

About MyPC Reports

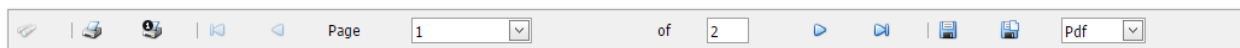
MyPC provides many built-in reports. More information about the various reports can be found in the [TBS MyPC Reports Guide](#).

To run reports, log into the MyPC staff site

1. Open a browser and navigate to mypc.scls.info
2. Log into MyPC using your staff credentials
3. Click on the *Reports* menu

Things to know about reports

- Many reports display on-screen, but some reports must be downloaded/opened as a .csv.
- Reports that display on-screen have this toolbar:

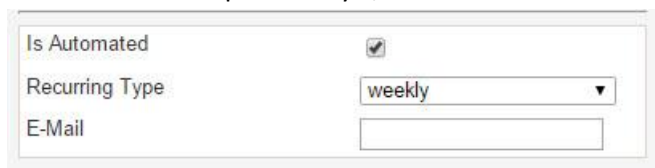


Hovering over the icon brings up a description of the option.

- Reports can be exported in these formats: Pdf, Xls, Rtf, Mht, Text, Csv, Image

Scheduling reports

1. Check the *Is Automated* checkbox
2. For *Recurring Type*, choose from Daily, Weekly, or Monthly
3. For *Email*, enter the email address(es) to which you'd like the report sent. You may enter multiple email addresses separated by “;”.

A screenshot of a report scheduling form. It contains three fields: 'Is Automated' with a checked checkbox, 'Recurring Type' with a dropdown menu set to 'weekly', and 'E-Mail' with an empty text input field.

Things to know about scheduling reports

- Tabular reports will be saved in .csv format, graphic reports in .pdf format
- Email will be sent at 1am from mypc@scls.info (“MyPC”)
- Weekly and monthly reports will be sent on the first Monday morning following the time period specified
- The report email doesn't actually include a file attachment – instead it contains a link to the saved report on the MyPC admin site.