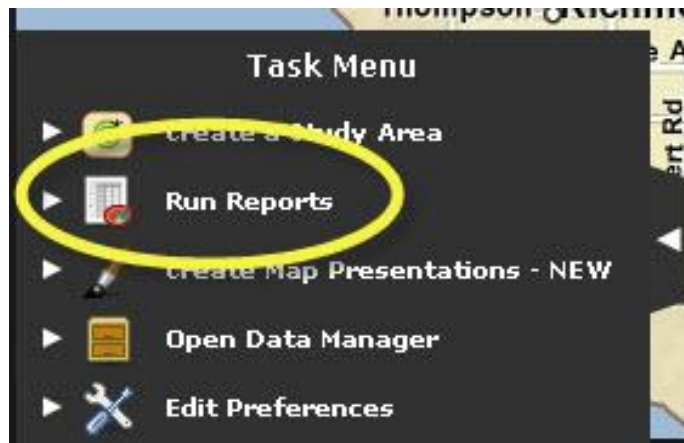


## **Run Reports**

This feature consists of six steps and allows the user to run reports on any saved study areas. There are 9 reports and 1 map available within Canadian Site Analysis.

### **Step 1 of 6: Choose 'Create Map Presentations' on the Task Menu**

Click 'Run Reports' in the Task Menu in the bottom left to proceed to Step 2.



### **Step 2 of 6: Select your study area(s)**

This step prompts the user to select the study area(s) of interest for report generation. At least one study area must be selected in order to submit a report order. Active study areas automatically appear in the table; however, the user has the ability to run reports for inactive study areas as well.

To show all saved study areas, simply click on the arrow next to "Active Studies" and select "All Studies". There are two methods for selecting study areas. The user can either double click on the desired study area, which automatically adds the study area to the table, or highlight the study area and drag it to the bottom table.

Select your study area(s) All Studies 1 of 5

Drag rows from the top table to the bottom table OR double-click a row in the top table

NOTE: Select between 1 and 25 Study Areas

Name	Description	Category
Vancouver Adde		Unassigned
Vancouver		Unassigned
Vancouver	2010 Winter Olympics	Other

Selected Study Areas: Remove Selected

Name	Description	Category
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Once the desired study areas are selected, click the arrow to the right of the navigation box to proceed to Step 2.

Select your study area(s) All Studies 1 of 5

Drag rows from the top table to the bottom table OR double-click a row in the top table

NOTE: Select between 1 and 25 Study Areas

Name	Description	Category
Vancouver Adde		Unassigned
Vancouver		Unassigned
Vancouver	2010 Winter Olympics	Other

Selected Study Areas: Remove Selected

Name	Description	Category
Vancouver Adde		Unassigned

### Step 3 of 6: Select your reports

This step prompts the user to select the reports to be generated. The default table view lists all available reports, but users also have the ability to search reports by report groupings. This is done by clicking on the arrow next to "All Reports" and selecting the desired report grouping. Report samples are available by clicking on "Open" under Example in the table.

There are two methods for selecting reports. The user can either double click on the desired report, which automatically adds the report to the table, or highlight the report and drag it to the bottom table. It's important to note that not all reports are available for each study area type.

Example: Community Comparison Report is only available for rings, donuts and drive times and does not support polygon or standard geography study area types. In the report table, the supported study area types are identified for each report using icons under "Supported Types". The icon legend appears at the bottom of the table. If a user selects a report that is not supported for the study area selected in Step 1, the report will be highlighted in red when added to the table. The report must be removed from the table by highlighting it and clicking "Remove Selected" in order to proceed to the next step.

Select your reports **All Reports** 2 of 5

Drag rows from the top table to the bottom table OR double-click a row in the top table

Supported Types	Name	Example
	Age By Sex Canada	Open
	Census Age 55+ Canada	Open
	Census Market Profile Canada	Open
	Demographic and Income Canada	Open
	DEP Age 55+ Canada	Open
	DEP Market Profile Canada	Open
	Detailed Income Profile Canada	Open
	Family Canada	Open

Select Reports (1 study X 2 reports : 2 of 25) Remove Selected

Supported Types	Name	Format
	Demographic and Income Canada	PDF
	Age By Sex Canada	PDF

Polygon Standard Geography Donut Ring Drivetime

When the desired reports are selected, click the arrow to the right of the navigation box to proceed to Step 3.

