Title	:	Reports Portal Navigation for NEA End-Users
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Review Frequency	:	1 Year
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Review / Revision History			
Revision No.	Date	Description	Approved By
0	02-2018	Initial Draft	
1			
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1.0 OBJECTIVE

This end user guide will assist NEA to become familiar with the Reports Portal functionalities that correspond to their role as Report Viewers. It provides the users the steps on how to navigate the NEA Reports Portal to properly execute the viewing of Operational Reports and Analytical Views.

2.0 SCOPE

This manual covers the NEA Reports Portal system guide and system navigation for NEA Report Viewers.

3.0 DEFINITION OF TERMS

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Data Entry Template (DET)	- Input Templates used to fill out information and submitted by the ECs to the NEA Web Portal for NEA acknowledgement and reports generation. These templates serve as inputs in the generation of reports.
NEA Reports Portal	- A web- based report generating system that is used to prepare and deliver a variety of interactive and printed reports. For NEA reports, the data that will be processed to generate reports such as Operational Reports and Analytical Views will come from the submitted and validated Data Entry Templates (DET) of the ECs.

4.0 ROLES AND RESPONSIBILITIES

Report Viewers	- Responsible for viewing and analysing data presented in Operational Reports and Analytical Views that are reflected from Data Entry Templates (DET).

5.0 REFERENCES

5.1 Refer to **Section 5.0** of the End-User Navigation Guide.

6.0 SYSTEM GUIDE

This section provides the information the user needs to view Operational Reports and Analytical Views in the NEA Reports Portal

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6.1 System Requirements

6.1.1 Access to NEA Reports Portal

NEA Reports Portal is a web-based facility with a need to use a standard internet browser.

The NEA Reports Portal URL is https://neabi.neagovph.net/Reports

Usernames and passwords will be provided via email by the System Administrator.

Note: Ensure that you are connected to the internet.

Note: You need a *Username and Password* to access the system.

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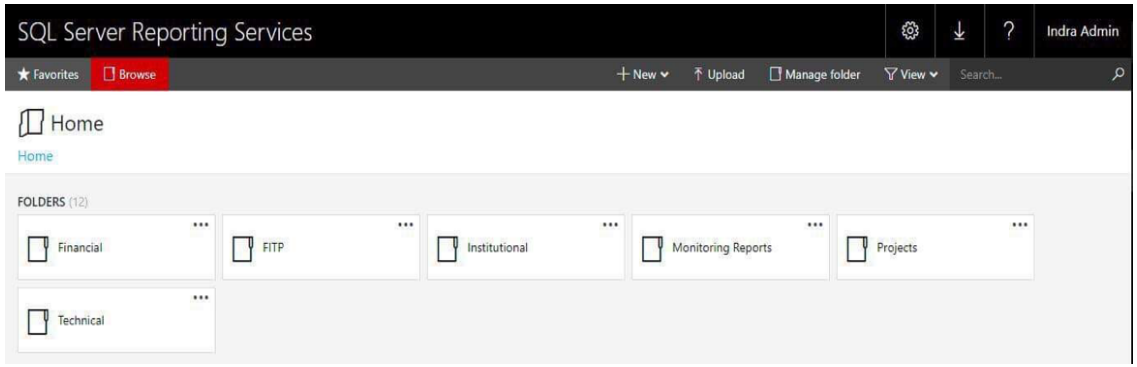
7.0 NEA REPORTS PORTAL INTERFACE

7.1 Home Page

Below is the user interface for NEA Reports Portal once the user is successfully logged in.

System Details	System Screen/ Button
In the **Home Page screen,** the different subject area folders such as ***Financial***, ***Institutional***, ***Technical, Projects, FITP,*** and ***Monitoring Reports*** are displayed	

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Each subject area folder consists of sub folders such as the ***Analytical Views*** and ***Operational Reports***.	

