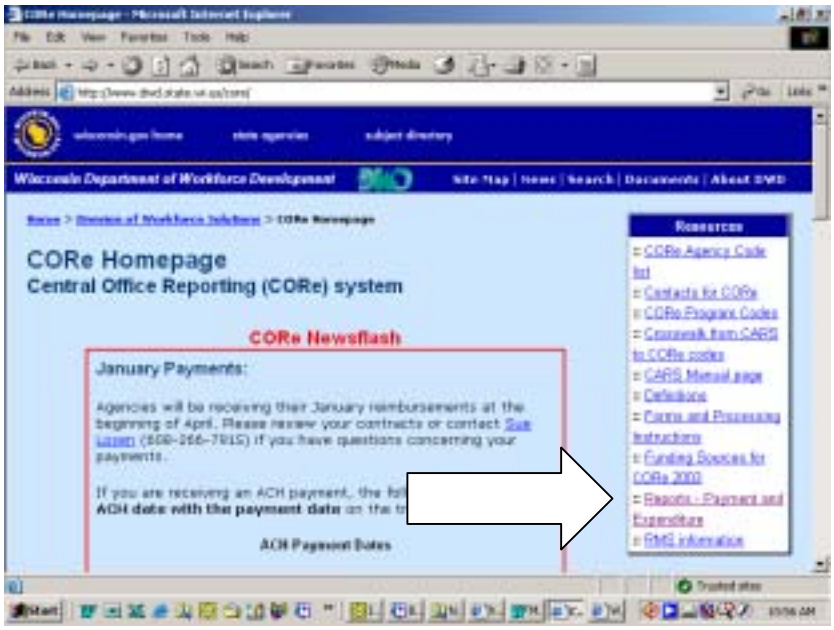
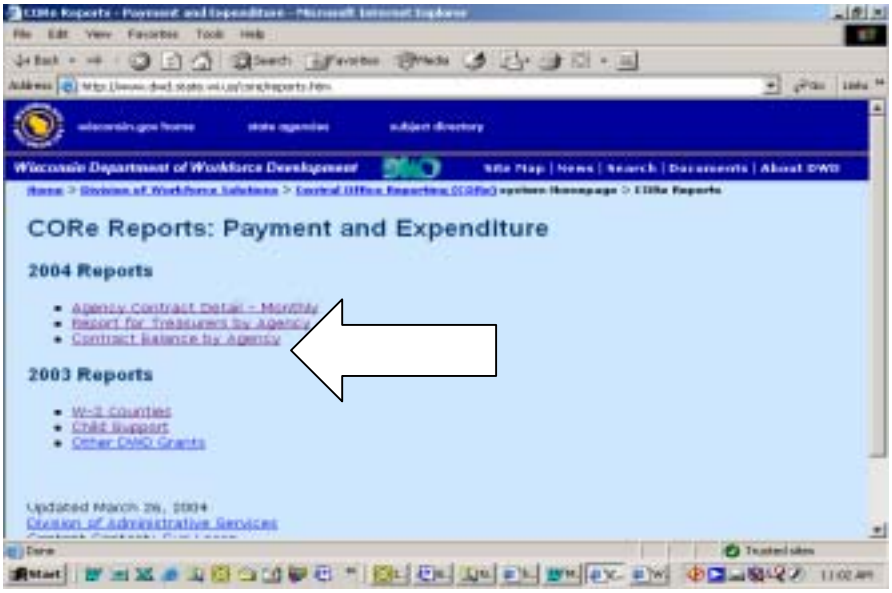
# CORe Report Navigation

## Finding and Getting to CORe Reports

CORe Agency reports are published each month to the CORe web page at http://www.dwd.state.wi.us/core/ Once you reach this page, click on “Reports-Payment and Expenditure”.




From here you will see this screen.




