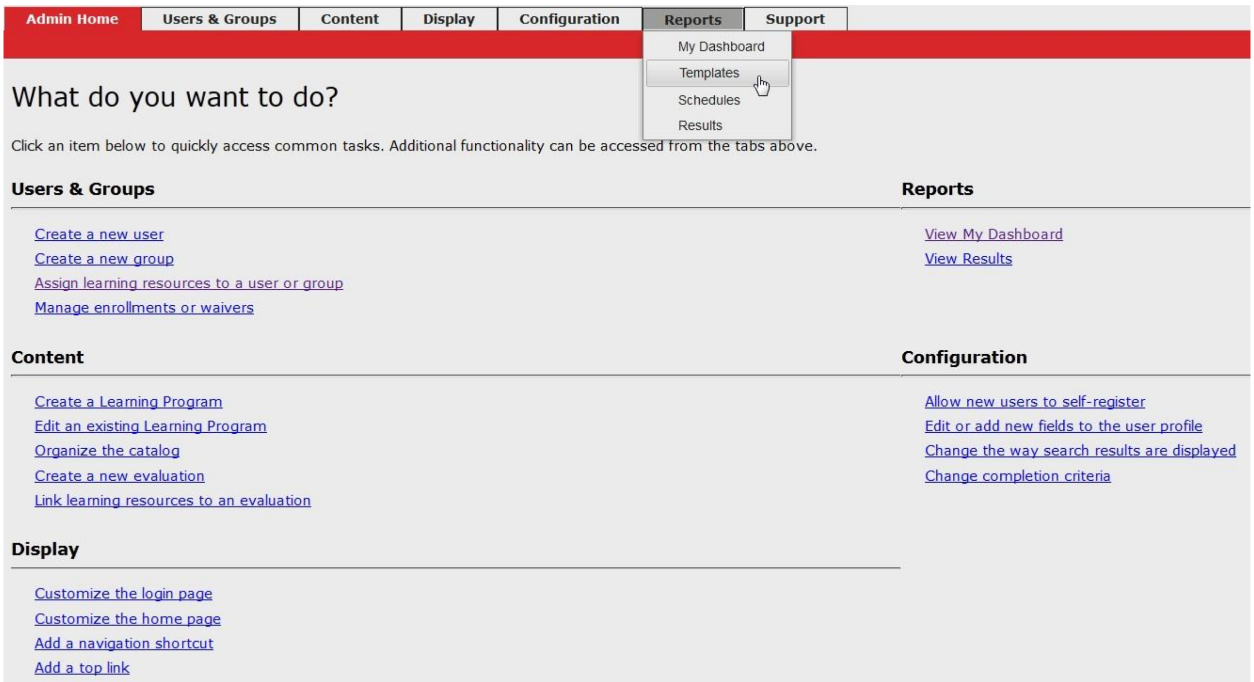
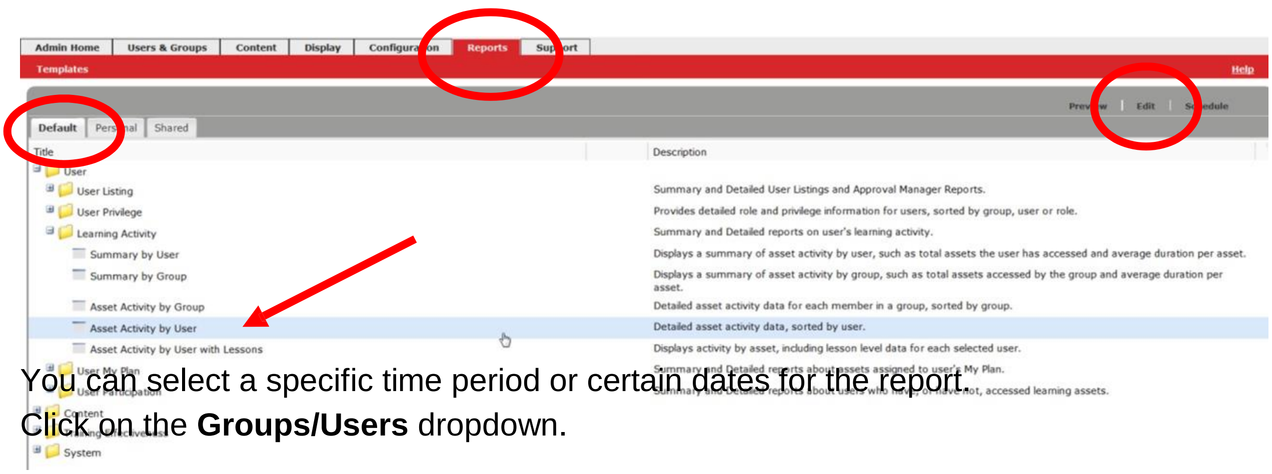
Creating User Specific Reports

