

THE COLLEGE OF HUMAN ECOLOGY

PCATS RUN REPORTS INSTRUCTION

QUICK STEPS TO RUN REPORTS

1.

On this screen
Click on
the
**LOGIN
BUTTON**

2.

Enter your
KSU eID
and
PASSWORD
on the KSU
single sign on
page.

Confirm you are on
your page by
looking for your
name at the top-
left of the page.

3.

Click on
REVIEW A GUIDE
at the top of
your screen.

"Review a Guide" is
a brief introduction
to Activity Insight
and information
entry.

Confirm you are
on your page by
looking for your
name at the
top-left of the page.

When finished,
return to original
home screen.

4.

Click on
**RAPID
REPORTS***
under Manage
Activities.

*You may also
produce reports
using the "Run
Reports" feature.

5.

Click on
REPORT
and select a
template from
the drop down
menu.

Select start
and end dates
and a file
format.

6.

Click on
RUN REPORT
to review, then
save your
report.
Log out.