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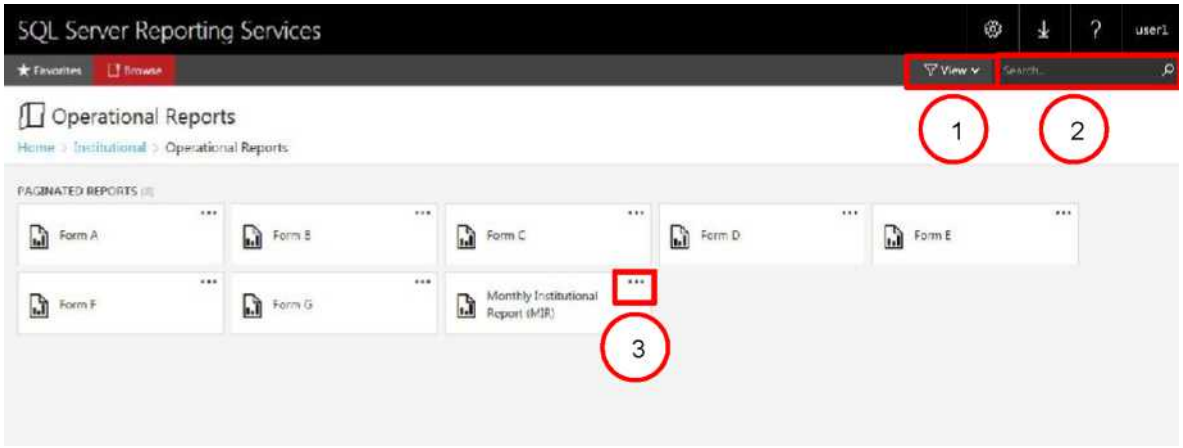
7.1.1 Report Screen

System Details

System Screen/ Button

This section introduces the commonly used objects on the reports screen.



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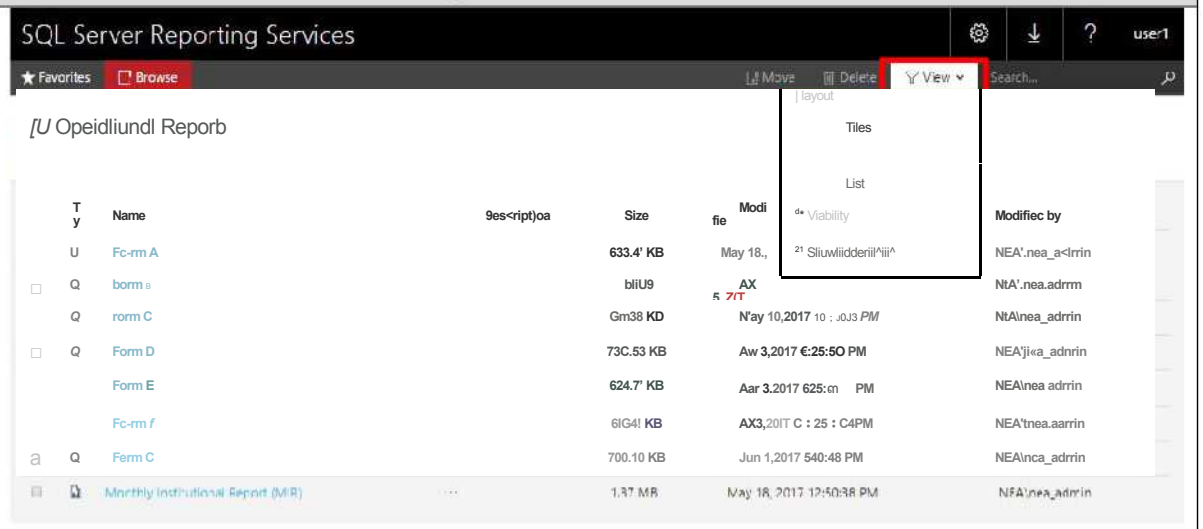
System Details	System Screen/ Button
1. **View** – click to view reports in a different layout	

