

Use Operational Reports to Find Organization Information

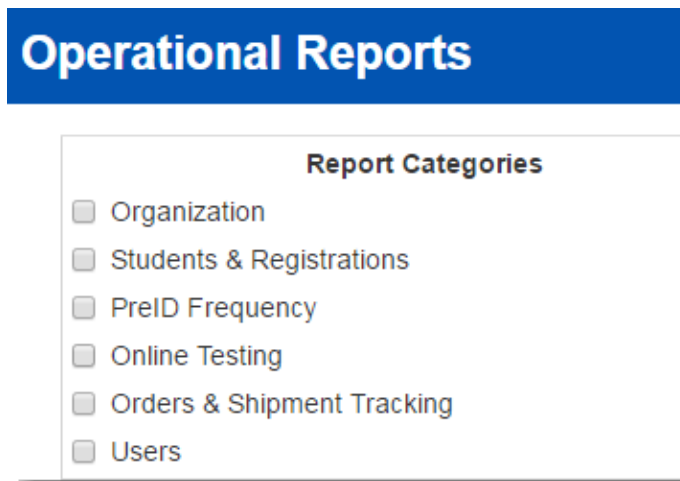
i Some features are only available to some user accounts. Each user account has a user role(s) and permissions associated with it. These permissions control the data the user can view and actions the user can perform. If you do not see a specific feature, your account is not configured to access it. See [Manage Users](#) for more information.

Your testing program will provide information identifying user roles and what each is permitted to do and see.

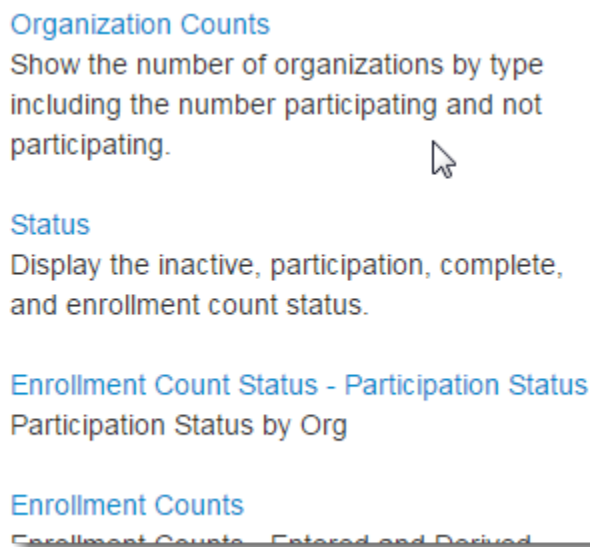
If you are looking for information about testing preparation and status of organizations, based on current data in the system, you can find them using a set of reports called *operational reports*. Operational reports include a set of standard reports and may also include some reports that are custom for your testing program.

To use reports to find organization information, follow these steps:

1. From **Reports > Operational Reports**, select **Organizations**.



2. You will be shown a list of available reports. Click the title of the report you want to view. *This list is different for each testing program, based on the testing contract details.*



3. Some reports display information on the screen and also provide a download option. Other reports create a file that you can download. For the second type, if a report is not yet available or if you want a new one to be created, click **Request Report Refresh** and click **Refresh Report**.

Organizations - Details

Displays organization details

No report available. To obtain report, please use the Request Report Refresh option below

- [Request Report Refresh](#) ▼

Report Parameters

Organization
Demo :

This report will be queued for processing and could take several minutes to complete.

Refresh Report

4. When a report is available for download, a download option will be listed on the page. Click to download a file with the requested information.

Organization Status

Display the inactive, participation, complete, and enrollment count status.

Report Parameters

Test Administration
Demo > 2015 - 2016 > 2016 Spring
Organization
Demo
Enrollment Complete

▼

Inactive/closed

▼

Organization Type

▼

Participating

▼

Participation Complete

▼

Display ReportDownload CSV

Report files for download are provided in CSV format and can be viewed using a spreadsheet program, such as Microsoft Excel.
