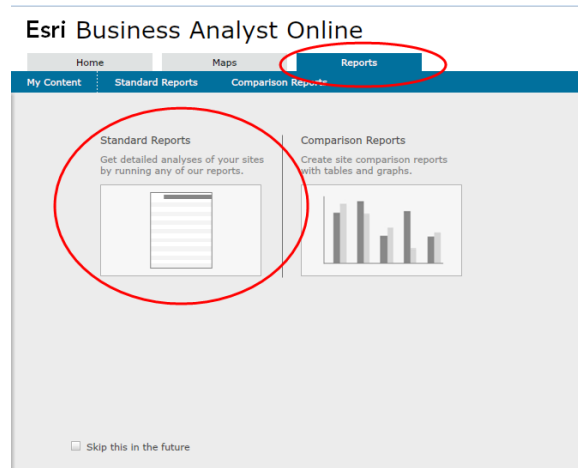


Running Standard Reports

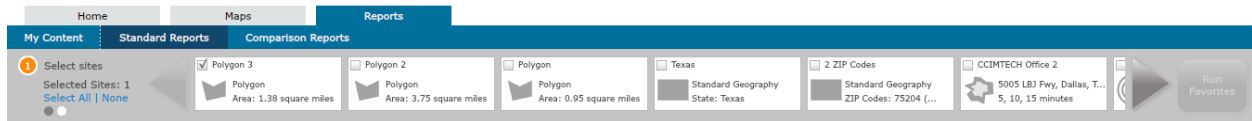
Standard reports allow users to create reports for study areas. Users may select the report types, view report descriptions, select the report format (PDF, Excel or both) and run favorite reports. Popular reports are indicated based on the frequency of use.

After logging into BAO, click **“Reports”** and then click **“Standard Reports”**.



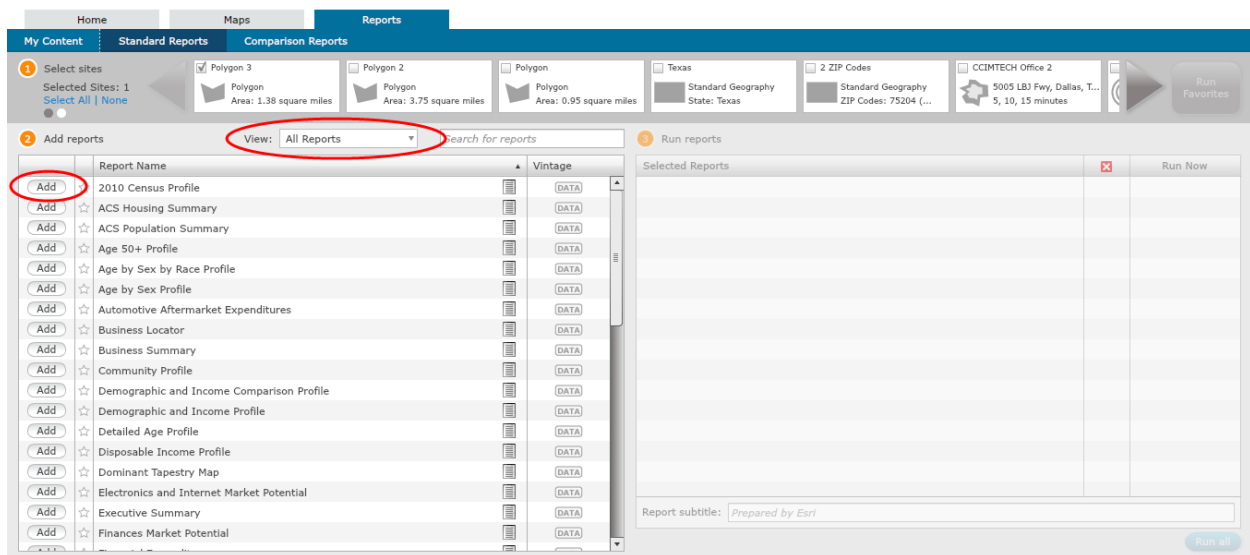
Step 1 – Select Saved Sites

All previously created study areas will appear in the **“Selected Sites”** panel. Users may check any study areas in the **“Selected Sites”** panel or click **“Select All”** to select all study areas.

