

# **Training in Creating Reports Mission Continuity Program**

To view the full training module, go to Knowledge Link and search for the module entitled Mission Continuity Program: Shadow-Planner Application

Filter / Your School/Center or Department, All, All / Plan Liaisons /Your School/C Log Out Search and Browse

My Details  
BC Planning  
Reporting  
Report Templates  
Archived Reports

Reporting > Report Templates

Report Templates Archived Reports

Search in List Page 1 of 1 Records 25/page


<input type="checkbox"/>	Report Template Name	Last Updated	Updated By	Displayed In	Actions
<input type="checkbox"/>	Action Plan Report	18-05-2013	ANITA F GELB...	BCP	
<input type="checkbox"/>	Call Lists report	10-07-2013	ANITA F GELB...		
<input type="checkbox"/>	Complete report: Plans, Procedures, Call Lists	10-07-2013	ANITA F GELB...	BCP	
<input type="checkbox"/>	Micro report - Action Plan and Call List	10-07-2013	ANITA F GELB...		
<input type="checkbox"/>	Procedures Report	10-07-2013	ANITA F GELB...	G	

Then select the REPORT you would like to run...  
(*double-click Complete Report: Plans, Procedures, Call Lists to continue*).

To run a REPORT of your School/Center or Department Mission Continuity Plans...

Delete Add Template Edit Ruleset Copy to Organisation

Libraries



Filter / Your School/Center or Department, All, All / Plan Liaisons /Your School/C

Log Out Search and Browse

My Details  
BC Planning  
Reporting  
Report Templates  
Archived Reports

Reporting > Report Templates > View Report Template

Report Templates Archived Reports

View Report Template Complete report: Plans, Procedures, Call Lists Actions

Report Template Name Complete report: Plans, Procedures, Call Lists Description

Displayed In  General  BC Planning  BIA  Print Report

Default Report Template Style Company Default Style Print Area Please select print area

Master Report/Landscape - Front Cover With Address

Master Report Landscape - Front Cover Wit Description Landscape report with front cover that includes address. Page header shows subreport name; footer shows date.

Preview

BC Planning/Action Plans/Action Plan

General/Contacts and Contact Groups/Contacts - Two Tier


General/Documents/Documents - Content and Header

Legend: Mandatory fields Drag and drop only

Delete Cancel Generate Report

Libraries

To continue running this report, click the [Generate Report] button...  
(click to continue)



The screenshot shows a web application interface for report generation. On the left is a navigation sidebar with the following items: My Details, BC Planning, Reporting, Report Templates (highlighted), and Archived Reports. The main content area is titled "Reporting > Report Templates > View Report Template". At the top right, there are links for "Log Out" and "Search and Browse". A callout box with a blue border and white background contains the text "Click Search and Browse to continue...". A large grey arrow points from the callout box towards the "Search and Browse" link. The main content area includes a "View Report Template" button, a "Generate Report" button, and a "Complete report: Plans, Procedure..." link. Below these are settings for "Output Format" (PDF), "Language" (English), and a "Default" section with "Subreports" and "Filters". The "Subreports" section lists "Action Plan", "Contacts - F...", and "Documents - ...". The "Filters" section has three "Drop records here" boxes, each with a "Clear" button. At the bottom of the main content area are "Generate" and "Cancel" buttons. A legend at the bottom indicates "Mandatory fields" and "Drag and drop only". At the very bottom, there are "Delete", "Cancel", and "Generate Report" buttons. A man in a blue shirt and tie stands on the left side of the interface, gesturing towards the sidebar.

Filter / Your School/Center or Department, All, All / Plan Liaisons /Your School/C

My Details  
BC Planning  
Reporting  
Report Template  
Archived Reports

Now click the Select One drop-down to see your search options...

View Report Template Complete report: Plans, Procedures, Call

Report Generate Report Complete report: Plans, Procedure...

Display Output Format PDF Language English

Default Subreports Filters

Subreports	Filters
Action Plan	Drop records here
Contacts - F...	Drop records here
Documents -...	Drop records here

Generate Cancel

Legend: Mandatory fields Drag and drop only

Delete Cancel Generate Report


Log Out Search and Browse

Search Browse

Show advanced options

Select one

Search Reset



Filter / Your School/Center or Department, All, All / Plan Liaisons /Your School/C

My Details  
BC Planning  
Reporting  
Report Templates  
Archived Reports

Reporting > Report Templates > View Report Template

Report Templates Archived Reports

View Report Template Complete report: Plans, Procedures, Call

Report Generate Report Complete report: Plans, Procedure...

Display Output Format PDF Language English

Default Subreports Filters

Action Plan Building Outages Clear

Contacts - F... School/Center or Dept -- 001 -- Anita G Clear

Documents - ... MCP Communications Plan Clear

Generate Cancel

Search and Browse

Search Browse

Show advanced options

Select one

- Contact
- Contact within Organisation
- Contact Group
- Action Plan
- Action Plan Category
- Local Process
- External Process
- Document

Libraries

Click the [Generate] button to continue...

Filter / Your School/Center or Department, All, All / Plan Liaisons /Your School/C Log Out Search and Browse

My Details  
BC Planning  
Reporting  
Report Templates  
Archived Reports

Reporting > Report Templates

Report Templates Archived Reports

Search in List Page 1 of 1 Records 25/page

Report Template Name	Last Updated	Updated By	Displayed In	Actions
Report for Complete report: Plans, Procedures, Call Lists			ELB... BCP	
Report: Complete report: Plans, Procedures, Call Lists			ELB... BCP	
Generated in: 11 s			ELB... BCP	
File Size: 73 KB 240 B			ELB... G	

Archive Report

Report Name My Report Name Archive

View Cancel

Followed by a completion message allowing you to either view or archive the report.

[View] will produce a printable report version.  
[Archive] will save the completed report in Shadow-Planner.

Back to Main Menu

