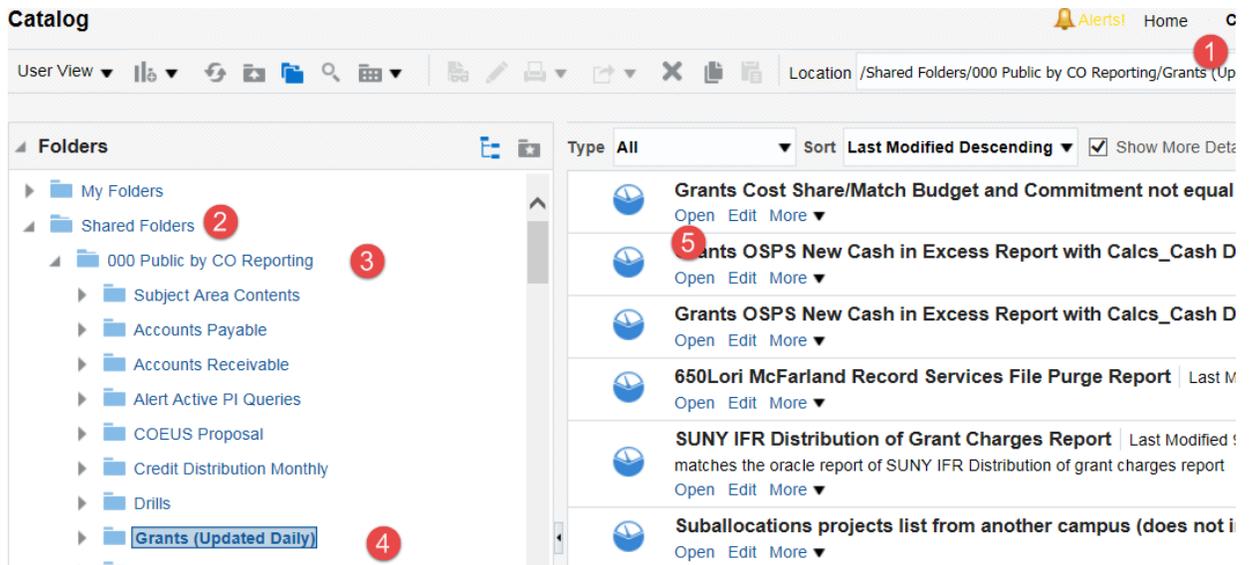


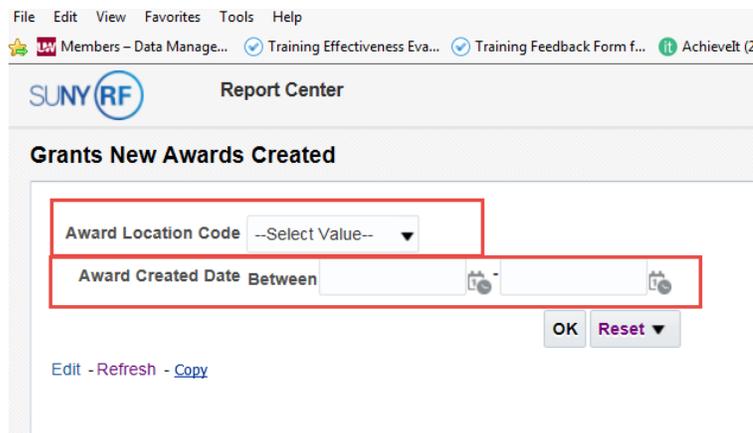
## How to Run, Print and Export an Analysis

Once you are logged into the **RF Report Center**, follow the steps below to run an analysis.

1. Click on **Catalog**.
2. Click on **Shared Folders**.
3. Choose the analysis that you would like to run. The example below demonstrates how to run an analysis out of the **000 Public by CO Reporting**. The analyses in these folders were created by the Data Services team and can be copied but cannot be revised.
4. Click on **Grants (Updated Daily)** folder.
5. Click on **Open** on the analysis that is shown on the right window.



6. Click on **Open** on the analysis that is shown on the right window.
7. Once you open an analysis, you will be asked to enter **parameters** as shown in the figure below.



8. Click **OK** to run the analysis.
9. To export the results to Excel or any other format, click on **Export** at the bottom of the screen as indicated below and follow the prompts.

**Grants New Awards Created**

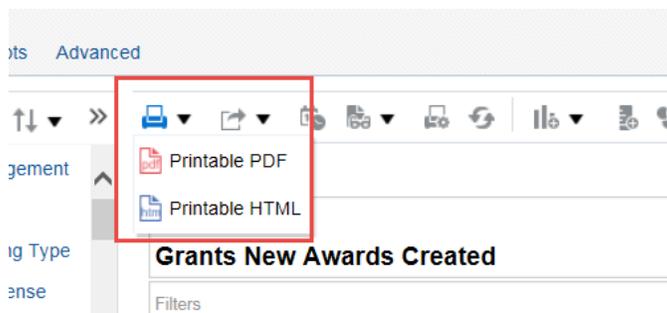
Status is not equal to / is not in CLOSED  
and Award Location Code is equal L  
and Date is between 12/01/2018 and 12/11/2018

Award Location Code	Award Created Date	Award Number	Project Number	Award Status	Sponsor Name	Award Principal Investigator	Award Type	Award Purpose Description	Award NACUBO	Project NACUBO	Aw
	06-Dec-2018	00007	1150003	ACTIVE	...	...	Federal	Grant	Organized Research	Organized Research	Mo Me Co Dif Cir of Se
	06-Dec-2018	00000	1150001	ACTIVE	...	...	Federal	Grant	Public Services	Public Services	Th Prc Exj En Co Co Re St ant Ab Pu Ca
	06-Dec-2018		1150001	ACTIVE	...	...	Nonsponsored	Cost Sharing	Public Services	Public Services	Co for Prc #8:
	06-Dec-2018	00091	11500048	ACTIVE	...	...	Federal	Grant	Organized Research	Organized Research	Mo RN by
	06-Dec-2018			ACTIVE	...	...	Federal	Grant	Organized Research	Organized Research	Mo RN by

Edit - Refresh - Print - **Export** - Add to Briefing Book - Copy

## Print and Export

**Print:** Click the **Print** icon as show below to print PDF or HTML.



**Export:** Click the **Export** icon to download the analysis in PDF, Excel, Power Point, Web Archive, or Data.