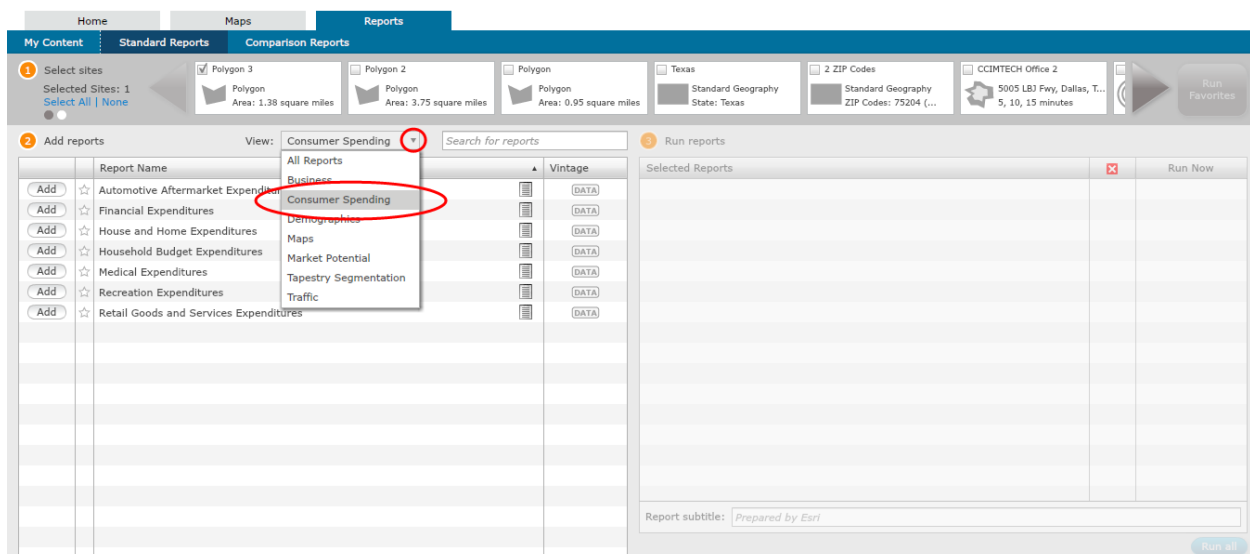


Step 2 – Add Reports

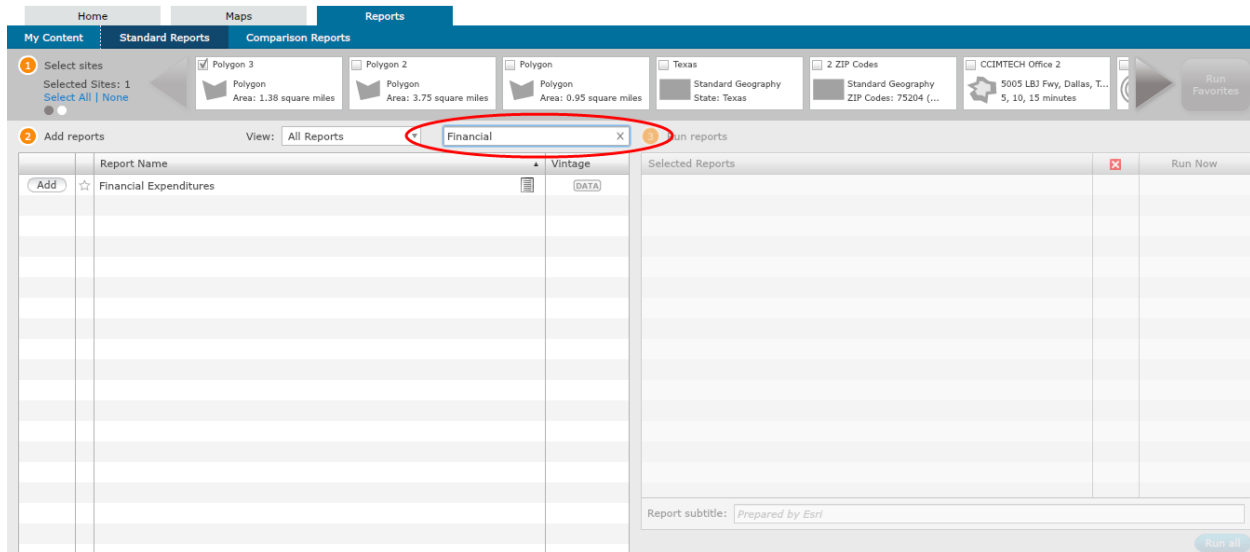
BAO defaults to a list of all reports which users may run by clicking “Add” next to the name of the desired report.