Select your reports All Reports 2 of 5

Drag rows from the top table to the bottom table OR double-click a row in the top table

Supported Types	Name	Example
	Age By Sex Canada	Open
	Census Age 55+ Canada	Open
	Census Market Profile Canada	Open
	Demographic and Income Canada	Open
	DEP Age 55+ Canada	Open
	DEP Market Profile Canada	Open
	Detailed Income Profile Canada	Open
	Family Canada	Open

Selected Reports (1 study X 2 reports : 2 of 25): Remove Selected

Supported Types	Name	Format
	Demographic and Income Canada	PDF
	Age By Sex Canada	PDF

Polygon Standard Geography Donut Ring Drivetime

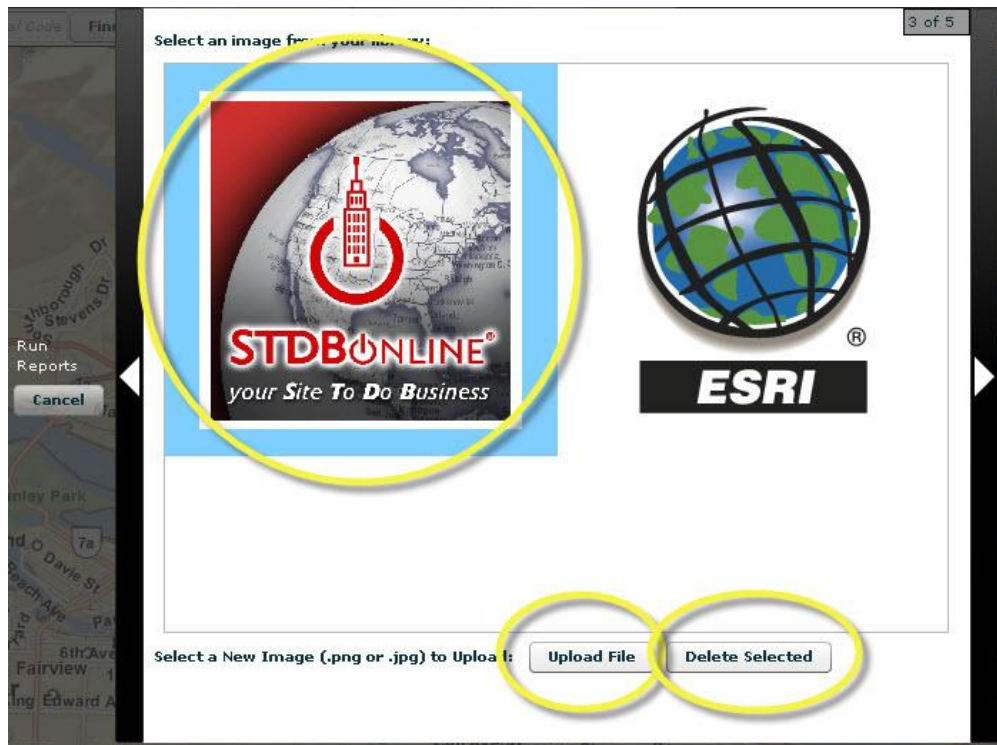
#### Step 4 of 6: Select an image from your library

This step prompts the user to select a logo to be used on reports generated in this order. Users can select an existing logo from their library or upload a new image (.png or .jpg format).

