# How to Access Reports

This guide instructs users on how to access Reports in ATLAS.

Note: *Student data included in this reference guide is entirely fictional and has been created for training and support purposes only. Any resemblance to actual students is purely coincidental.*

1. From the dashboard click on the **Reports** button on the blue vertical menu on the left side of the screen.
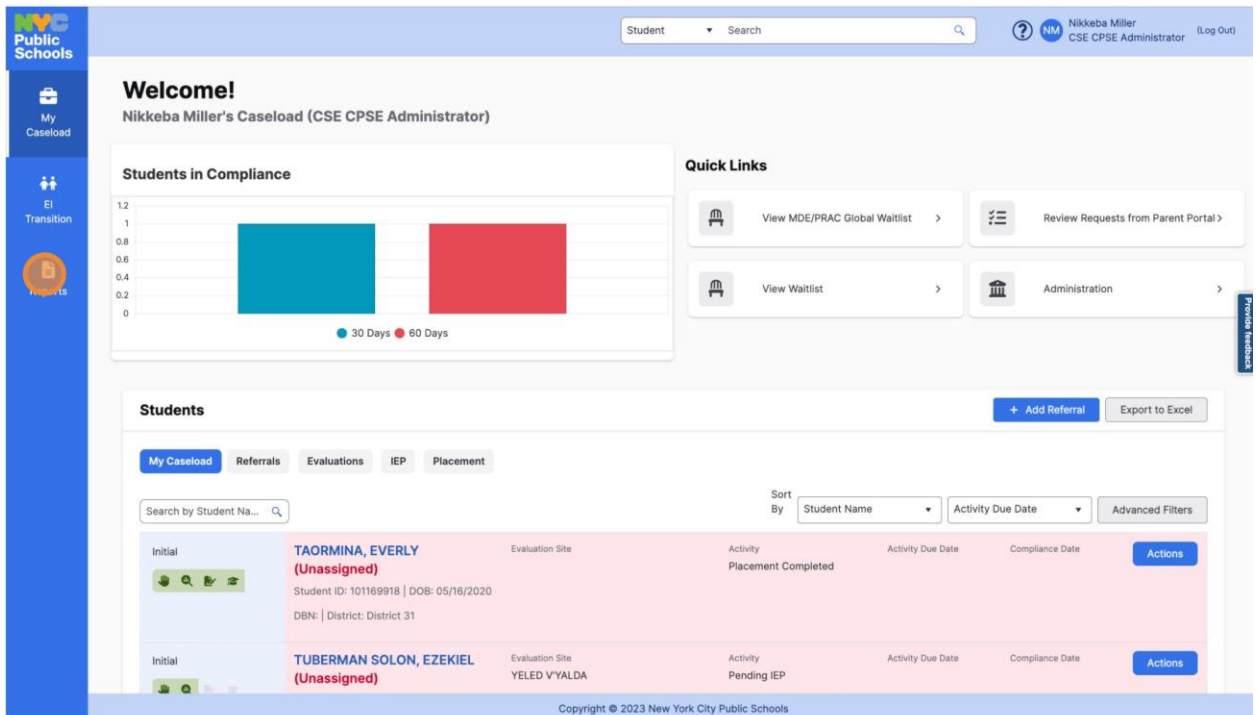
Tip: If the page doesn't load properly, you likely have a pop-up blocker enabled on your browser. Disable the pop-up blocker and reload the page.

2. You will be directed to *Reports*. All reports are listed by category on the menu on the left. Below is an example of one of reports that may be available - in this instance, the *Early Intervention Document Transfer Operational Report* is shown.

3. Open each category by clicking on the down arrow to see the associated reports.

4. After you click the down arrow, you will be able to see all reports for that category.
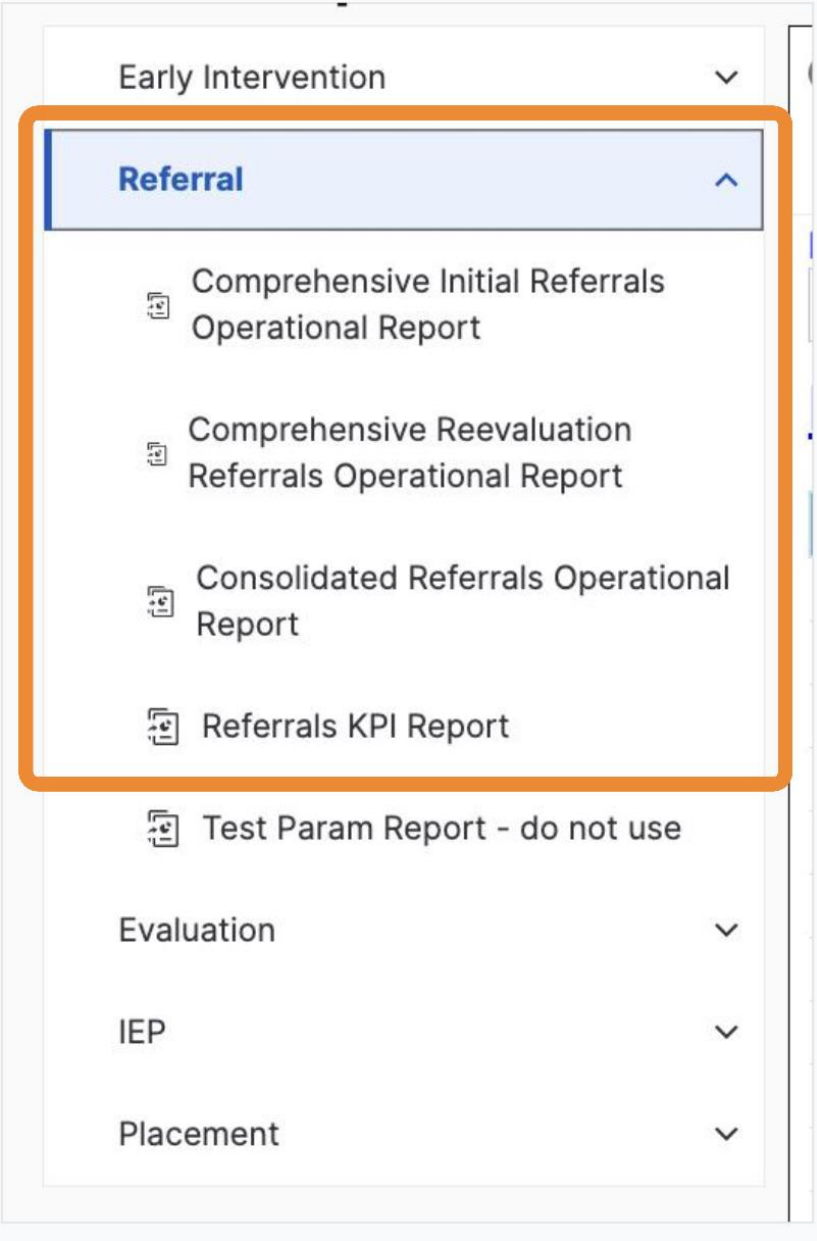
5. Click on the report title to display the report. The information will appear on the screen.