1. From the main menu, select **TU Report Distribution**.

2. Select **Run nVision Report Book**.

3. The report books are predefined for users. Select **Search**.

A User *may* have more than one nVision Report Book, and may have to select which Report Book they want to use. If only one Report Book exists, **SEARCH** will take you directly to the reports you have access to.
4. From the Report Book, select which reports you would like to run. **Be careful that you Deselect All reports prior to selecting those you want to run!**

5. Enter a specified date or today's date for the report date.

6. Click on Run.
7. In the Type field, use the drop down to select Web. The format will automatically be XLS. **DO NOT change any other fields on this page!**

8. Then click OK.
9. You will be returned to the Report Book page. Click on the **Report Manager** link.

![Report Manager Link](image1)

10. Click the **Refresh** button until your report is available. This may take a few minutes. If you selected more than one report, each report will be visible when available.

![Refresh Button](image2)

11. Select the report you wish to view by **clicking on the name of the report in the description column**. The report will open in Excel. (If your report does not open when clicking on the description link, hold the CTRL key down at the same time as clicking on the description. For issues see further instructions below.)

![Report Selection](image3)
Troubleshooting

If your report is not visible in Report Manager after several minutes try the following steps.

1. Click on the Go back to Run nVision Report Book link.

2. Click on the Process Monitor link.

3. Click on the Refresh button until you see the status is Success and Posted. Your report should now be in Report Manager. If there is an error message, contact the PSTeam@towson.edu for assistance.