WHERE ARE THE WEBI REPORTS?

When you first log into WebI, the left-hand side of your screen should look something like this:

Reports are typically located either in the ‘My Favorites’ folder located at the top of the screen, or under ‘Folders’ at the bottom of the screen.

**My Favorites** = your reports

**Folders** = public and shared reports

Take a look at the following instructions for finding reports in each of these areas.
MY FAVORITES

Clicking on **My Favorites** will display your reports on the right-hand side of the screen.

Click here... to display reports from your My Favorites folder.
FOLDERS (PUBLIC AND SHARED REPORTS)

Click here…

…to see all of the available Public Folders

Then click on the ‘+’ sign to expand Public Folders
This is a sample of the available public report folders:

For example, to find a report under Datatel Sample Reports – Release 1.2, click on the ‘+’ next to that folder:

You will see folders containing various types of available reports:

Click on the folder you’d like to look at

AND VOILA...
These are the available reports under Folders → Public Folders → Datatel Sample Reports – Release 1.2 → CORE Universe Samples.