Shared Folders. In this example, click on the 000 Public by CO Reporting then a subfolder, i.e. Grants, in order to retrieve your analysis.

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All your analyses are listed in the main window of the RF Report Center Catalog.

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Click **Open** under the analysis’ name to execute the analysis. If report elements need updating, click on the **Edit** link first next to **Open**.
Refer to the *Create an Analysis Quick Study Guide* for instructions on editing.

**PRINT AND EXPORT**

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**Print:** Click **Print,** the icon on the left, to print as a printable PDF or a printable HTML.

**Export:** Click **Export,** the middle icon above**,** and to

* Download the analysis as it appears on the form, select *PDF*, *Excel*, *PowerPoint*, or *Web Archive*.
* Download the raw data set, select CSV, XML, or Tab Delimited.

**View:** To see how the results will look on a dashboard, click **View,** the icon on theright.