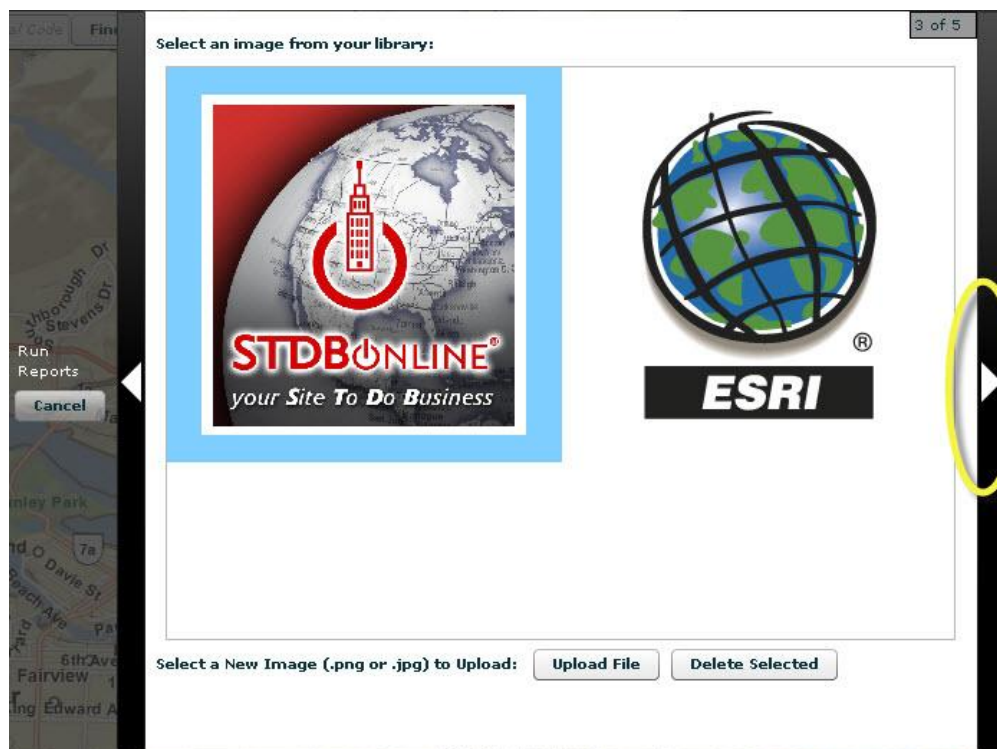
***The size dimension limit for report logos is 250 x 250 pixels. An error message will be displayed at the bottom of the screen in red if the limit is exceeded.***

To upload a logo, click on the "Browse" button to locate the desired logo. The name of the selected file will be displayed in the navigation box. The next step is to click "Upload". A progress bar is displayed as the file is uploading and a confirmation will appear once the load process has been completed.

Users can also delete unwanted logos by highlighting the image and clicking "Delete".



Once the desired logo is selected, click the arrow to the right of the navigation box to proceed to Step 4.



## Step 5 of 6: Submit report order

This step allows the user to specify a "Report Subtitle" and gives the user the ability to add email addresses for other individuals that want to receive the report order.

To submit the report order, click "Run Order".

Run 2 Reports for 1 Study Area

4 of 5

Report Subtitle: Prepared by STDBonline

Sending Reports to: canadian@stdb.com

Enter Additional Email

Remove Selected Email

Notify Me When Order is Ready

Cancel

Run Reports

A report order confirmation will immediately appear at the bottom of the navigation box. Report orders will be emailed to users and reports will also be available via the Data Manager.

