In Internet Explorer type [http://reportal](http://reportal) in the address box and enter.
Click the plus sign in front of the directory you would like to access.

**NOTE:** The listing of directories shown on your screen may be different than the screen shown below. The screen displays only the security roles to which you have been assigned.

If you are prompted to install Active X controls, accept the installation or the report will not display properly.
Click on the link for the report you wish to run.
If parameters are required, enter them, then click submit.

NOTE: It will take a few seconds to process your request.
The report is displayed on your screen.
The report may be exported to another format by clicking on the export icon. This example will export the report to Microsoft Excel.

A box titled “Export Report” will open. Click on “Microsoft Excel (XLS)."
Type in a file name and click ok.
Once the report has run, you will receive a message “The report has been exported. Would you like to open it?” Click yes. The report opens in Excel and can be saved in that format.