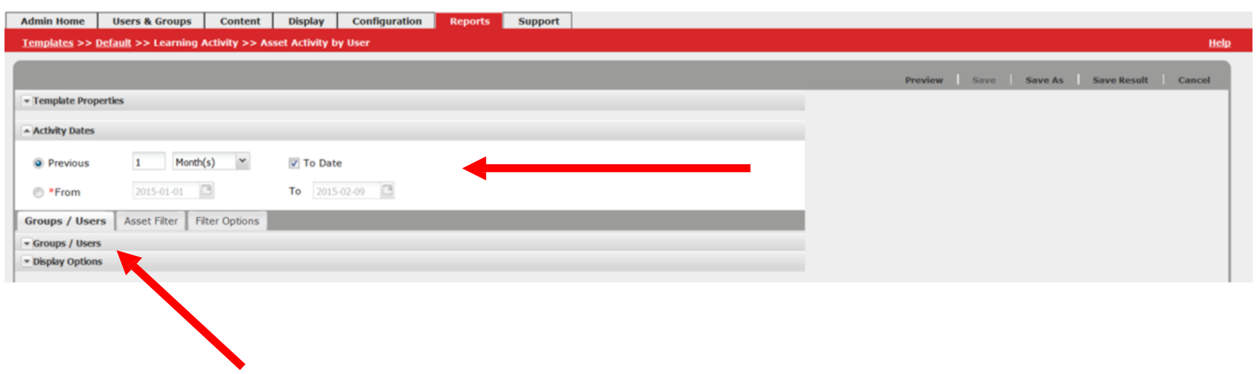
1. Sign into **Develop West** www.westga.edu/developwest Your User ID and Password will be your UWG network credentials.
2. Click the **Admin** link.
3. Click the **Reports** tab.
4. Click **Templates**.



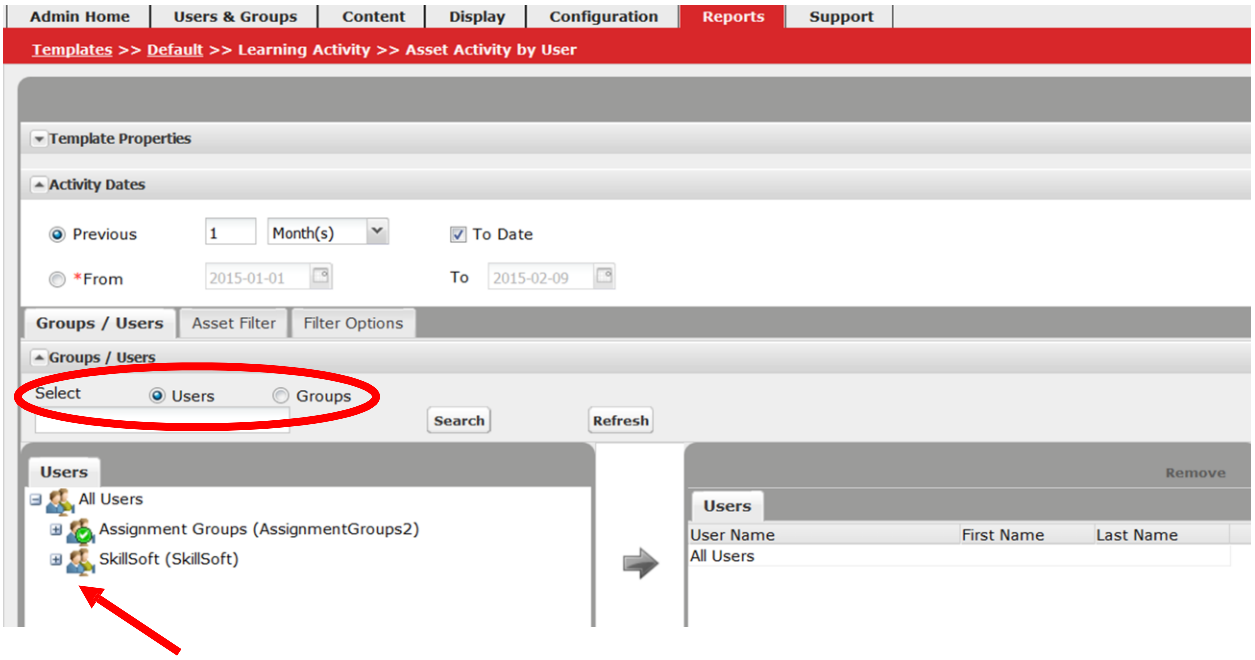
5. In the **Reports** window and on the **Default** tab, select the report that you would like to run. A popular report is Asset Activity by User. You may need to click the plus sign (+) to drill down to the list of reports.
6. Click on the report name.
7. Click on the **Edit** link.



