




## How to Complete and Publish a Report

To create a report, follow these steps.

- Hover over **Intelligence** and click **Reports**
- Click on the **plus** icon 
- Enter a **Name** and **Description**
- If relevant, enter a **Specific Focus** and **Date period** for the report. If the report contains any Statistic Summaries, they will be filtered based on this
- Select the Template from the list. Information on creating new report templates is available in the **How to Create and Publish a Report Template** guide
- Click **Save**
- The report can now be completed. Once you are happy with the content, click on the **save** icon 
- Click **View** from the sections on the left-hand side.
- To **publish** the Report, click on the **publish** icon 

**Report Details**

Title \*

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Description \*

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Specific Focus

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Start Date

Version 1

**REPORT - Q2 - 2017/18**

**SECTION 1 - INTRODUCTION**

Project Name

Project Description

Report Period 01/01/2018 - 31/03/2018

**PROJECT STATISTICS**

**1. Attendance and Delivery**

1.1 Number of Participants in contact  
Count of Participants attending at least one session in report period

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