Select (click) on one of the 2004 Reports for example “Contract Balance by Agency”

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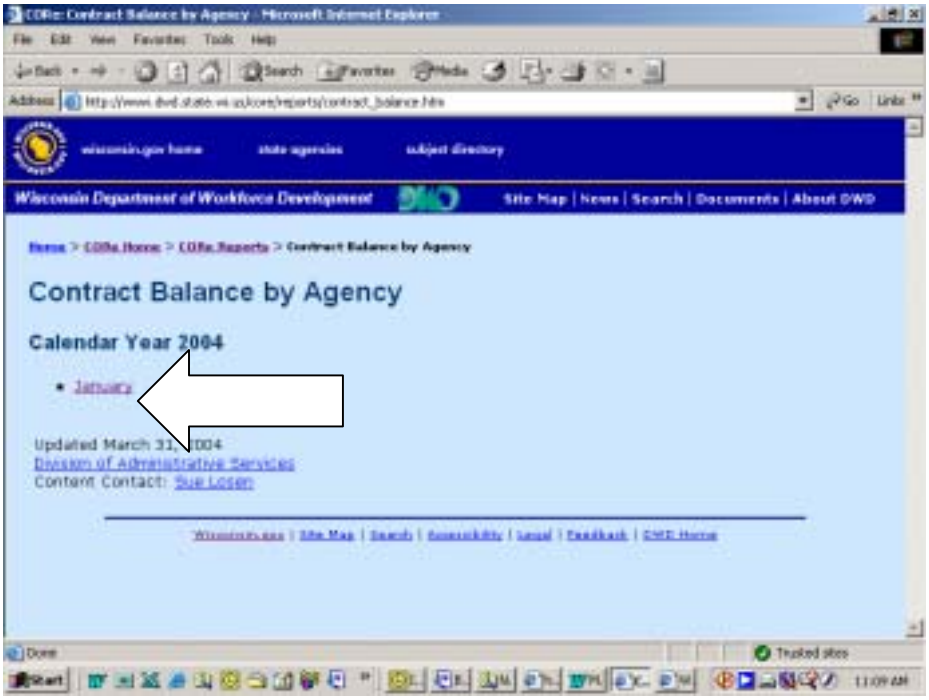
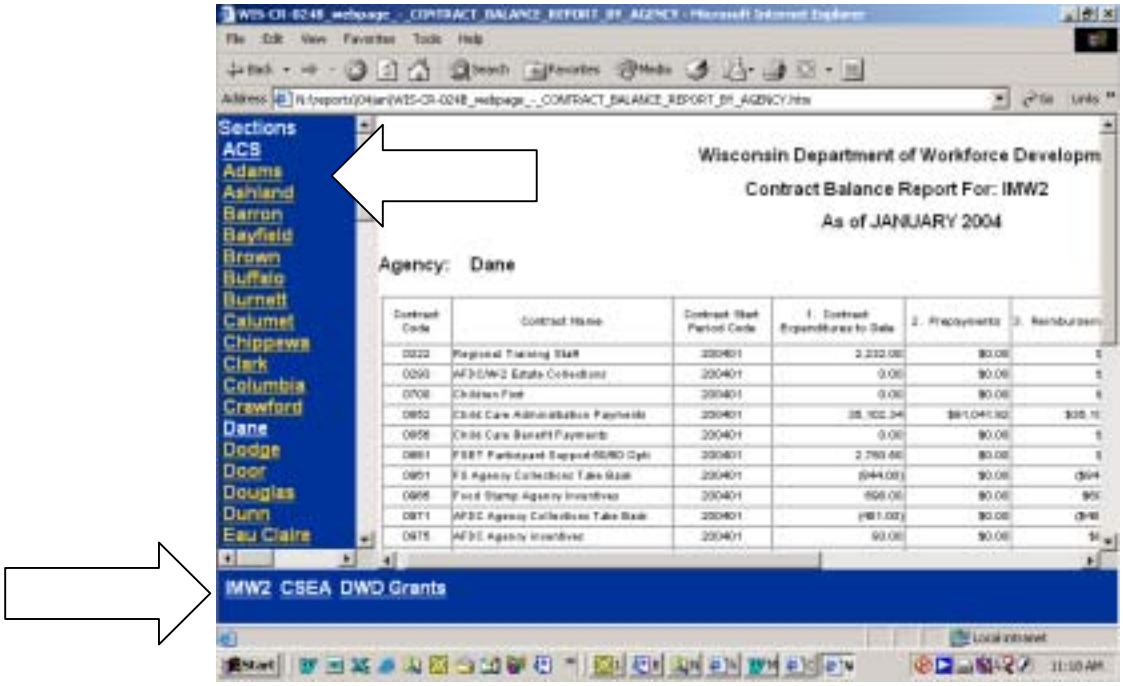
The following screen will be displayed showing your choice of months available for review. (note: As each calendar month for 2004 is finalized and all processing is completed, it will be posted to this page)

