



Basic Navigation

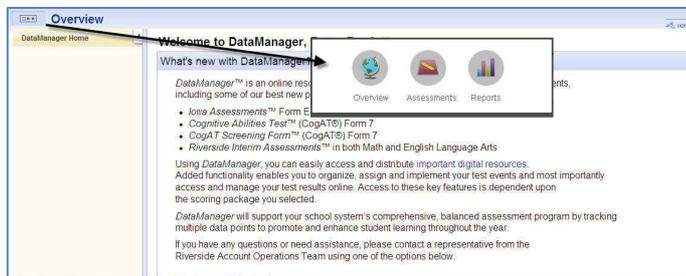
DataManager Reports

Logging On

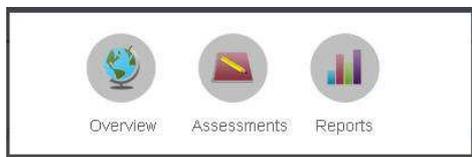
- Go to <https://www.riversidedatamanager.com>
- From the logon screen, type your logon ID and password
- Press the Enter key or click Log On

Accessing the Report Menu

- From the Welcome screen, select the **Application Switcher**.

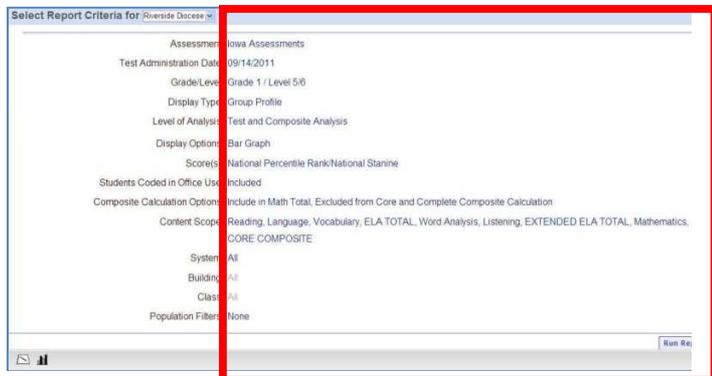


- Select **Reports**.

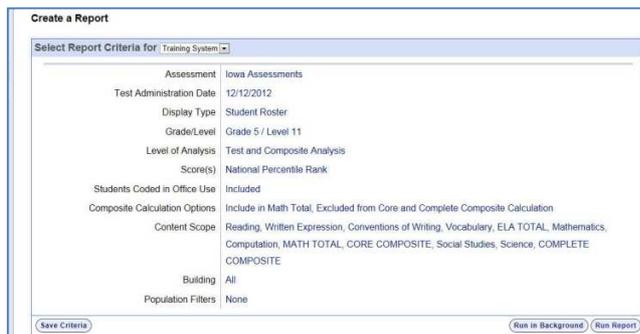


Selecting Report Criteria

- Make the selections for the report by clicking on any of the options in **blue** on the right side of the screen.



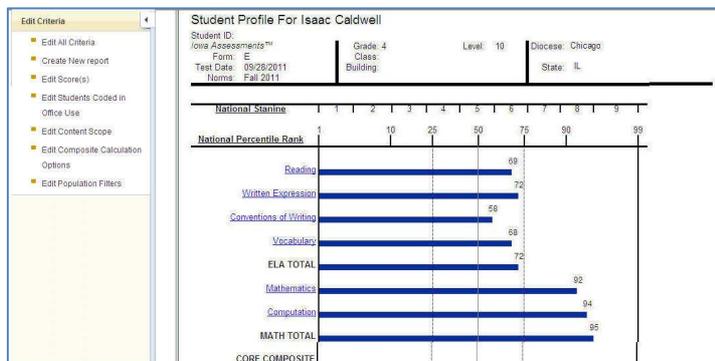
- Click **Run Report** or **Run in Background** once all selections are made. **Note:** Once run, reports **Run in Background** are available from the **Report Center** in the navigation menu on the left.



- The report will display.

Changing Report Criteria

- Once viewing a report, changes can easily be made to the report view by using the menu options to the left of the report.



- After making any change/selection in any category, click **OK** and the report will refresh to reflect any new selection(s).