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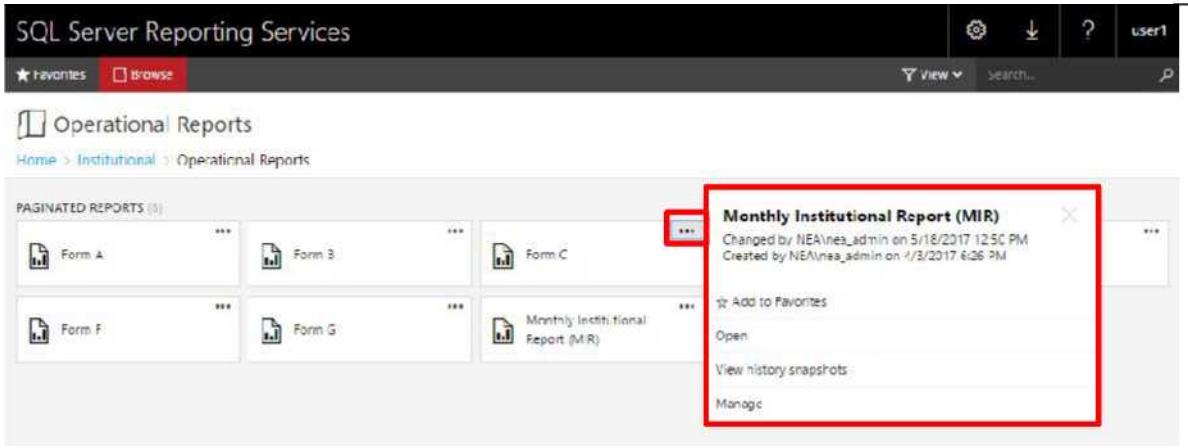
2. **Search** – click to search for a specific report

3. **Ellipsis** - located on the upper right corner a report. Click to view details of the report.



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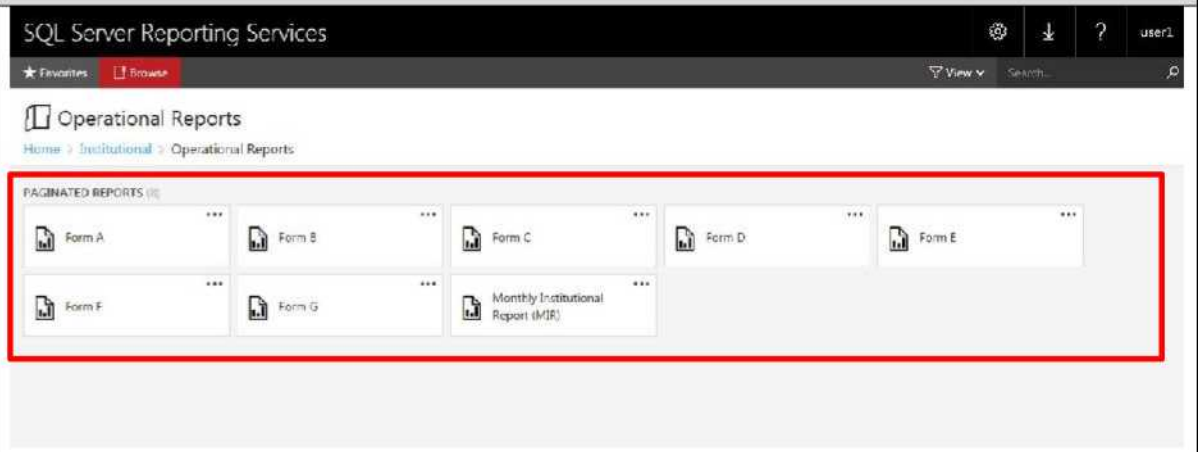
8.0 OPERATIONAL REPORTS

Operational Reports refer to current and future reports intended to support the day to day activities of NEA.

8.1 Operational Report Viewing

System Details	System Screen/ Button
1. Select *Operational Reports* sub folder from the chosen subject area. List of reports will be displayed Reports are displayed in "tile" view by default	

