Introduction to Reports

NB There are eLearning modules on the Agresso Reporting Page which will provide additional information and processes. This sheet is to get you started!

To access reports, click on Reports > Global reports and expand the reports menu by clicking on the small box next to Global reports.

For Research reports:

For non Research reports:
To Run a report, click on the report and then select search.

To show all the data you can change the level to All Levels. You can also specify a particular subproject or a period range in the search criteria.

The system has data controls built in so that you only see data for projects you are associated with.