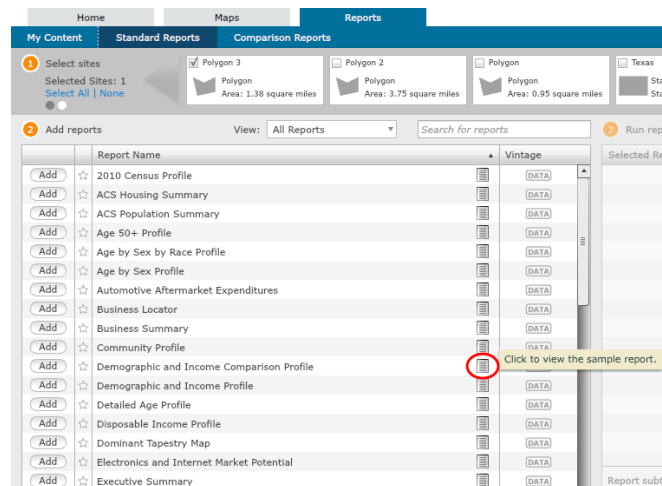
Users may select report types by clicking the arrow in the view box and selecting the desired subcategory report types.



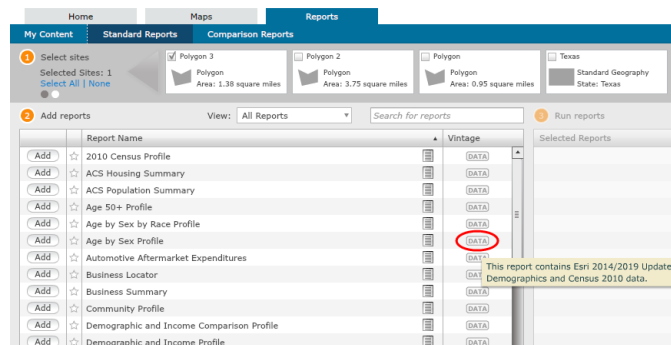
Users may search for reports by name in the “**Search for Reports**” field by typing the name of the desired report.



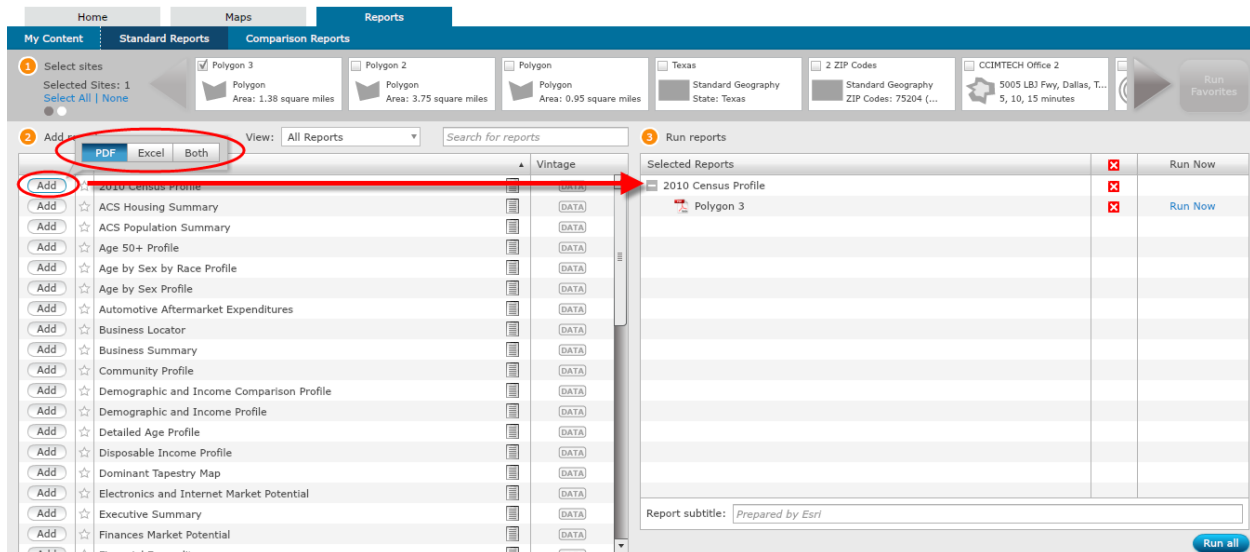
Users may click the sample icon to view a sample of the report.