Select (click) on the month you would like to review by clicking on that month.




The following will be displayed. You'll also notice IMW2 (W2 Agencies- counties & private), CSEA (child support) and DWD Grants (other Grants) towards the bottom left. Click on these to navigate between the three Agency groups. You'll notice the Agency names on the left side under the word "Sections". You will use these to navigate between Agencies.



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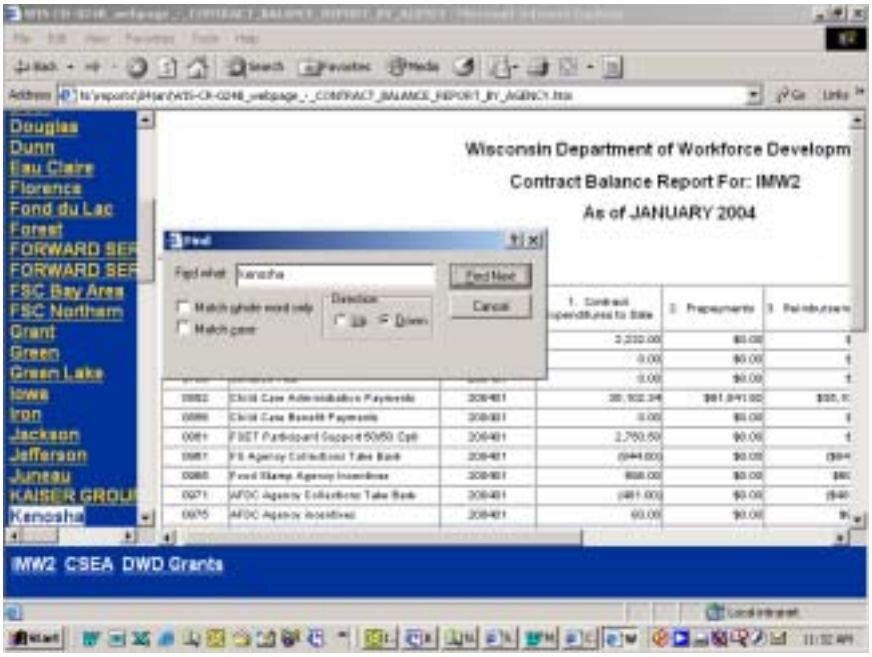
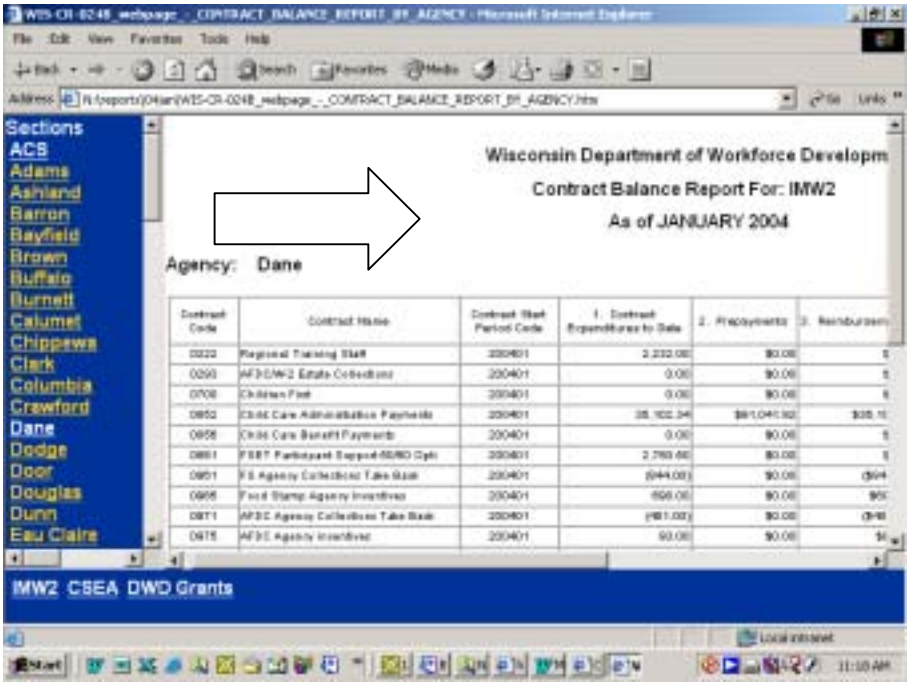
## Navigating Within the CORe Reports

