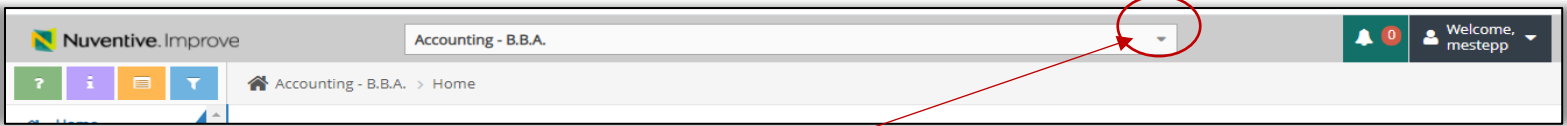
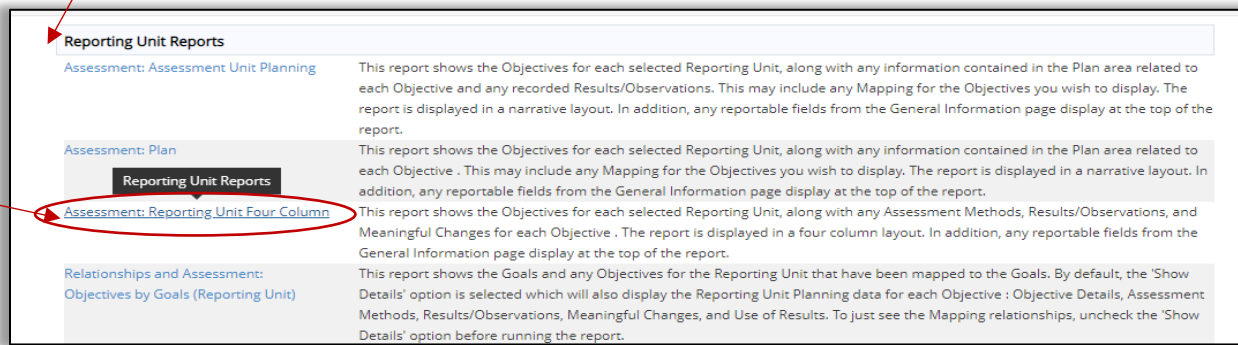
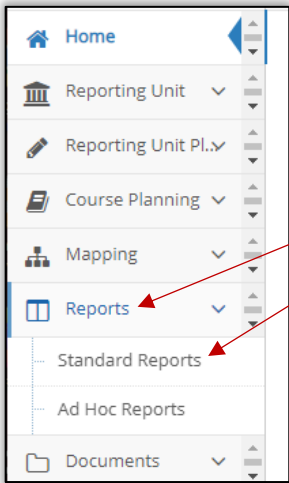


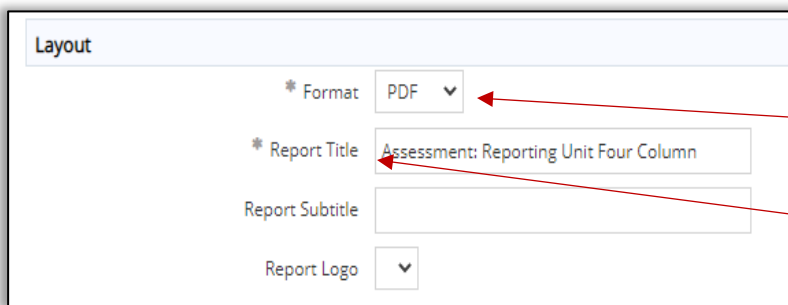
HOW TO RUN A FOUR- COLUMN REPORT IN TRACDAT



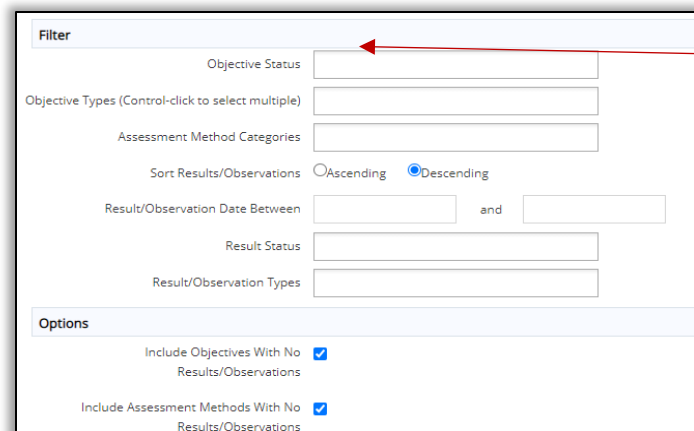
1. Select the **reporting unit/program** for which you would like to enter a new objective from the drop down menu.
2. After you have selected the reporting unit/program that you would like to add an assessment method to, select
 - **Reports**
 - **Standard Reports**
3. Look under **“Reporting Unit Reports”**



4. Select **“Assessments: Reporting Unit Four Column”**



5. Select the **format** in which you wish to export your four column report.
6. Enter a **title** for your report.



7. Under **“Objective Status”** select **“ACTIVE”**

8. Click the yellow **“OPEN REPORT”** button in the top right corner.

