

How To Find a Summary of Your Project's Performance Points for a Single Year

Or, How to Print Your Points in Six Steps

Step One: Log in to Cognos

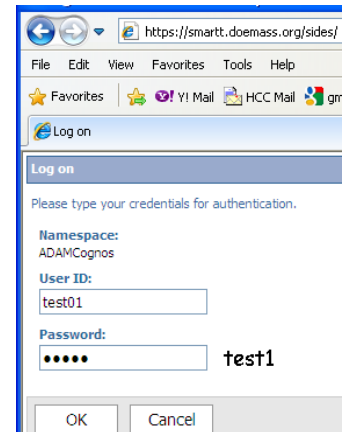
 <https://smartt.doemass.org/sides/>

login info

use your own

or, username: test01 password: test1

Click OK.



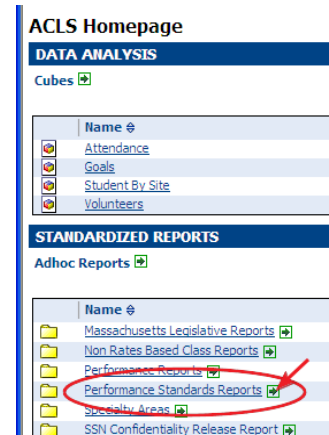
Step Two: Click on 'Performance Standards Reports'

...from the ACLS Home Page,

in the Standardized Reports Section;

it's the fourth folder down.

Use the little Green Arrow to open it in a new window.



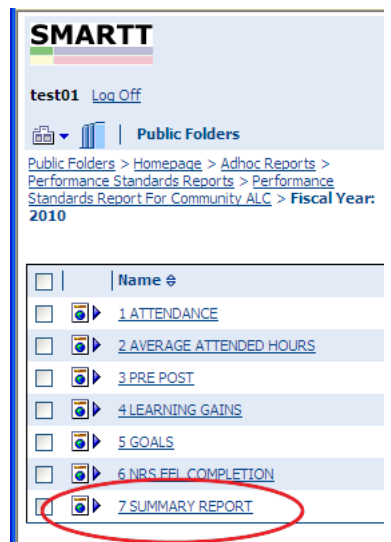
Step Three: (Most will) Click on "Performance Standards Reports for Community ALC" (click on "...ABE IA" or "...Evenstart" Depending on your project).

Step Four: Click on the Fiscal Year you want.

Step Five: Click on the seventh report "7: Summary Report."

Select Your Project from the drop down menu.

Click Finish.



Step Six: Click on the pdf icon to save to your PC and Print

www.sabes.org/smartt

