

## Viewing the Detailed Assessment Report (DAR) in WEAVEonline

- After log-in, click on the Reports tab
- In the first column, select the cycle that you choose to review
- In the middle column, select “Detailed Assessment Report”
- In the third column, choose the button that says “Selected entities” and then pick the entity whose plan you want to review
- Choose “next” at the top of this page.
- On the new page you will choose the format of the report:
  - The default selection is “open report in new window”. This option is fine as long as you do not have any pop-up blockers turned on. (If the report does not appear after “run” is selected, check for pop-up blockers. You should only have to turn them off once for the site.)
  - Under “Report-Specific Parameters” check the box beside “keep user-inserted formatting?” This will make the spacing, bold type, and special characters appear just as you entered them in the text boxes.
  - You have a choice as to whether you want to include findings from previous cycles. If an outcome has been “recycled” it makes sense to choose this option so that you can see how findings compare from one cycle to the next.
  - You have the option of running the report as a Word Document (follow the prompts). This would be helpful if you are trying to create an assessment report to be used as part of another larger report or presentation. Once printed as a Word document, you could adjust margins and spacing or add or delete sections.
  - Choose “Run” after all selections have been made. On some computers, the report will not automatically open in the new window. If so, check for a tab at the top of the screen that will say “Reporting” when complete. If you click on this tab the report will appear.
- There is a print option on the DAR if you want to print the plan
- You may choose multiple entities to view at one time, but the “print” option will be one continuous document that will not separate plans.

### Other Reporting Options

- The middle column on the Reports page lists all reporting options. These allow you to view selected sections of the full assessment reports. Most users have access to these options.