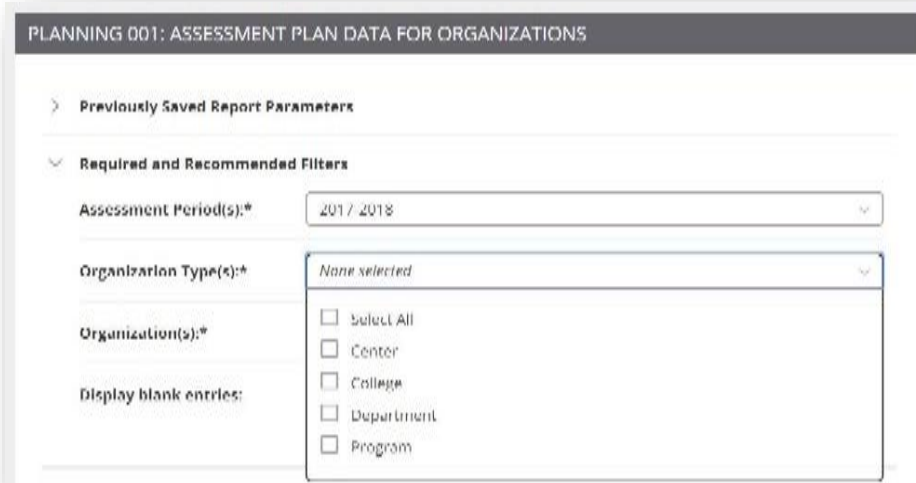
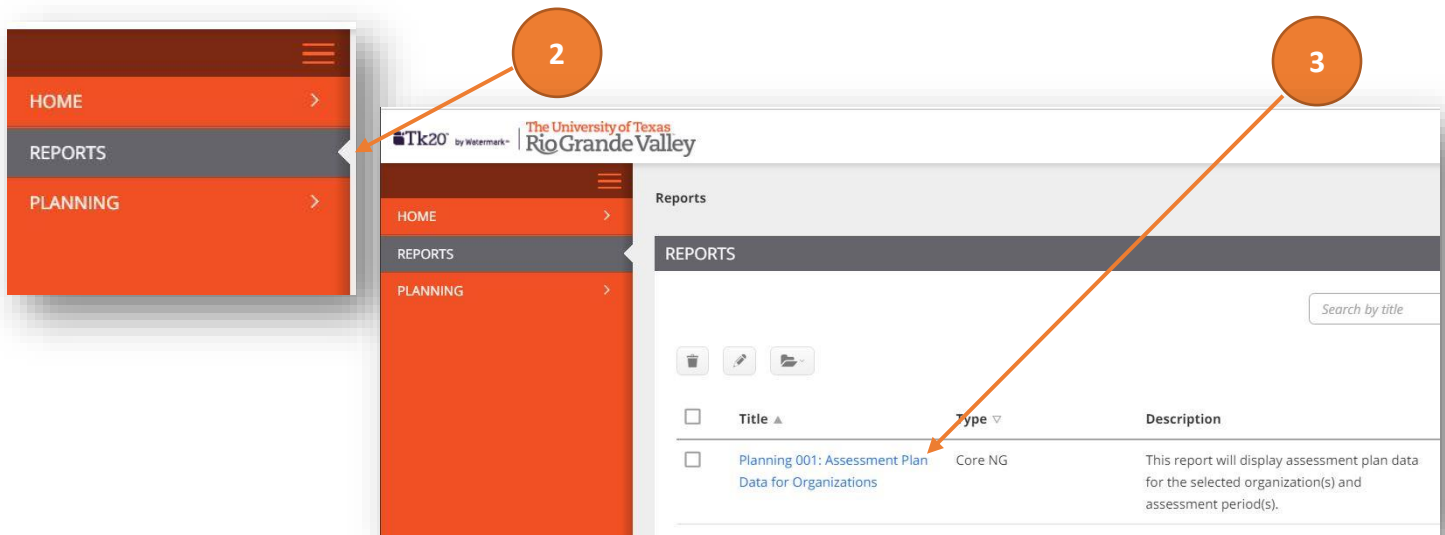


**How to download and/or share report:**

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.



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

Reports > Planning 001: Assessment Plan Dat... Help Desk Request Support

**PLANNING 001: ASSESSMENT PLAN DATA FOR ORGANIZATIONS**

> Previously Saved Report Parameters

▼ Required and Recommended Filters

Assessment Period(s):\* 2017-2018

Organization Type(s):\* Program

Organization(s):\* None selected

Display blank entries:

- Select All
- B.A. - Anthropology
- B.A. - Communication Studies
- B.A. - English
- B.A. - History
- B.A. - Mass Communication

▼ Report Display Options

Include prepared on date stamp:  No

- Select “No” for “Display blank entries”

Display blank entries:  Yes  No

- Then select  at the bottom of the page.

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

Share Export

Export to Computer

Export to Document Room

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

**Export to Computer**

**File Type:**

PDF

Excel

HTML

MS Word

**Document Orientation:**

Portrait

Landscape

Export

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**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.