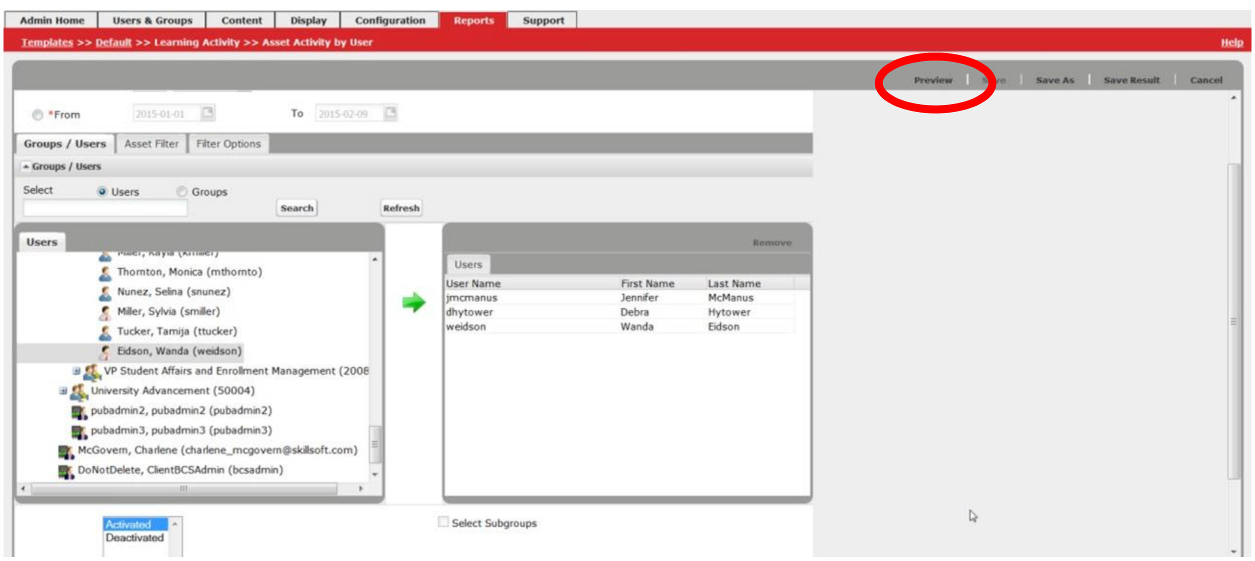
8. You can select a specific time period or certain dates for the report.
9. Click on the **Groups/Users** dropdown.



