

# GENERATING FACILITY LISTS & REPORTS FROM THE KMHFL



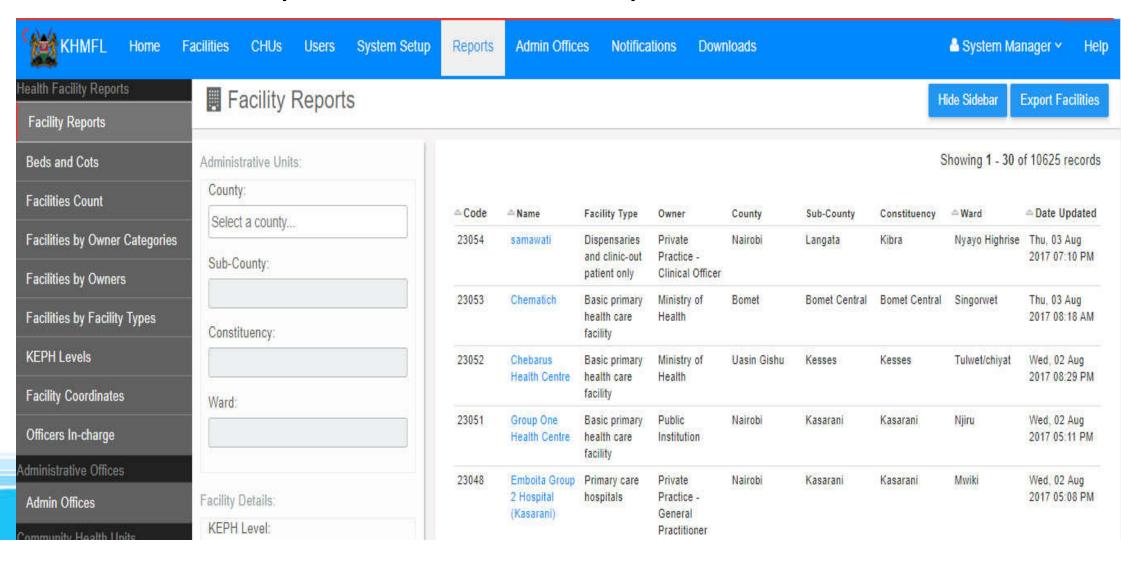
# **Session Objectives**

By the end of this session the participants should be able to:

- •Access the KMHFL reports menu and generate the reports.
- •Export the reports



#### To view reports, click on the reports tab on the menu



# The Reports Menu

On the left hand side there is the main navigation Menu called side bar which guides you on the reports to generate. In the middle is the Reports Filter Menu

After getting the report, to generate another report reset the search filter menu to clear any history



### Report filters

#### Where filters are needed:

- Highlight the report required.
- Click on the report.
- •Click on desired unit report e.g. county, constituency, ward or status.
- •View the displayed results.
- •If the results on the report have links, (blue color) click on the links
- Again view the displayed results



# **Reports filters**

Where drill down is not needed:

- •Highlight the report required.
- •Click on the report.
- •View the displayed results.



# **Exporting Reports**

Select report.

•Click on the report.

•Select the format.

•Click on Export.

•Save the report.

