

## Lesson 23: Generating Reports

In this lesson the user will learn how to access the reports and print reports

1. Sign in to ICBS-R using the Login Name and Password assigned earlier
2. On the menu bar, click on Analytics and choose **Launch WMS Reports or NISCC Reports**
3. The next screen that appears is the Reports Screen.
4. From this screen you can access and view a number of different reports.
5. For practice, scroll down until you find the “Stock Status Report.” Click on the box to the right.
6. The ensuing screen to appear will be the screen where the user can enter parameters or view all items