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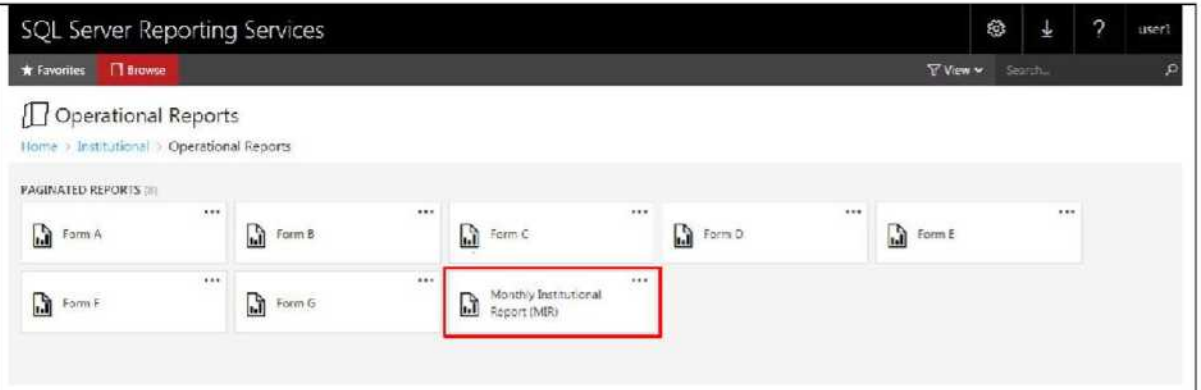
2. Click a report to open	
3. Select value from the dropdown filters Default filter values are pre-selected in some of the reports. Dropdown filters may be *Single Select* or *Multiple Select*	

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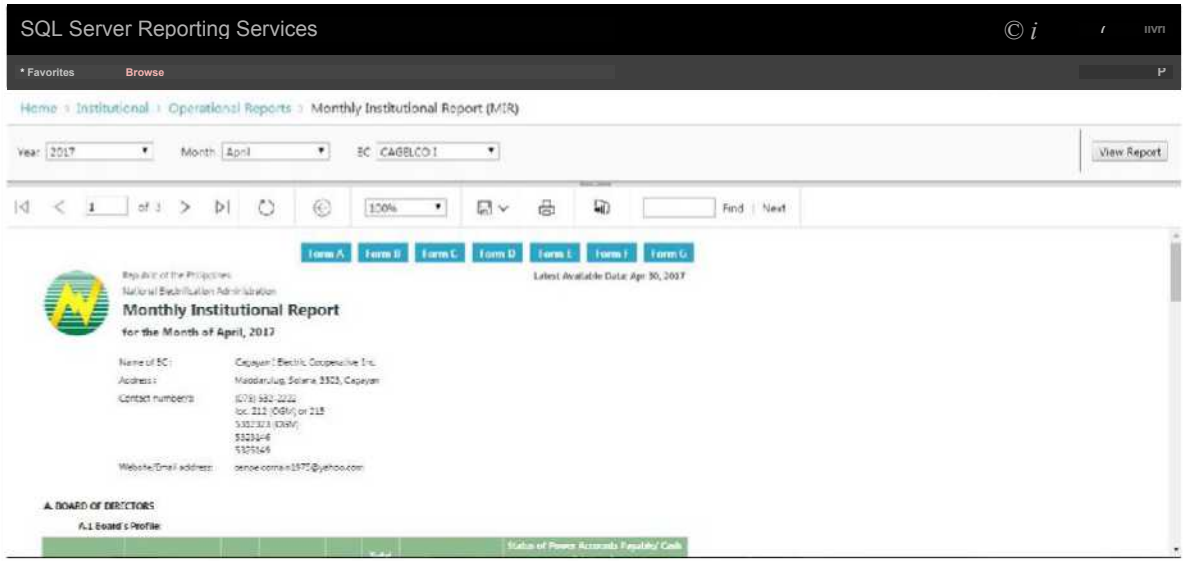
4. Click ***View Report***

A report is generated.

