

IDW – Quick User Reference Guide for Non – Public/Independent Schools

idw.nasboces.org

Basic Report Navigation

START at TEAM CONTENT

How to Access IDW Reports:

1. Go to "Team Content"
2. Select "Independent Non-Public Schools" folder
3. Click on the desired report to run

Switcher Menu

The **Switcher** menu located in the top center of the screen is used to navigate between reports the user has already opened.

Finding Recent Reports

Click on the **Recent** icon to go directly to reports you have recently accessed. The **Home** screen also displays recent reports.

Converting Reports

Convert reports to pdf or Excel from the **Run As** button.

- Run HTML
- Run PDF
- Run Excel
- Run Excel data
- Run CSV
- Reset prompts and rur

How Do I Go Back?

Use the **bread crumb trail** at the top of **Team Content** to go back to a previous menu.

Saving Reports

Within a report, click on the disk icon to save to **My Content**.

Logging Off

Go here to sign out of the IDW.

IDW Support

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