The blue left-hand border (in this example report) contains all of the Agencies within each of the data subset groups. To quickly navigate to a specific Agency, first click on the blue border sections to establish this is the section you want to search on. Then using your keyboard hold down the control CTRL key and the F key. This will bring up the following dialog box. Type in the Agency you are searching for and it will bring you to that Agency. Click on the Agency name to obtain the selected report.




## Printing

When printing the CORe report you are using the web browser's print capabilities. To print a page, first click on the white page portion of the report you want to print. This establishes what you are printing.



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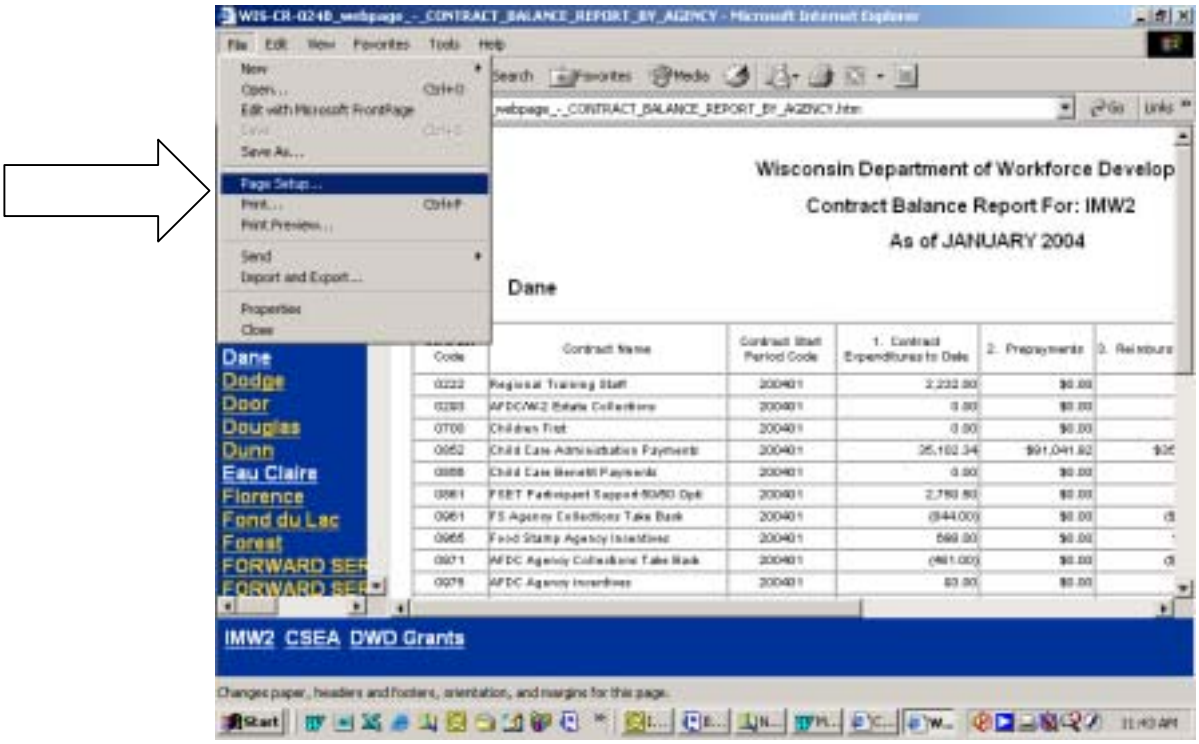
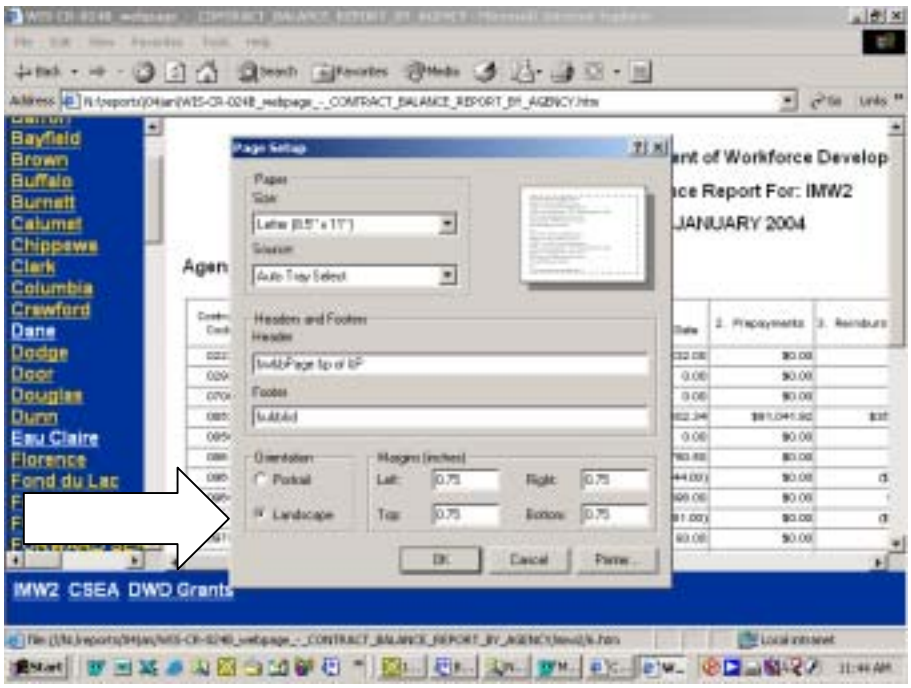
The next thing you will need to do is change the orientation to landscape. Go to “Page Setup” under the “File” menu.




This will bring up the following dialog box. Change the “Orientation”, located in the lower left-hand corner, to Landscape.