Click the Sub Folder or Main Folder on the top screen to go back to the list of reports



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8.2 Getting Around the Operational Report

8.2.1 Report Components

8.2.1.1 Header

Report Layout Description

Report Title and Sub Title - displays information about the report

Navigational Tabs - click to navigate to other reports related

Latest Available Date - displays when the data is last updated

Report Layout

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8.2.1.2 Report Body

Report Layout Description

Table - consists of columns and row headers and the actual data

Report Layout

I< < 1 Of 3 > >| 0 © 100% 13 v © |Find | Next

A. BOARD *Of* DIRECTORS

A.1 Board's Profile:

Position	BOO Name	Gender	District	Term of onk x	Total No. of Years as BO	Contact Number / Emad Addrss	Status of Power Accounts Payable/ Cash Advanre/s			
							Power Account		Cash Advance 1	
							Upto date	W Arrears	Upto date	W/ ArTCd
President	Guevarra, Lorena T.	Female	1st	3	6	0905V 62549 / loreno^gmaiLcoT	Yes	No	Yes	No
Pr^id^nt	I-emandez, Federico P_		w	1		0926-6586658/ Federico(@>gmai .com		Nn	Yik	Nn
President	I-emandez, Alma G.	Female	1st	2		0926-6586659/ A'mai8yahno.rnn	Yes	No	Yes	No
President	hemandez, Celso S.	Male	1st	1	3	0905U-62550/ Celso ©gmailxom	No	Yes	Yes	No
President	I-emar»dez, Arsenio M.	Male	1st	*	5	0926-6586657/ Arsenio@gmaii.com	Yes	No	No	Yes

A>2 Board's Meetings/'Attendan:e:

Meetings	No. of Board Resoiutjons/

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8.2.1.3 Footer

Report Layout Description	Report Layout
Last Refreshed Date - displays when the report is last refreshed	Last Rdresh Date: Jun 08.2017
Pagination - displays the page number	Paoe 1 *of 2*

9.0 ANALYTICAL REPORTS

Analytical Views are composed of charts and graphs that help summarize data in visual format. It enables to represent very large datasets as aggregated information available at glance to the report viewers.

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9.1 Analytical Report Viewing

System Details	System Screen/ Button
1. Select *Analytical Views* sub folder from the chosen subject area. List of reports will be displayed Analytical Views are displayed in "tile" view by default	

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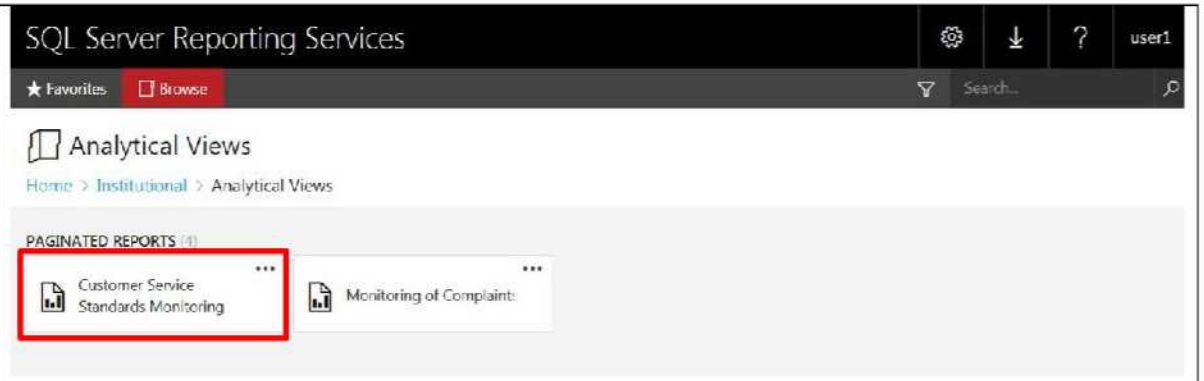
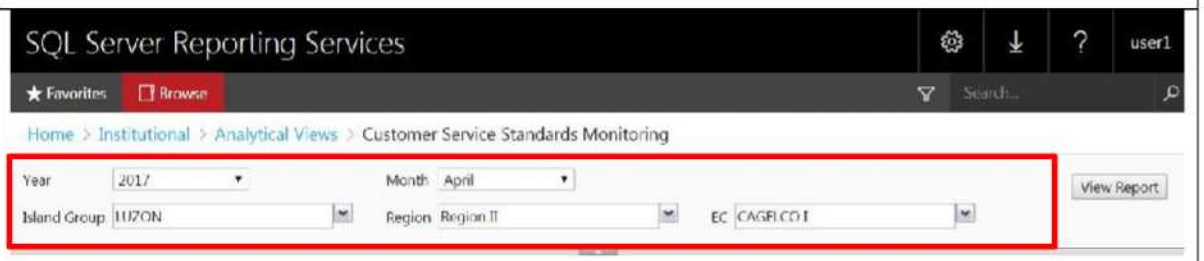
2. Click an analytical view to open	
3. Select value from the dropdown filters Default filter values are pre-selected in some of the reports. Dropdown filters may be *Single Select* or *Multiple Select*	

