

3.

REPORTING

3.1 Introduction

Asbestos Tracker allows you to work with your data by querying the register. You can select how you output the results of your queries to print paper reports, display the results on screen, or export the data for further analysis.

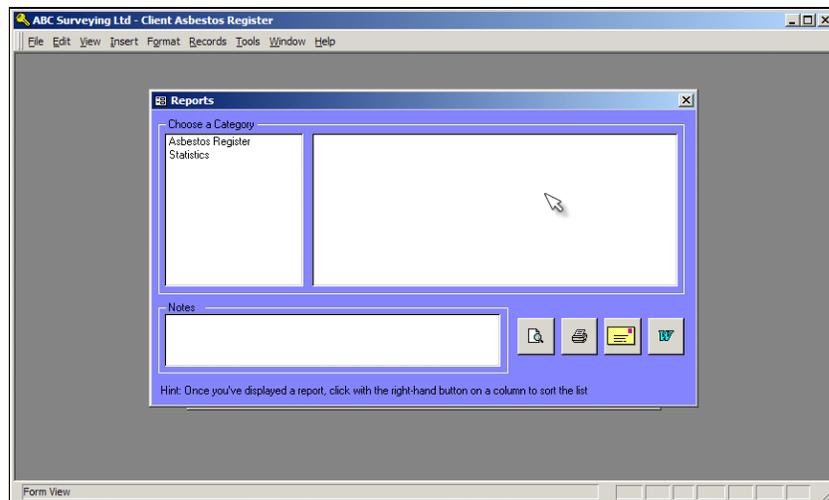
3.2 Producing reports

You produce reports by querying the register and displaying the results on screen or on paper.

To generate a report:

1. Select option 3, *Reports & Queries* from the main menu.

The Reports screen is displayed.



A list of report categories is displayed on the left-hand side of the screen.

2. Click a report category to display the list of available reports within that category on the right-hand side of the screen.
3. Click the required report name.

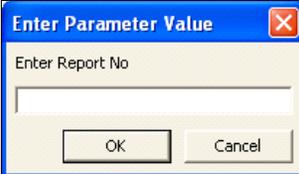
- Click one of the four buttons in the bottom right-hand corner of the screen to specify whether to output the report to:

-  – screen
-  – printer
-  – email
-  – Microsoft® Word® document (or Excel® spreadsheet if appropriate).



Double-clicking on the report name automatically sends the output to the screen.

For some reports you need to provide further information to select the appropriate data for inclusion in the report. These are the parameters of the report. The parameters required depend on the report requested.



- Specify any parameters requested, then click **OK**.

Asbestos Tracker generates your report.

3.3 Exporting data for further analysis

To analyse your data further, you can export the data to Microsoft Word or Excel and manipulate it as required.

To export the data:

- Query the register by selecting a report category and report name.



Refer to Section 3.2, Producing reports, for details on how to query the register.

- Select the Word or Excel button to display the output in the appropriate application.



Either the Word or Excel button is displayed depending on the type of output produced by the query.

- Manipulate the data further in the selected application as required.