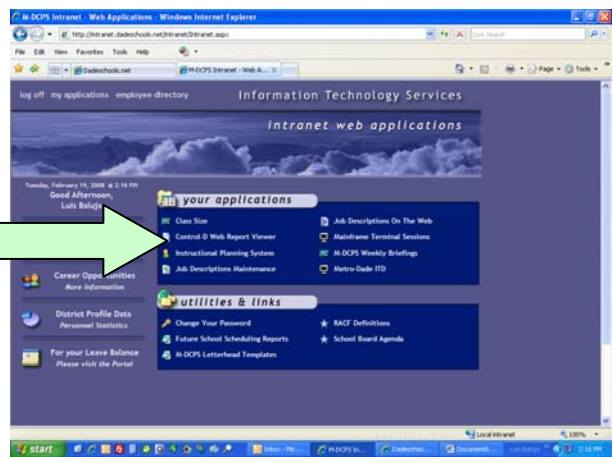


Step-by-Step: Accessing the “*Authorized Applications for Employees by Location*” report (AKA: RACF Report). These steps can be used to find any report for your work location.

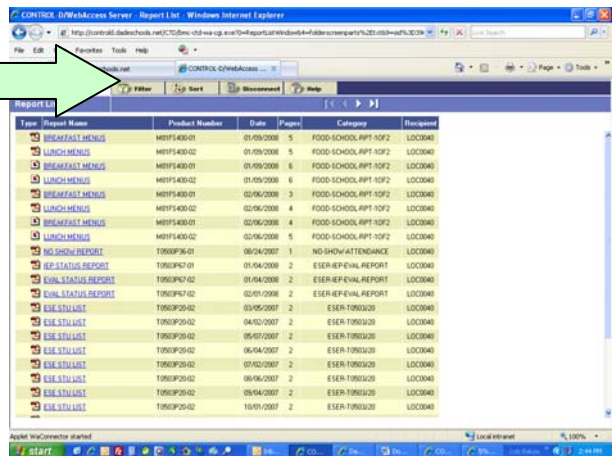
Open Intranet Applications home page and login using your credentials.



Click on ***Control-D Web Report Viewer***. This application is given to work location supervisors (Principals) by default.



When the Control-D applications opens, click on ***FILTER*** at the top

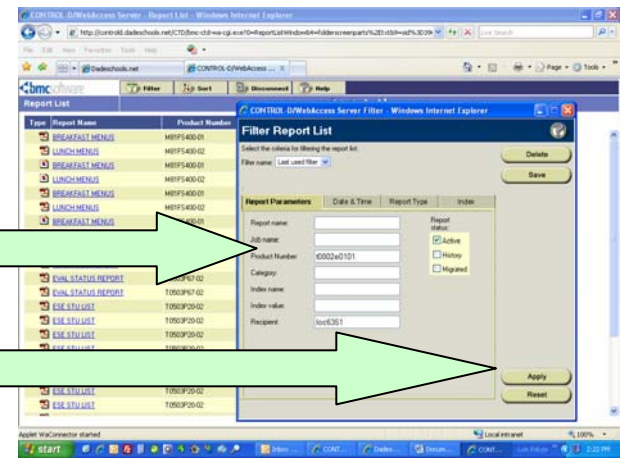


Continue to ***NEXT PAGE***

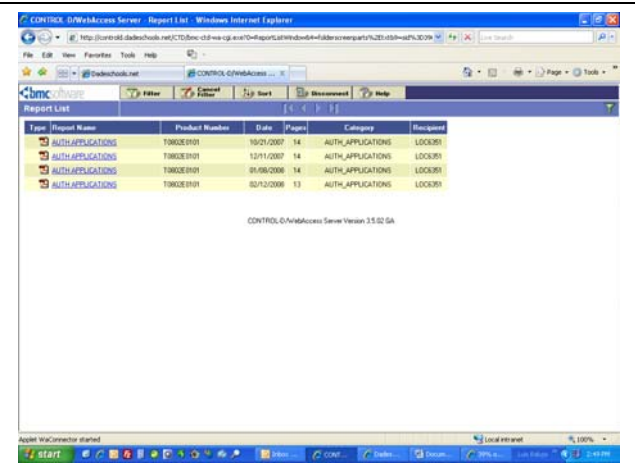
When the FILTER helper opens, enter the following product number in the **Product Number Field**:

T0802E0101

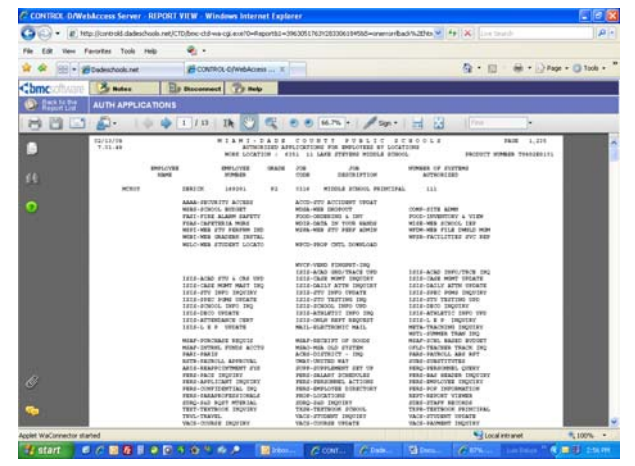
Click **APPLY** in the lower right corner:



The step above will narrow down the multitude of reports available for your work location to just the product number you are interested in.



Click on the report that you would like to view. You will have several dates to choose from since this report is now produced monthly.



When the report opens you can search, print and save it (assuming you have the full version of Adobe Acrobat and not just the FREE reader).

The report may take a minute or two to open. If it does not open within this timeframe, ask your technician to reinstall the latest JAVA update.

When finished, simply click on: **BACK TO THE REPORT LIST**

Or **DISCONNECT**