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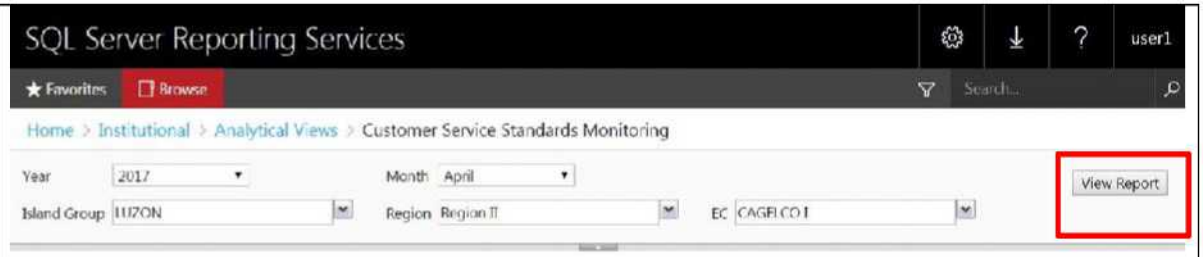
4. Click ***View Report***

A report is generated.

Click the Sub Folder or Main Folder on the top screen to go back to the list of reports



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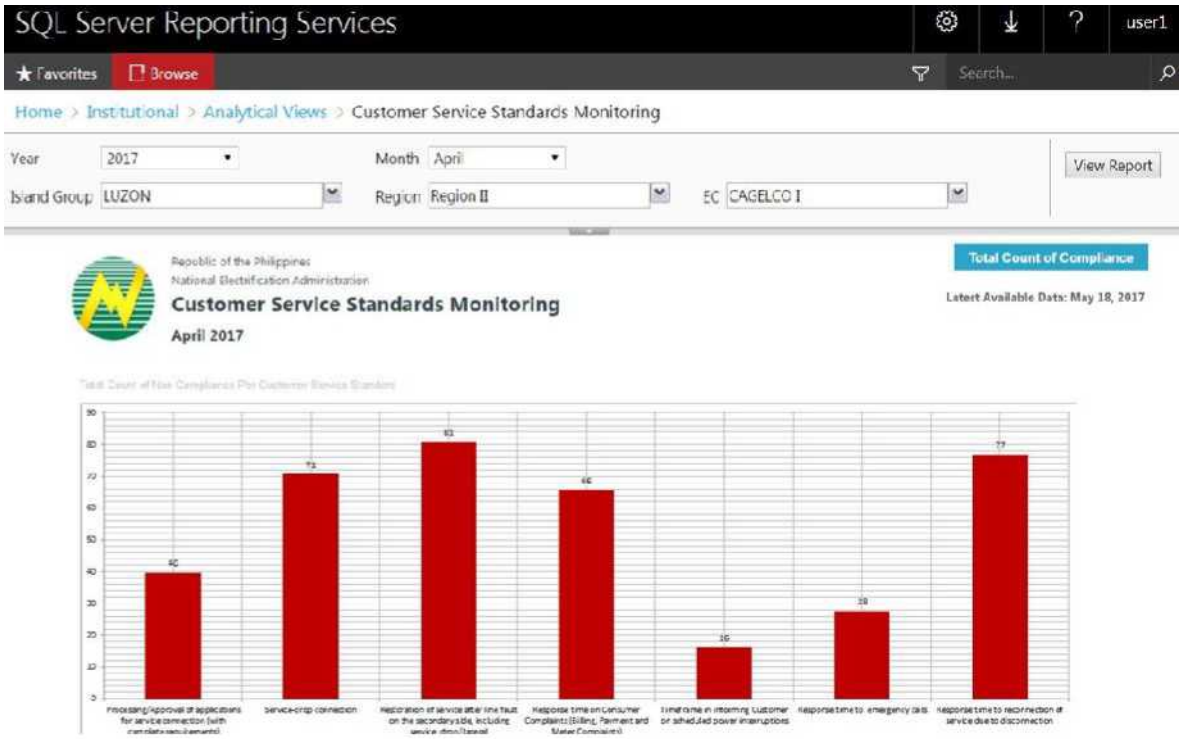

