UTRGV™

TK20 – Download Planning Reports

The University of Texas Rio Grande Valley

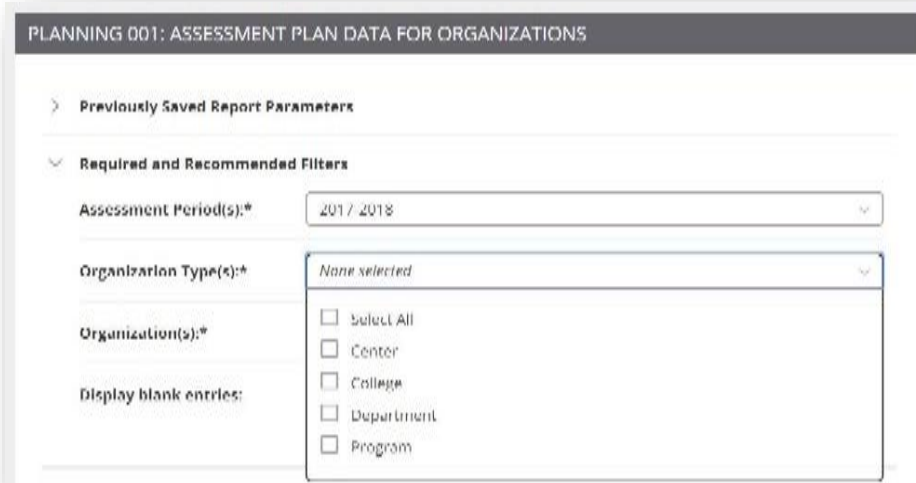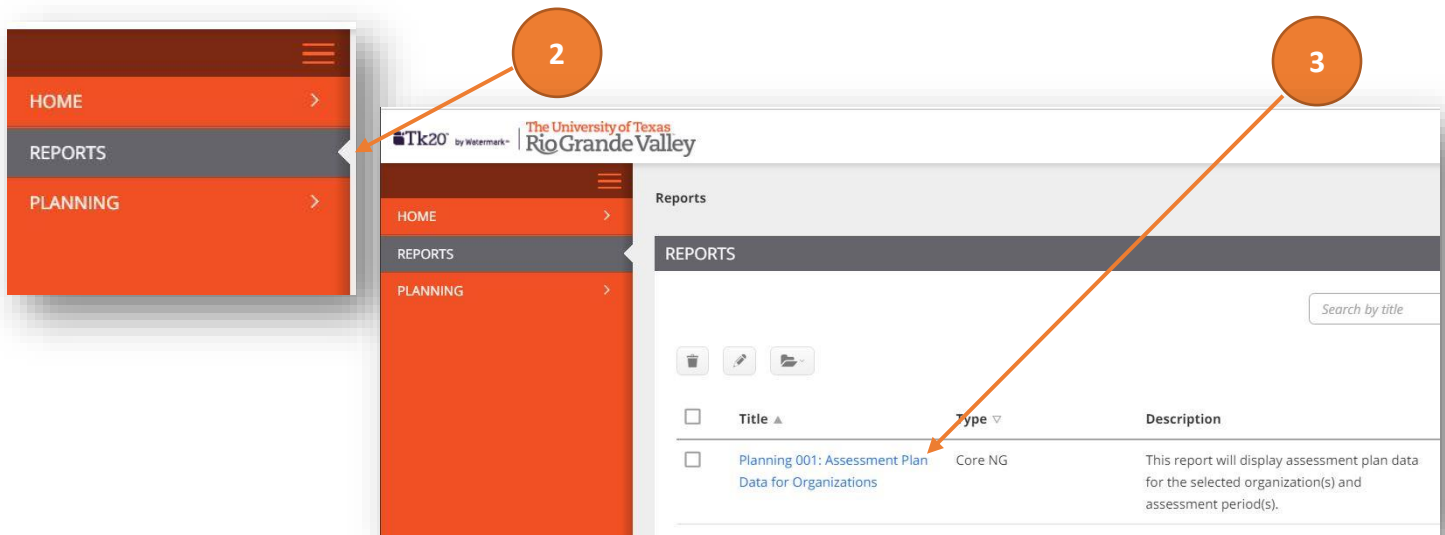**How to download and/or share report:**

1. Using the latest version of *Chrome* browser, log into Tk20 system using UTRGV credentials: http://utrgv.tk20.com
2. Click on **REPORTS** tab in menu.
3. Click on "**Planning 001**" to open report.

Planning 001 compiles all assessment and action plan information documented for your organization(s) for selected assessment periods.

4. Using the drop down menus, **select** the assessment period(s), organization types(s), and organization(s).

5. Select "No" for "Display blank entries"

6. Then select [Generate] at the bottom of the page.

7. Once the report is generated, you Export to your computer by **selecting** Export, the Export to Computer on the right side of the report.

8. Then you can choose the format in which you want the file to save. Then, select **Export** at the bottom right.

Export to Computer

File Type:

- ● PDF
- ○ Excel
- ○ HTML
- ○ MS Word

Document Orientation:

- ● Portrait
- ○ Landscape

NOTE: **Tk20 has an automatic time-out feature integrated into the system that causes an account to log off after three hours.** For this reason, it is highly recommended that you frequently click Save as you are working on your forms in Tk20, especially if it is a particularly long form or you are planning on working on a form intermittently over an extended period of time. Neglecting to click Save (as outlined in the steps above) will result in lost work.