Web Reporting Keys

Quick Guide

Getting Started

- Log in to
  http://www.riversidedatamanager.com

To access reports for users with existing *DataManager* accounts:

- Log in to DataManager with your ID/password

- From the Welcome screen, click to access Reports (either click the **Application Switcher** button ▭▪▪, and then select **Reports** or select the **Reports** icon in the lower left corner of the screen.)

- In the left **Navigation** menu, click **Add DataManager Reporting Key**.

- In the **Reporting Key** box, type the reporting key.
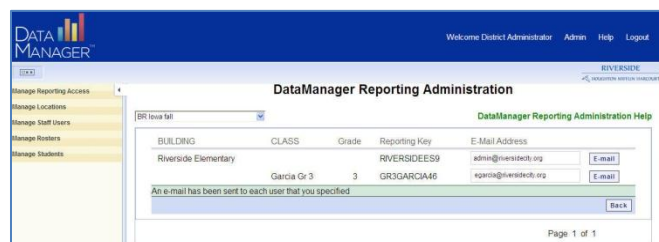
- Click **Add Key**

- Repeat steps for additional e-mails with reporting keys.

- Click **DataManager Reports**. The **Reports** page appears. You can now view the report.

To access reports for users without existing *DataManager* accounts:

- From the log in screen, click **Create a new user with DataManager Reporting key** (located below the **Password** box)

- Enter the required user information
  - Type first name
  - Type last name
  - Enter e-mail address (This e-mail address becomes your **User Name**)
  - Type a password (password must be at least eight characters, must include at least one number, and may not include the user name)
  - Enter the reporting key (supplied in the e-mail)

- Click **Add User**

- The **Reports** page appears
- If this is the only reporting key you received, then you can now view the reports for the locations and students associated with the key
- If you received more than one e-mail:
  - Click **Add DataManager Reporting Key**
  - Type a reporting key in the **Reporting Key** box
  - Click **Add Key**
  - Repeat this step for each reporting key you received.