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9.2 Getting Around the Analytical Report

9.2.1 Report Components

9.2.1.1 Header

Report Layout Description	Report Layout
Report Title and Sub Title - displays information about the report	
Navigational Tabs - click to navigate to other reports related	
Latest Available Date - displays when the data is last updated	

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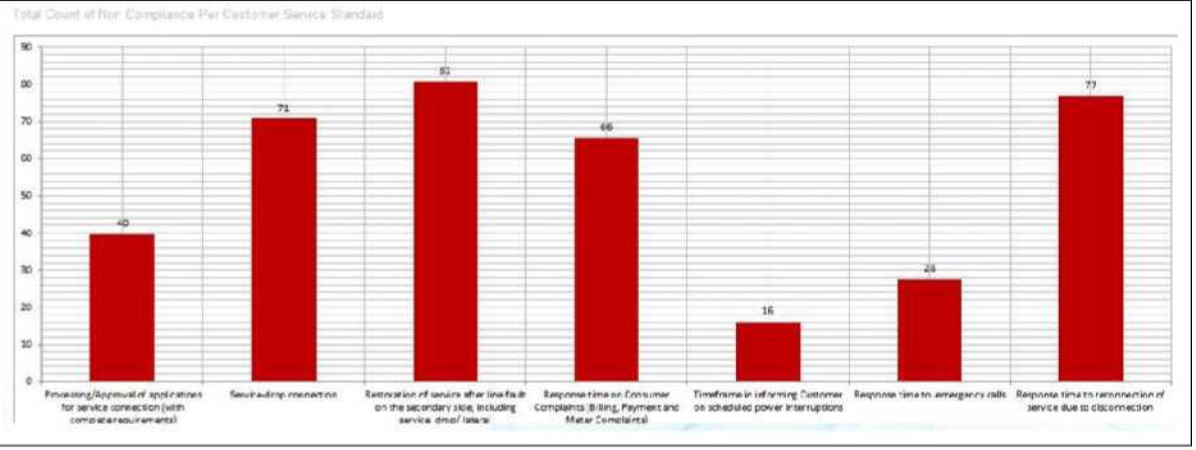
9.2.1.2 Report Body

Report Layout Description	Report Layout
Table – consists of columns and row headers and the actual data **Graph/Chart** – visual representation of aggregated data A graph may be a ***Line***, ***Pie***, ***Column***, or ***Stack***.	

9.2.1.3 Footer

Report Layout Description	Report Layout
Last Refreshed Date - displays when the report is last refreshed	Last Rdresh Date: Jun 08.2017
Pagination - displays the page	Paoe 1 of 2

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number	

10.0 SCREEN NAVIGATION BUTTONS

System Details	System Screen/ Button
Page Navigation - click to view next page or previous page, first page and the last page	|< < fi I Of 3 > t>|
Refresh - click to refresh the report	o
Back Button - click to go back to parent report	©
Page Width - click to zoom in or zoom out the report	Page Wet- ▼ Wbc e ³age 500% 200% 150% ::ᶜc i 75% : ᶜc ,

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Save - click to save report to PDF or Excel.

Saving of report is per report tab.

Note: Users are responsible for all downloaded files' safekeeping or distribution and printed reports.

Note: Confidentiality of information of the reports must always be considered

11.0 EXIT REPORTS PORTAL

Close the browser to exit NEA Reports Portal.

12.0 REPORT DISTRIBUTION GUIDELINES

A. Data Governance committee will classify if reports are for public (NEA website) or for specific consumption
B. Standard Process & System Changes procedure must be followed if there are modifications in the report distribution
C. Viewer access can be revoked anytime by the Data Governance committee

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