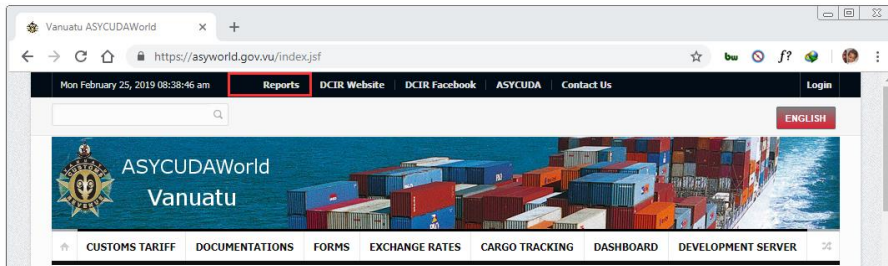
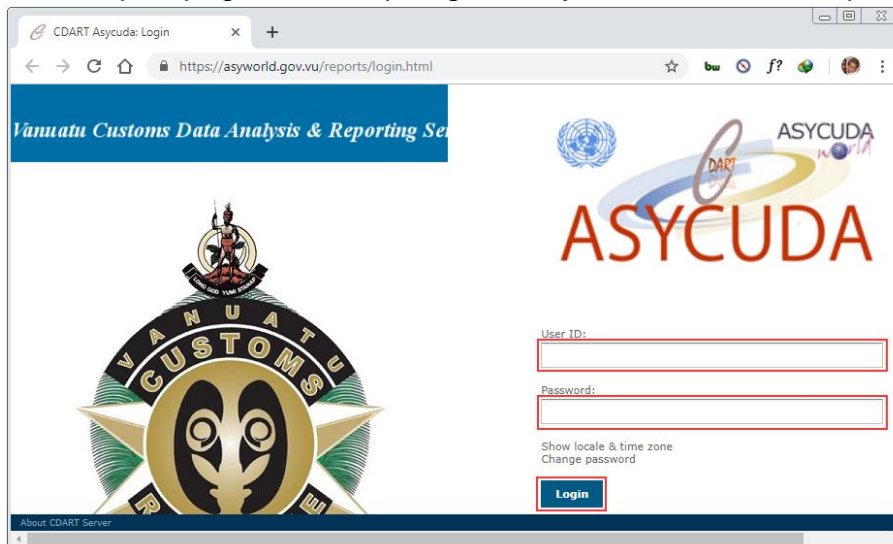


## How to compile data from the AW Report Server

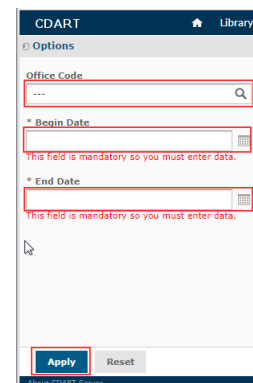
1. Go to the ASYCUDAWorld portal site at: <https://asyworld.gov.vu>
2. Click on **Reports** link at the top of the page (see below)



3. Once the report page comes up, login with your username and password

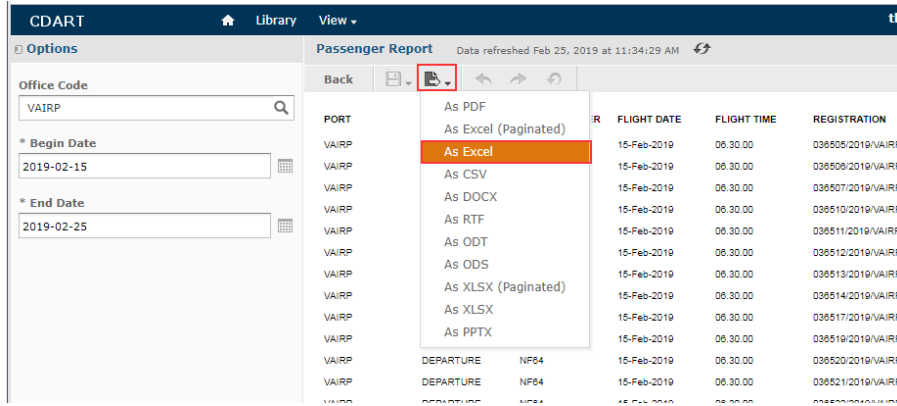


4. Depending on your access rights, you will see the Folder(s) or Report(s) which you have access to.
5. Click on the Report you want you want to compile.  
Enter the required parameters (some parameters are optional, while some are mandatory).
6. Click **Apply** and wait for the report to be generated.





- Once the report is generated, click on the **Export** icon and save as the file as Excel, PDF or whatever preferred format.



- The report will be downloaded for viewing and analyzing.

**END**