##### [00:00:00.490] - Speaker 1

Welcome to this Community Viz Video Tutorial. This tutorial will teach you about creating and using reports. Scenario 360 generates professional web ready reports that are generated in HTML format for easy viewing and aware web browser. You can access reports from the 360 Toolbar drop down menu or Analysis tab. The Reports window will show a list of reports that have been generated.

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When you click a report, it will open in your web browser. There are several types of reports and anything from your analysis can be included in a report. Let's walk through some of the things included in this example, which is a common impacts report. You can expand all and collapse all, or you can expand and collapse individual topics. At the top of your report, you will see the report contents and the report summary.

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In Common Impacts Reports you can include the common impacts parameters, then as many charts as you would like. Here you will see your indicator values, then formulas and descriptions. Next are assumptions. Since this is a common impacts report, you will see the current values as well as the default values, followed by assumption descriptions and a table of potentially used references. In other reports, you can also include additional things such as alerts, images and maps.

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Let's walk through creating a new Report To create a new static report, click the New Report button. This will take you to a wizard that will walk you through everything that you can include in your report. If you would like an instant report, click this Quick Summary button. The report will run a summary of the analysis using default settings. Otherwise, for a custom report, choose which report type you would like and then click next to the rest of the wizard, choosing what you would and would not like to include as you go.

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The report will show up on your list of reports and open in your browser after you click Finish. You can also find them in the CV Files folder under Reports. These reports can be opened in a word processor such as Microsoft Word for easy editing. If you have run the common impacts wizard, the wizards will automatically run a report using your settings. For more reporting and sharing, consider Web shots and Analysis.

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