### YOUR ORDER HAS BEEN RECEIVED - ORDER NUMBER: 233137

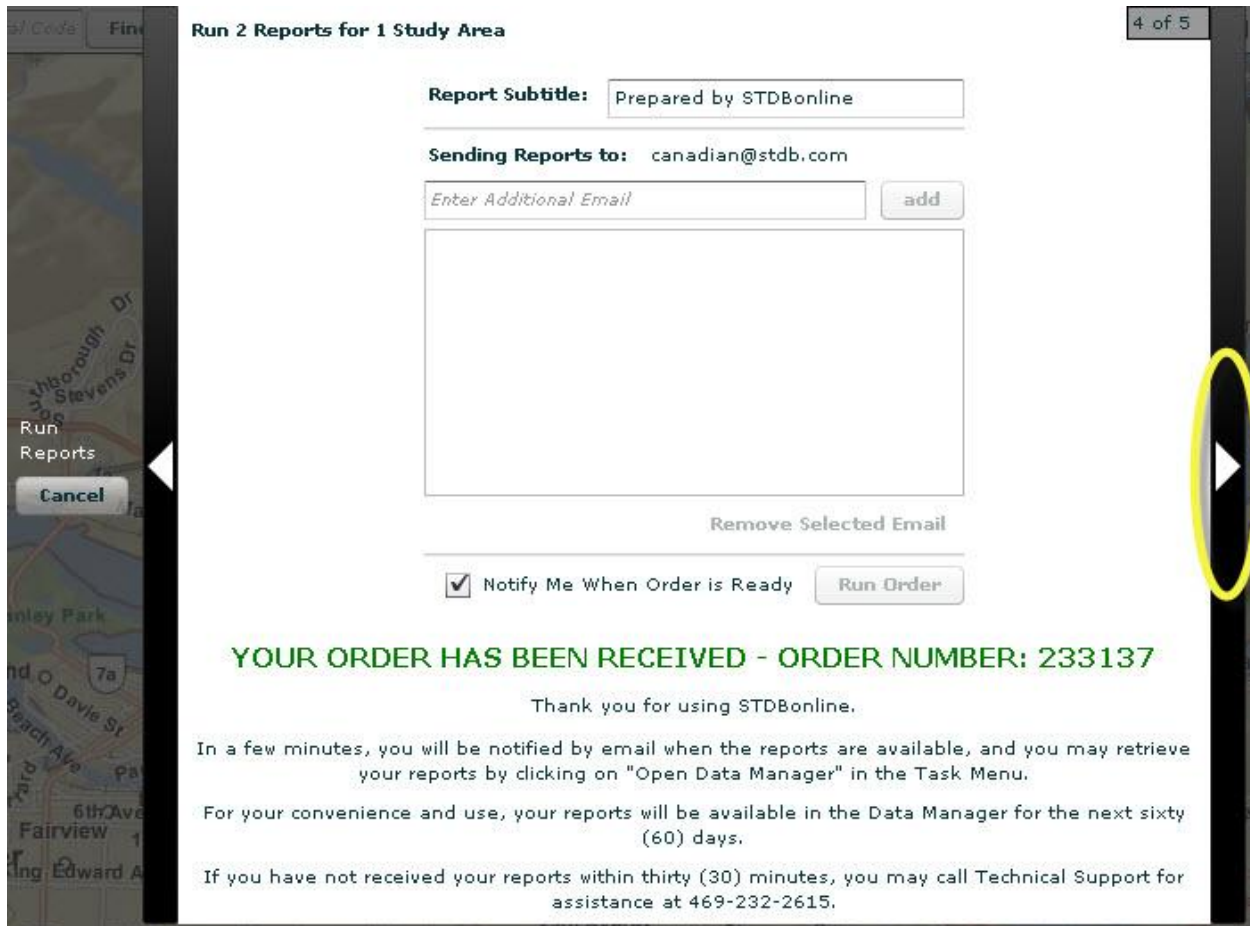
Thank you for using STDBonline.

In a few minutes, you will be notified by email when the reports are available, and you may retrieve your reports by clicking on "Open Data Manager" in the Task Menu.

For your convenience and use, your reports will be available in the Data Manager for the next sixty (60) days.

If you have not received your reports within thirty (30) minutes, you may call Technical Support for assistance at 469-232-2615.

Click the arrow to the right of the navigation box to proceed to Step 5.



Run 2 Reports for 1 Study Area

Report Subtitle: Prepared by STDBonline

Sending Reports to: canadian@stdb.com

Enter Additional Email

Notify Me When Order is Ready

**YOUR ORDER HAS BEEN RECEIVED - ORDER NUMBER: 233137**

Thank you for using STDBonline.

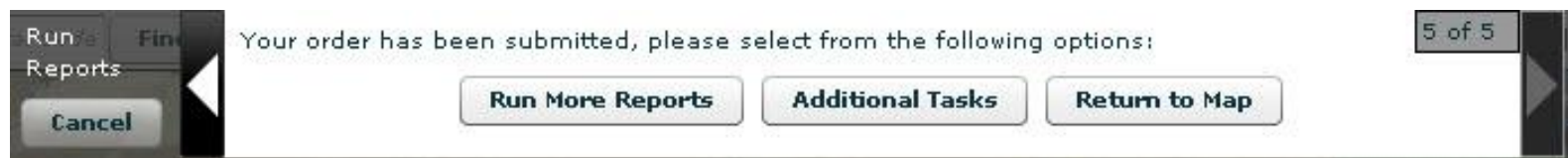
In a few minutes, you will be notified by email when the reports are available, and you may retrieve your reports by clicking on "Open Data Manager" in the Task Menu.

For your convenience and use, your reports will be available in the Data Manager for the next sixty (60) days.

If you have not received your reports within thirty (30) minutes, you may call Technical Support for assistance at 469-232-2615.

### Step 6 of 6: Confirmation message

This step confirms the report order was submitted successfully and provides additional workflows the user may be interested in performing.



Your order has been submitted, please select from the following options:

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