MAST Training: Job Aid
Access and View Reports

Objective

To provide users with steps on how to access and view reports.
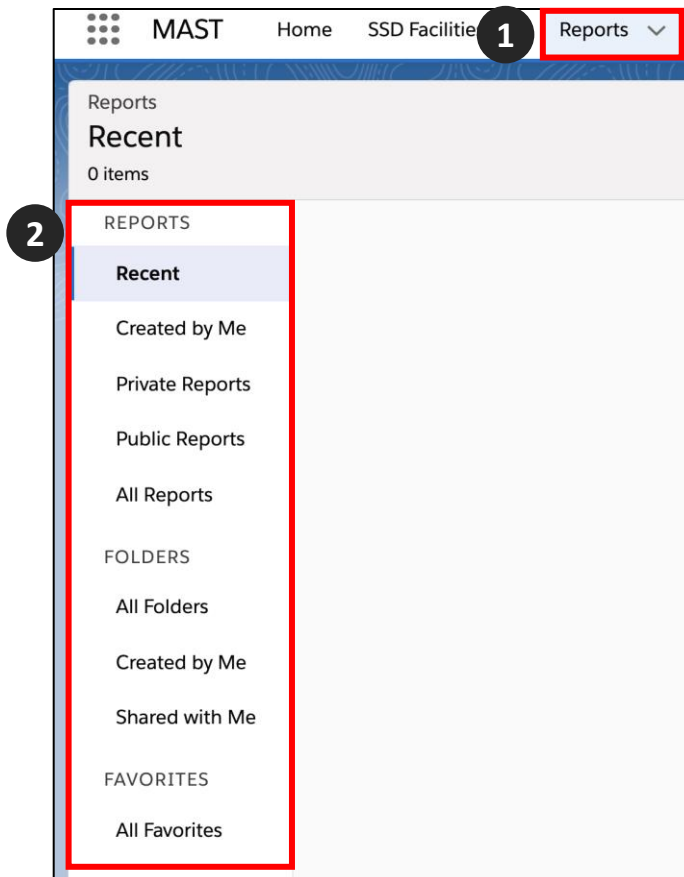
Audience

Facility Managers, SSD Employees, SSD Supervisors, and Requestors

Instructions

Pre-Step: Access the MAST Homepage via https://va.my.salesforce.com/

1. **Click** on the **Reports** tab at the top of the page.

2. **Select** the desired **filter** on the left-hand side of the page to populate reports.

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There are two ways to search for reports.

3a. **Click** on the **column headers** at the top of the reports section to organize the populated reports by alphabetical order.

Ex: Clicking on the "Report Name" column header will organize the report names by alphabetical order.

OR

3b. **Click** on the **"Search"** bar at the top of the reports section to search for a report using key words or phrases.

Note: Step 3 is not required but may be necessary to find the desired report.

4. **Select** the desired **report** from the "Report Name" column to open and view it.

✓ You have completed accessing and viewing a report in MAST!

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