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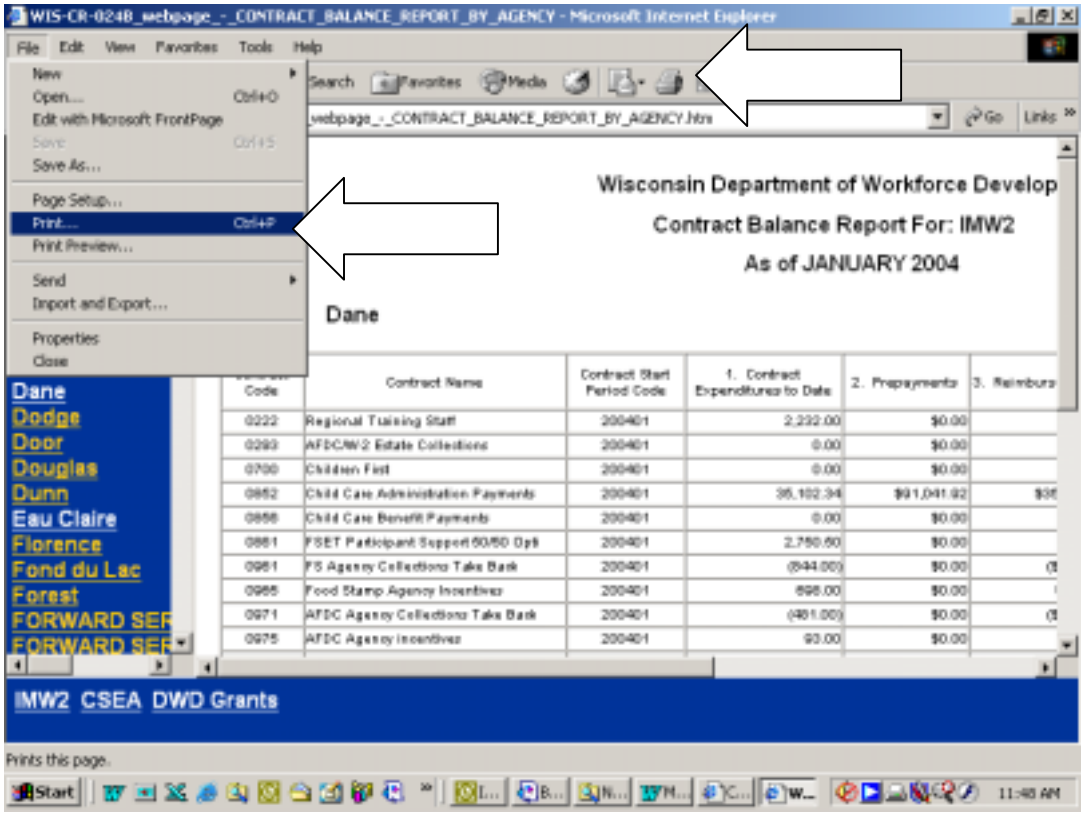
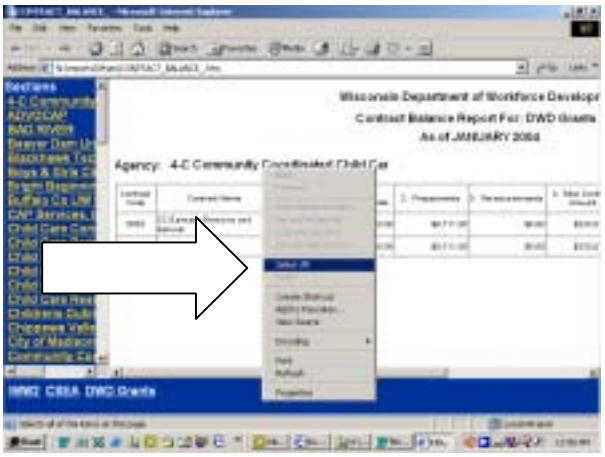
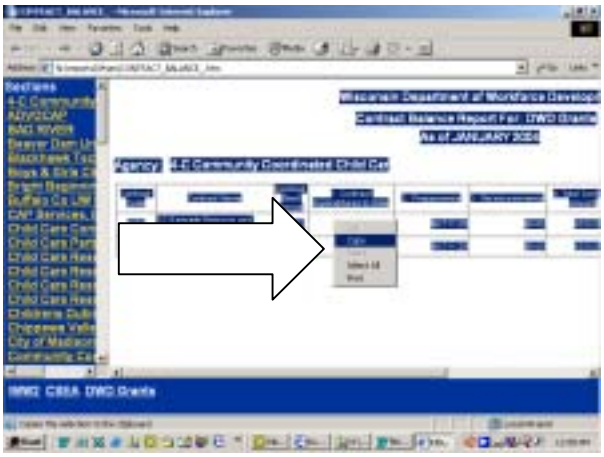
Now either click on the “Print” button on the browser’s tool bar or select “Print” under the “File” menu. Because the report is viewed through the web, you will need to print each page individually.




## Copy and Paste into Excel

One of the benefits to this style of presentation is the ability to quicky get the information into Excel without manually re-keying. To download into Excel, you need to go to the white part of the report with your cursor, right click your mouse, and choose “Select All”. Next right click again and choose “Copy”. Next go to Excel and “Paste” the document into an Excel spreadsheet. This will only load the data. All “Total”formulas will be lost. Also, spreadsheet formatting may need to be completed.