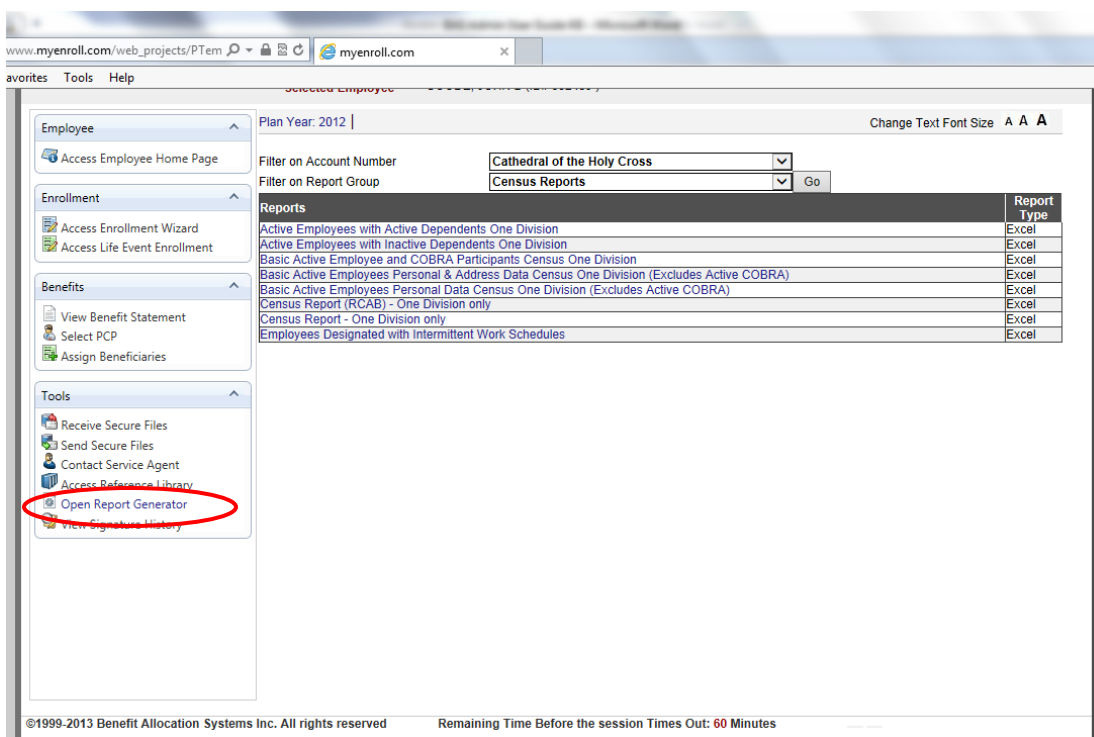


## Report Generator

MyEnroll allows you the capability to run reports on your location by clicking on the **Open Report Generator** link and completing the following steps.



1. Select a location using the "Filter on Account Number" drop down menu.
2. Select a report type from the "Filter on Report Group" drop down menu. The screen defaults to Favorites, which is not available to location Administrators at this time. Report options available to Administrators include **Census, Coverage, Dependent, New Hire and Change Reports**.
3. Click on the name of the Report you would like to run in blue, which is a hyperlink.
4. Click "Generate Report." Be sure your pop-up blockers are disabled. The report will appear in a separate window that will be called "Grid Display."
5. Once the report opens, you can view it and/or click "Convert to Excel" to transfer the data into a spreadsheet format. To return to MyEnroll, find the tab at the top or bottom edge of your screen that says "MyEnroll" in your browser (Explorer, Firefox, etc.) and click on it.
6. Certain reports are under development in the current MyEnroll version. Additional and improved reports will be added in the future.