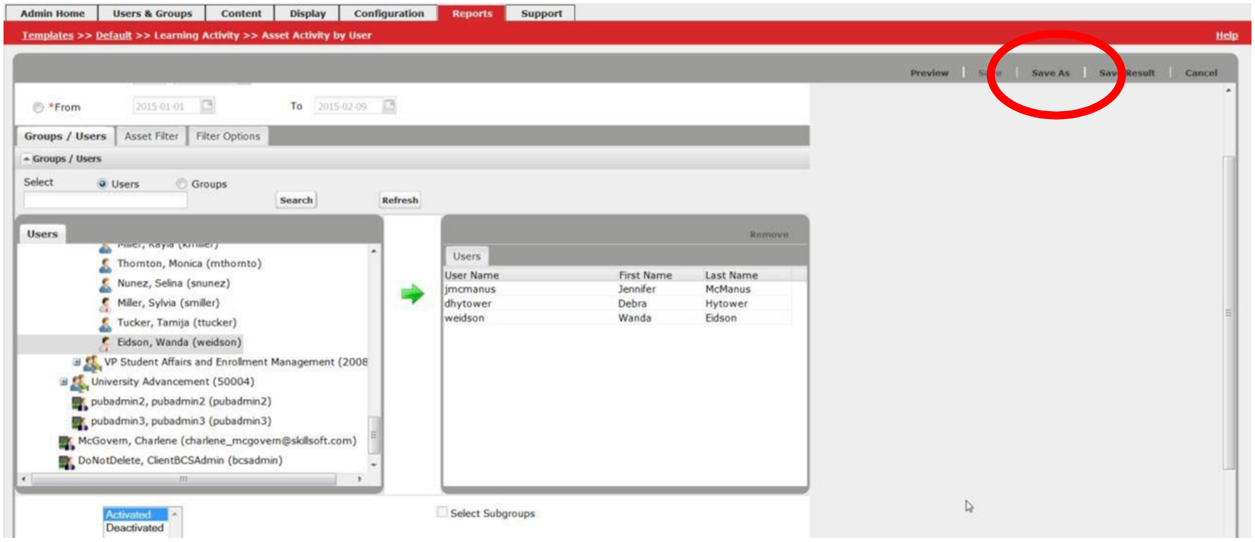
10. Once in the Groups/Users dropdown box, select the Users radio button.
11. You may need to click on the plus sign (+) next to your department name to see all users.



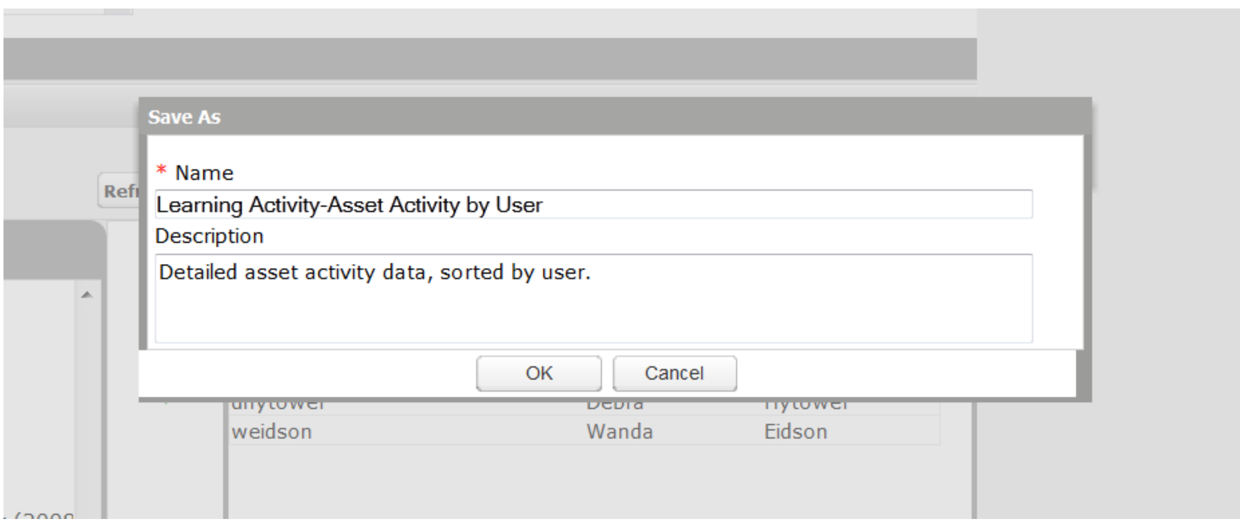
12. Select the users that you would like to add to your report. Click the green arrow to add them to the user group.
13. Click the **Preview** link to run the report.



14. Click on the **Save As** link to save the report as a personal report.



15. You will be asked to name the report and can give it a description.
16. Click **OK**.



17. Once saved, the report will be available for future use in the **Personal** folder of the **Reports** tab.