

# MAST Training: Job Aid

## Access and View Reports



### Objective

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



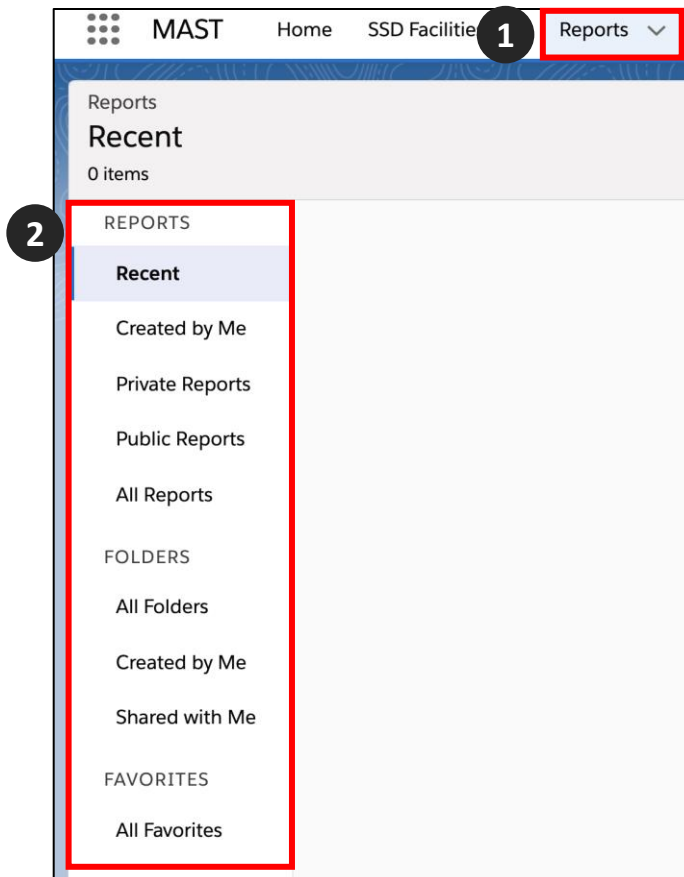
### Audience

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.

REPORTS	Report Name	Description	Folder	Created By	Created On
Recent	# of Active User by Profile and License		Public Reports	Jayasree Dabbara	12/7/2016, 9:59 PM
Created by Me	# of Active User by Profile-Licence-Tabl		Public Reports	Jayasree Dabbara	12/7/2016, 10:18 PM
Private Reports	# of Existing User Requests per Week		VA Helpdesk Reports	Koroush Parsakia	1/13/2017, 4:13 PM
	# of Net New User Requests per Week		VA Helpdesk Reports	Koroush Parsakia	1/13/2017, 4:13 PM
Public Reports	# of Total User Perm. Requests per Week		VA Helpdesk Reports	Koroush Parsakia	1/13/2017, 4:13 PM
All Reports	(Insert your name here)		Public Reports	Michael Hensley	4/29/2020, 11:54 AM
FOLDERS	000 Open Cases for an Office	SAMPLE VIEWS REPORT - Displays all open Cases owned by the specified office group and users in the group	Public Reports	Peter Rivenberg	7/11/2019, 10:26 AM
All Folders	001 ZZZ Open Cases for an Office	SAMPLE VIEWS REPORT - Displays all open Cases owned by the specified office group and users in the group	Public Reports	Peter Rivenberg	7/10/2019, 4:20 PM
Created by Me	003 Accounts containing XXXX	displays Accounts with no valid office code - Account Name reflects XXXX . We do not any valid offices containing XXXX	Public Reports	Louise Fricker	2/21/2019, 10:00 AM
Shared with Me	004 Tasks		Public Reports	James Chung	4/25/2018, 5:00 PM
FAVORITES	005 Cases w Attachments added past week		Public Reports	Louise Fricker	6/19/2019, 12:00 PM
All Favorites	005 Open tasker	Displays all open Tasks for a specified office and suboffices and users.	Public Reports	Nicole Hines	8/9/2019, 9:08 AM

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

