

# Guidance Leaflet

---

**CIS TLS 5.2**

**Generate Reports**

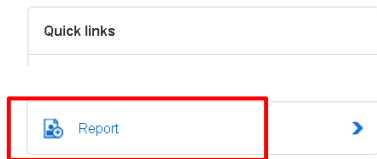
- **RA Manager**
- **RA Agents**

**GENERATE REPORTS**

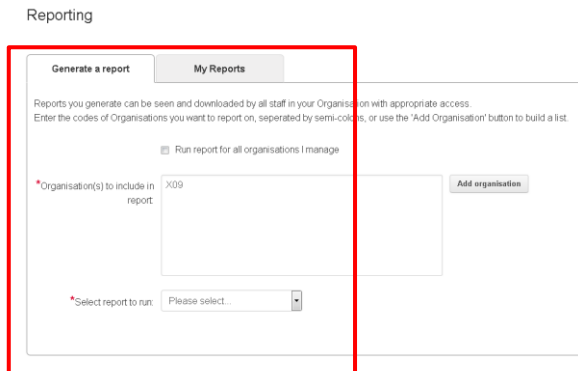
**RA Manager / RA Agents**

Once successfully **logged in**, the entry point for CIS is the Dashboard 'landing page', and on the lower right hand side there are 'Quick Links'.

**>> Select Report >>**

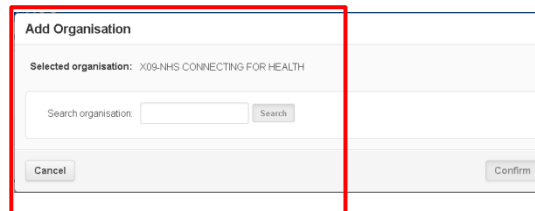
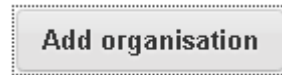


A data entry screen is displayed to enable the report selection to be made.



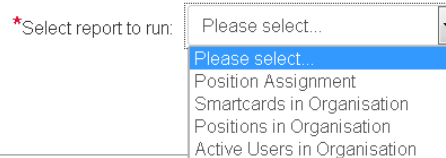
Two mandatory fields are required:

\* **Organisations to be included.**

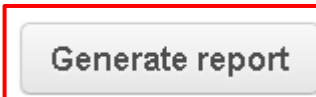


\* **Report Selection.**

- Position Assignment
- Smartcards in Organisation
- Positions in Organisation
- Active Users in Organisation



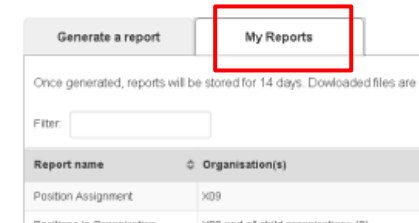
**>> Select Generate Report >>**



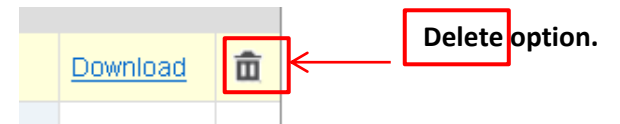
This will return a confirmation that the report is being generated.



Change to the 'My Reports' tab to review the progress and export any reports that have been extracted from within the same organisation.



Once generated report(s) will be available to **Download** for **7 days** and, as indicated by the trash-can icon, be deleted.



An Excel confirmation will be displayed:

