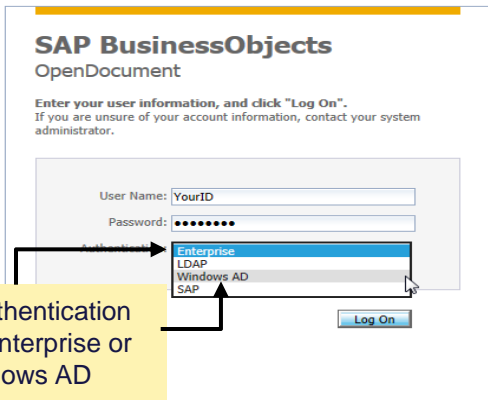


# Getting Around in the Subsidy - MyWICChildCare WebI Reports – “Viewer”

## Quick Reference Guide

### 1 Log into WebI

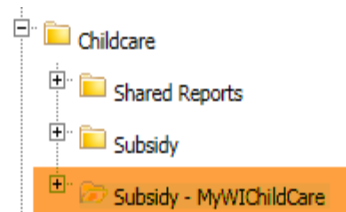
Use the User Name, Password and Authentication provided by DCF Security to login.



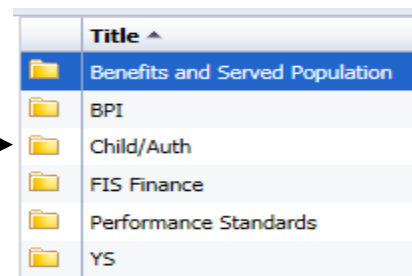
Your Authentication will be Enterprise or Windows AD

### 2 Select the WebI Folder and Report

Select the Wisconsin Shares WebI folder and the report you are looking for from the folder titled Subsidy - MyWICChildCare



Wisconsin Shares Data and Report security is maintained through WebI Folder(s)



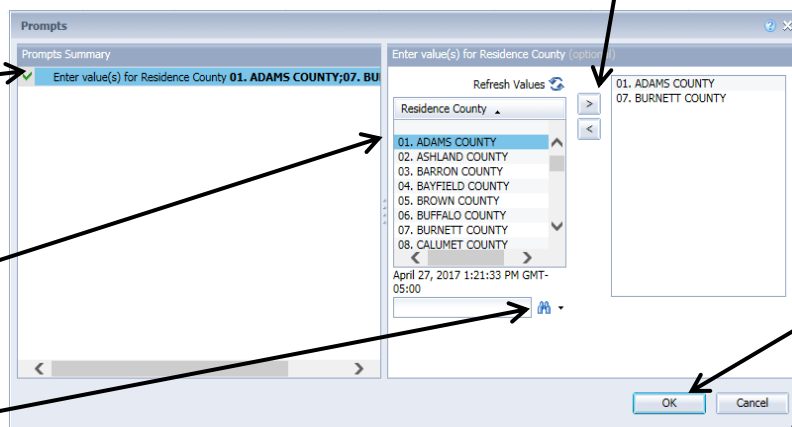
### 3 Select Parameters

Most reports will require you to enter some parameters.

Use the arrows to add or remove the values from the available values box to the selected values for your final report.

1 Start by selecting a required prompt. Required prompts start with an asterisk (\*)

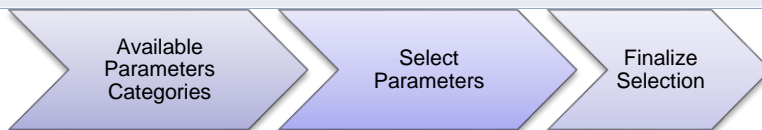
2 Select a value by scrolling to and clicking on it, or enter a search value in the Search field box, then click on the binocular search icon



4 Verify your selected values and click “OK” to create report

5 Click Ok to generate the report

**Tip:** If the OK button is not available or grayed out, ensure that all required fields (\*) in the “Prompts Summary” have values selected. Mandatory prompts need to be populated to activate the “OK” button.



# Getting Around in the Subsidy - MyWICChildCare WebI Reports – “Viewer”

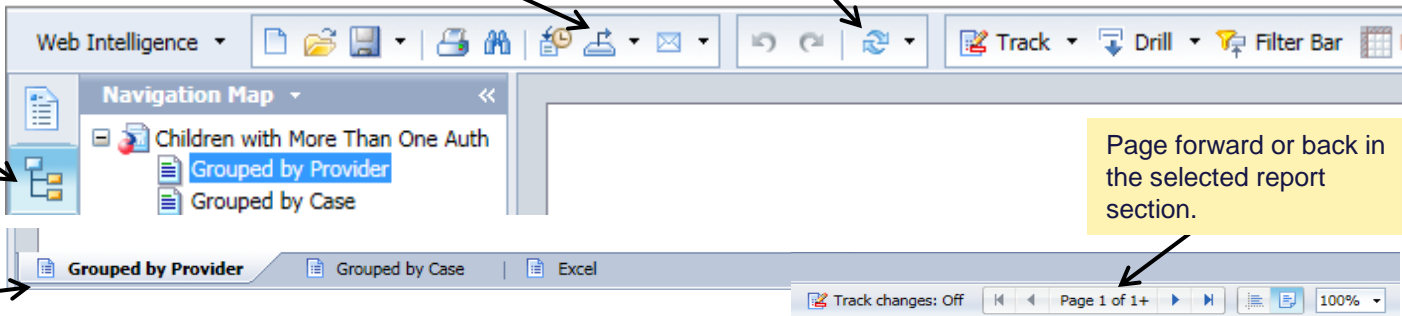
## Quick Reference Guide

### 4 Navigation

Export your report

Refresh to display the “Prompts” screen to change report values

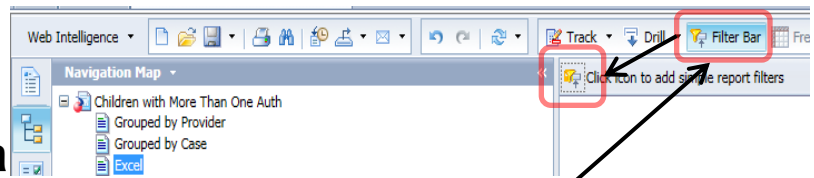
View the section of the report you are interested in by using the Navigation Map or tabs found on the bottom of the report.



Page forward or back in the selected report section.

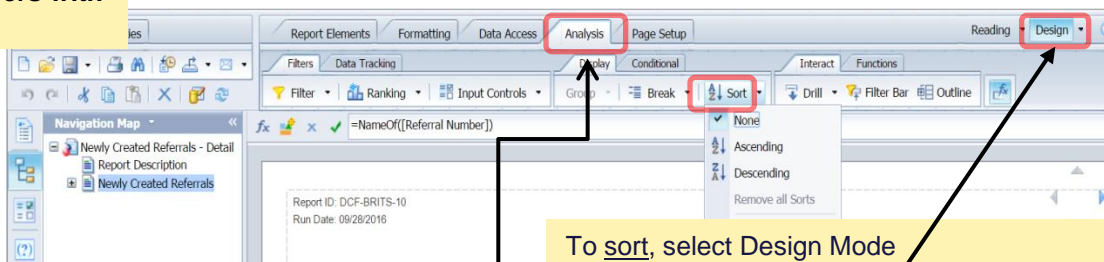
### 5 Filter Report Data

Add one or many filters by clicking “Filter Bar,” then selecting the Add Simple Filters icon. Remove filters by selecting Remove from the drop-down menu.



### 6 Sort

Design Mode is not available to users with View access

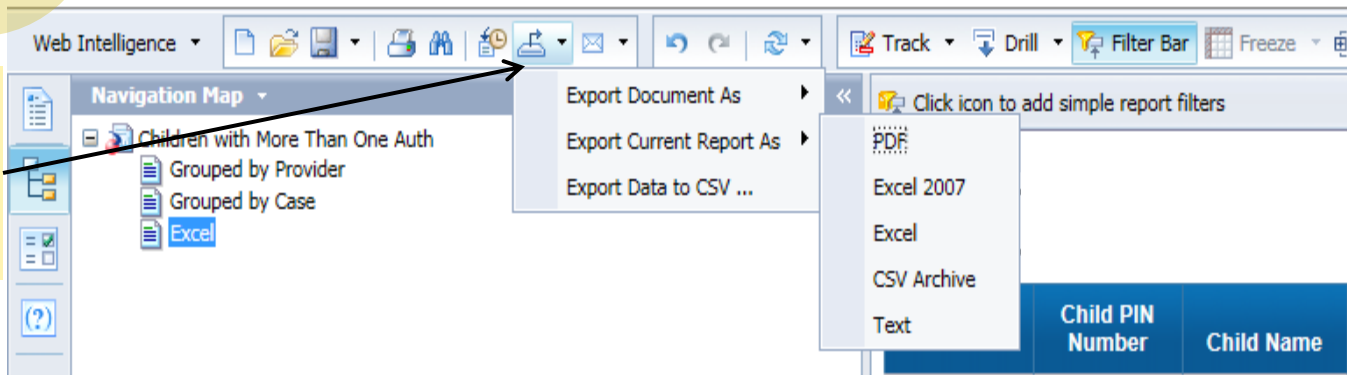


To sort, select Design Mode

1. Click the **Design** button
2. Select the **Analysis** tab
3. Select a cell under column heading for sorting
4. Click on the **sort** drop-down and select the desired sort option

### 7 Export Report

The report may be exported to a variety of file formats by clicking on the on the Export icon



Note: **Export Document As** will export all of the tabs in the report.  
**Export Current Report As** will export only the currently active tab.