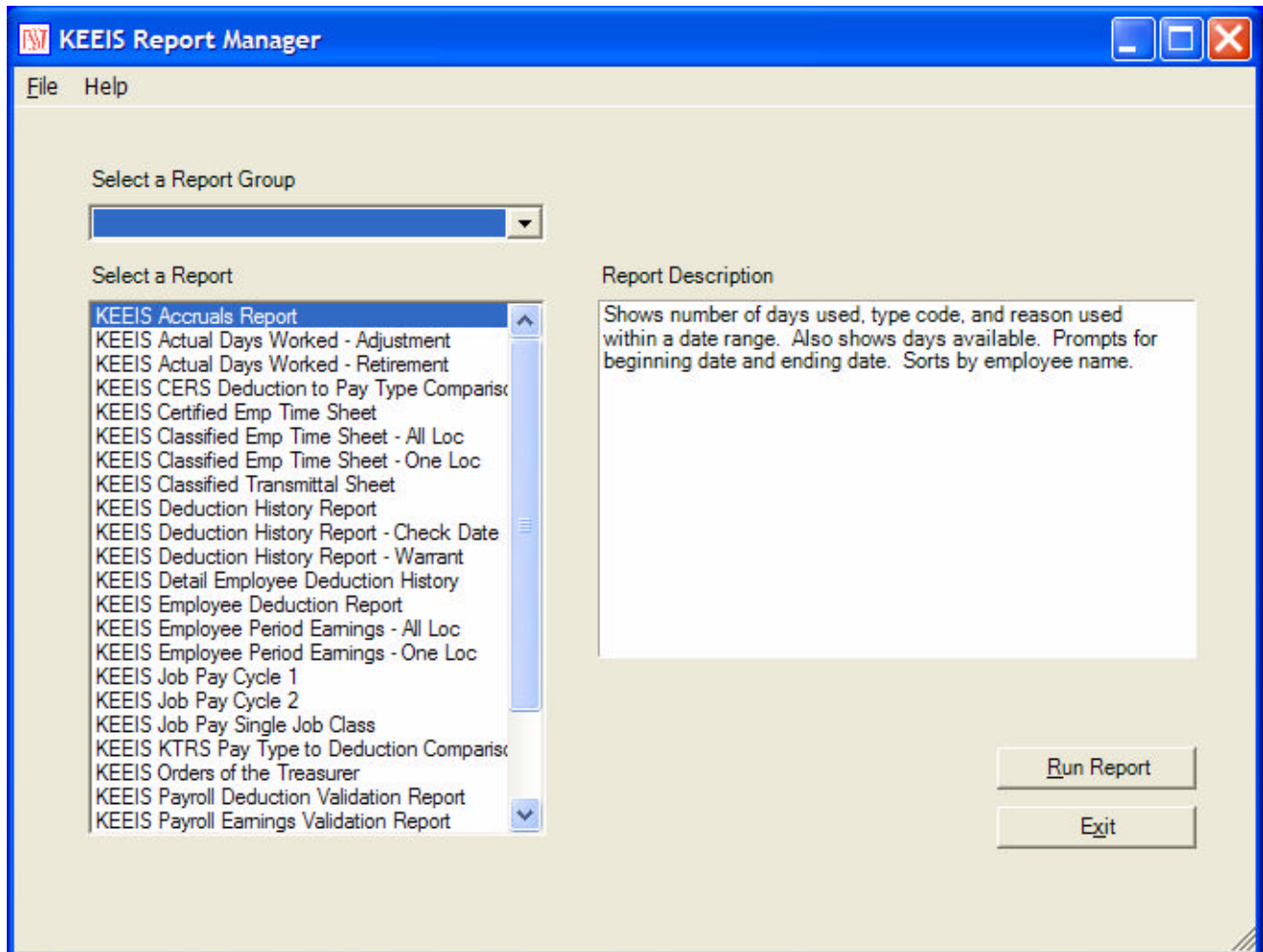


# KEEIS<sup>®</sup> REPORT MANAGER PROGRAM – USER SCREENS

Step 1: Double – Click the KEEIS<sup>®</sup> Report Manager Icon

Step 2: Enter your **MUNIS<sup>®</sup>** password and click OK

This screen will appear:



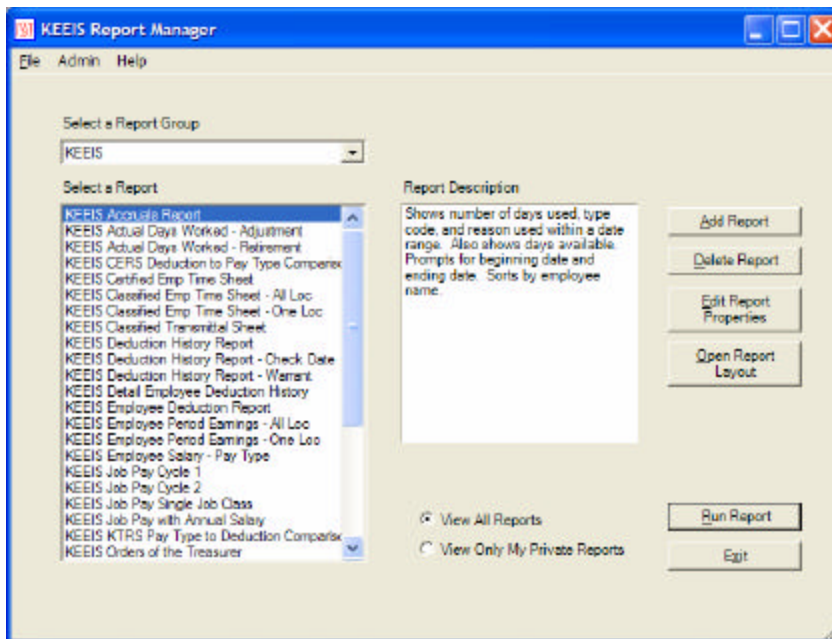
Information listed on screen:

Select a Report Category	Click on the drop-down arrow and select report group. Users may access any report groups in which they have been given rights or select All Groups to see all reports user has permissions.
Select a Report	Click on a report to select it
Report Description	Describes the information about the report
Run Report	Prompts for any required parameters and creates the report
Exit	Exit program

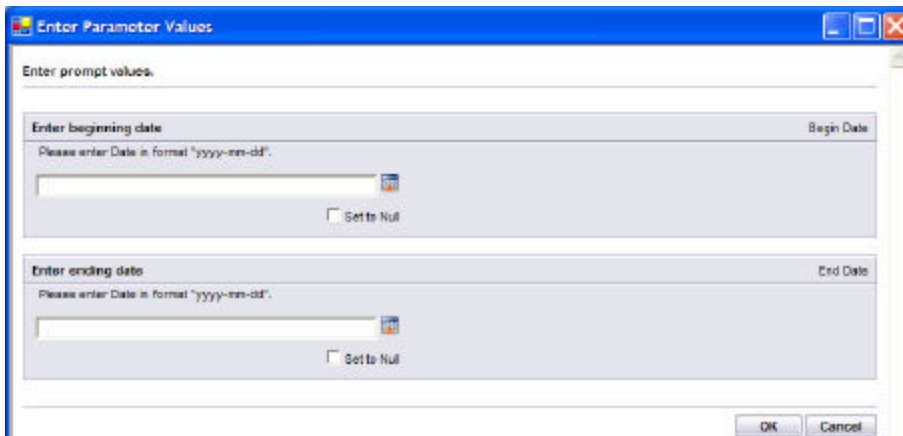


## Running A Report

Step 1: Select a report



Step 2: Click on **Run Report**



Step 3: Enter requested information at prompts

Step 4: Report will display to screen. To print, click on printer icon at top left-hand corner of screen

