

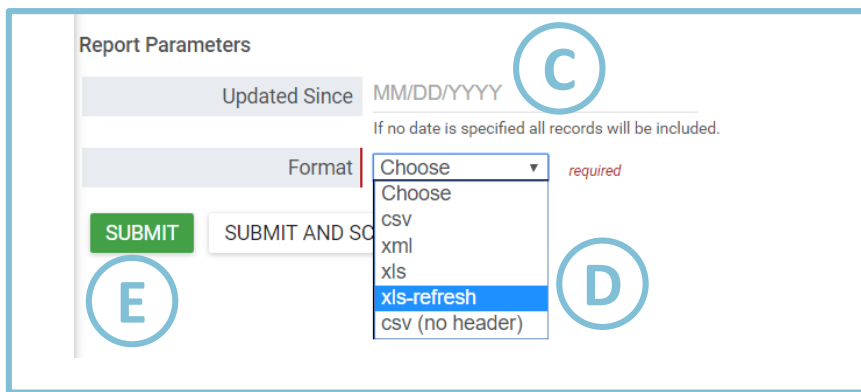
# Manager

## Refreshable (IQY) Reports

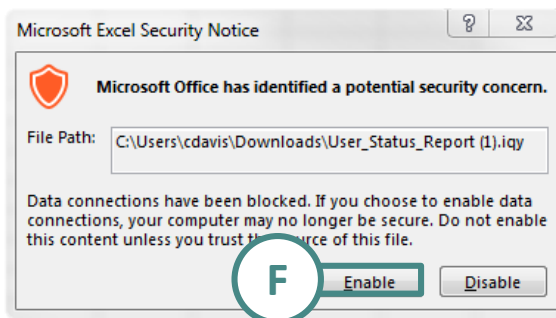
The following is how to create an IQY (Internet Query) report through the Manager and refresh the training data within a Microsoft Excel file. This report displays at the xls-refresh option in Manger. The example listed below is of the Export Training Records Report. Please note Alchemy uses the Office 2013 Suite.

### Creating an Refreshable (IQY) Report

- A. Log in to Manager
- B. Navigate to the Reports category section
- C. Select the reporting parameters (these cannot be changed)
- D. Choose the **xls-refresh** format, if available
- E. Select **Submit** to download the Report. The web browser should ask to open the file in Excel



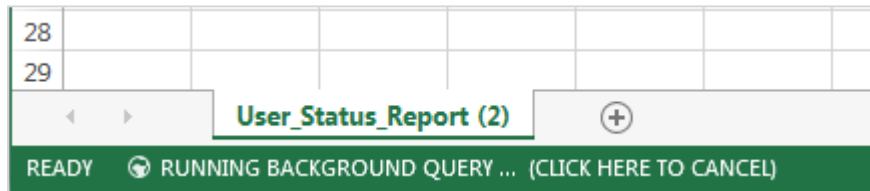
- F. Select **Enable** on the Microsoft Excel Security Notice



# Manager

## Refreshable (IQY) Reports

G. You will see this at the bottom of your screen showing that the report data is processing



### Refreshing data within IQY Report

The training data will update, based on current trainings being conducted along with the original parameter of the report. Any formatting or editing will be removed when refreshed.

- A. Open the Training Data Report
- B. Select **Data** Ribbon
- C. Select the **Refresh All** button to re-run the report
- D. Select **Save**

