




Understanding a Report Page

To the right of the report name header are six icons that serve as quick links for specific actions.



Each report icon is explained in the table below.

Report Icon Explanations	
Icon	Explanation
	The spreadsheet icon converts the table into a datatables table format (allowing for filtering by column and pagination of the table).
	The PDF icon opens a web-based PDF of the report in the same browser tab.
	The excel icon will download the report in an excel (.xlsx) file to your personal device.





The download icon opens the Download Modal which allows an individual to select from seven different formats to download the report from a dropdown menu. Possible download formats are listed to the right.

How To: Download a Report

To download a report, go to the Home Page of the Reports Module.

There are two icons to the right of the Report Title that allow an individual to download a report.

Download Report Icons	
Icon	Explanation
	The excel icon will download the report in an excel (.xlsx) file to your personal device.
	Comma Separated Values (.csv)
	Tab Separated Values (.tsv)
	Other Separated Values (.txt)
	Open Document Format (.ods)
	Excel 97 (.xls)
	Excel 2007 and later (.xlsx)
	PDF

Comma Separated Values (.csv)

Tab Separated Values (.tsv)

Other Separated Values (.txt)

Open Document Format (.ods)

Excel 97 (.xls)

Excel 2007 and later (.xlsx)

PDF



The chart icon opens the Chart Wizard Modal, allowing an individual to create a chart from the data generated by the report.

Hot To: Create a Chart

To create a chart, go to the Home Page of the Reports Module and open the report you wish to use for the necessary chart data.

How To: Run a Report

To run a report, go to the Home Page of the Reports Module.

Click the name of the report you wish to run.

Team	Year	Valuation (in mil USD)
Anaheim Ducks	2022-01-01	725
Arizona Coyotes	2022-01-01	450
Boston Bruins	2022-01-01	1400
Buffalo Sabres	2022-01-01	610
Calgary Flames	2022-01-01	855
Carolina Hurricanes	2022-01-01	640
Chicago Blackhawks	2022-01-01	1500
Colorado Avalanche	2022-01-01	860
Columbus Blue Jackets	2022-01-01	620
Dallas Stars	2022-01-01	925
Detroit Red Wings	2022-01-01	1030

Select the chart icon to the right of the report title header. This opens the Report Module Chart Wizard Modal.

The chart icon for a specific report is also accessible on the Home Page of the Reports Module.



The external link icon opens the External Connection Modal which offers a detailed explanation on how to transmit report data to Power BI.

External Connection ✕

Power BI

1. In Power BI, go to Get Data, choose Web and then click connect.
2. Click on Advanced.
3. In the First URL Part, enter the URL, from below.

URL 🔗

`https://mli.kasrtrack.com/reports/other-download/budgets_all_budget_items/Budgets-All-Budget-Items/Budgets_All-Budget-Items.csv?reportType=powerbi&u=7244`

4. Under HTTP Request Header Parameters, type **X-Kasauth** 🔗 in the left box, and the authorization key below in the right box.

Authorization Key 🔗

`hnm8t1z6Nt4M4LzF`

Regenerate Key

Note: Regenerating the key will revoke access to any existing connections

5. Click OK

Note: Due to a bug in Power BI, the column headers will only be recognized if the first column contains numbers! If the column headers are not automatically recognized, you will need to add them manually. [How to add column headers in Power BI](#)

Close

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