

## How to View Reporting

### Notes

1. The following four roles have access to Reporting
  - a. Master User
  - b. Facility Administrator
  - c. Upper Management
  - d. Organization Administrator
2. If you do not see the Reporting section it is because you do not have the permission levels
3. If you need access to reporting please connect with a Journey Transportation administrator to change your permission level

### Steps

1. Log into the Journey Transportation platform
2. Select Reporting at the top left of the screen

### Sample:

The screenshot shows the Journey Transportation platform interface. On the left is a dark sidebar with navigation options: Upper Management, Reporting (selected), SAN DIEGO COUNTY HOSPITAL, Calendar, Users, Clients, Locations, Ext. Transp. Companies, and NORTH COUNTY HOSPITAL. The main content area is titled 'Facility Reports' and shows data for 'Today's date: 11/27/2018'. A filter dropdown is set to 'All Facilities'. The data is presented in a table with columns for Costs, Passengers, and Average. The table shows MTD, Projected, and Total values, followed by a Budget line and a Status line with a green total.

	Costs	Passengers	Average
MTD	\$1,050.00	6	\$175.00
Projected	\$260.00	3	\$87.00
Total	\$1,310.00	9	\$146.00
Budget	\$ 16,528.00		
Status	\$15,218.00		