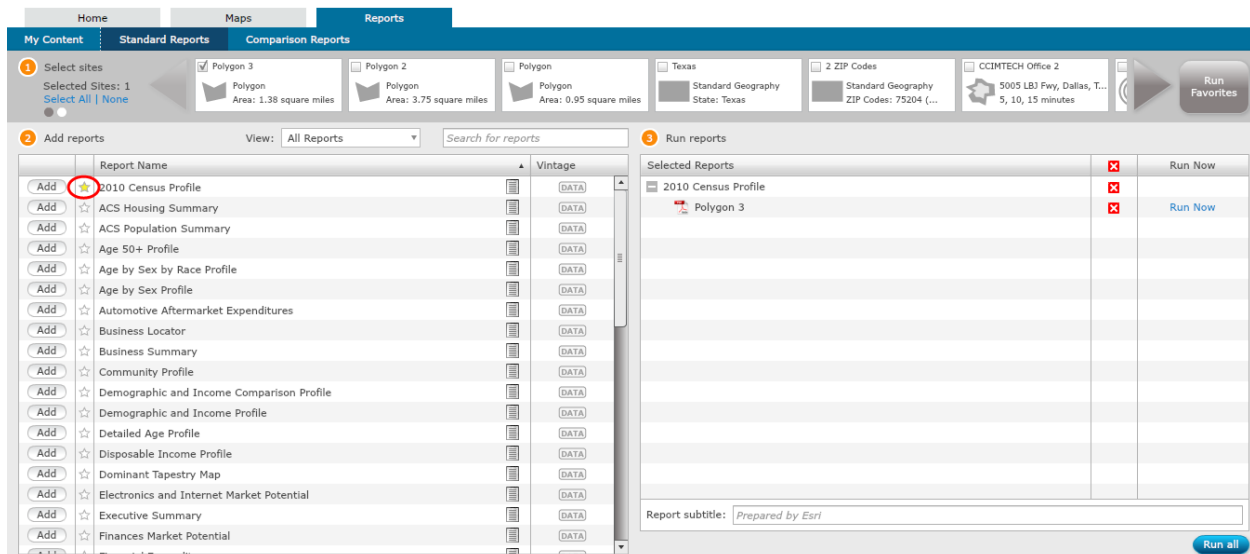
Users view a the vintage of the data contained within a report by holding the pointer over the “Data” icon.



Click “Add” to add reports to the Selected Reports field. Users may also select a reports format by holding the pointer over the “Add” button to select PDF, Excel or Both.



To add a report to the favorites list, click the star icon. After clicking the star icon, the star turns yellow indicating that the report is now a favorite.



To remove a report from the Selected Reports, click the “X” icon.

The screenshot shows the 'Run reports' step in the Reports interface. The 'Selected Reports' table lists several reports, including '2010 Census Profile', 'Polygon 3', 'Age by Sex Profile', 'Demographic and Income Comparison Profile', and 'Business Summary'. A red 'X' icon is visible in the first column of the 'Business Summary' row, indicating it can be removed. The 'Run all' button is located at the bottom right of the interface.

Step 3 – Run Reports

After all reports have been selected, users have the option to add a Report Subtitle. Next, click “Run All”.

The screenshot shows the 'Run reports' step in the Reports interface. The 'Report subtitle' field is circled in red, and the 'Run all' button is also circled in red. The 'Report subtitle' field contains the text 'CCIMTECH'.

NOTE: Users may run individual reports by clicking “Run Now”.

After reports have processed, click **“Open Report...”** to view reports.

The screenshot displays the 'Reports' section of a web application. The top navigation bar includes 'Home', 'Maps', and 'Reports'. Below this, there are tabs for 'My Content', 'Standard Reports', and 'Comparison Reports'. The 'Standard Reports' tab is active, showing a list of reports under the heading 'Add reports'. The 'Run reports' section on the right shows a list of selected reports, including '2010 Census Profile', 'Age by Sex Profile', 'Demographic and Income Comparison Profile', and 'Business Summary'. Each report has a red 'X' icon and a blue 'Open Report...' link. The 'Open Report...' link for the '2010 Census Profile' is circled in red. At the bottom right, there is a 'Run all' button.

Report Name	Vintage
2010 Census Profile	DATA
ACS Housing Summary	DATA
ACS Population Summary	DATA
Age 50+ Profile	DATA
Age by Sex by Race Profile	DATA
Age by Sex Profile	DATA
Automotive Aftermarket Expenditures	DATA
Business Locator	DATA
Business Summary	DATA
Community Profile	DATA
Demographic and Income Comparison Profile	DATA
Demographic and Income Profile	DATA
Detailed Age Profile	DATA
Disposable Income Profile	DATA
Dominant Tapestry Map	DATA
Electronics and Internet Market Potential	DATA
Executive Summary	DATA
Finances Market Potential	DATA

Selected Reports	Run Now
2010 Census Profile	Open Report...
Polygon 3	Open Report...
Age by Sex Profile	Open Report...
Polygon 3	Open Report...
Demographic and Income Comparison Profile	Open Report...
Polygon 3	Open Report...
Business Summary	Open Report...
Polygon 3	Open Report...