

## STI LABORATORY DATA TOOL INSTRUCTIONS

To access a report simply click on any report link from the landing page. The report will open in a new window.

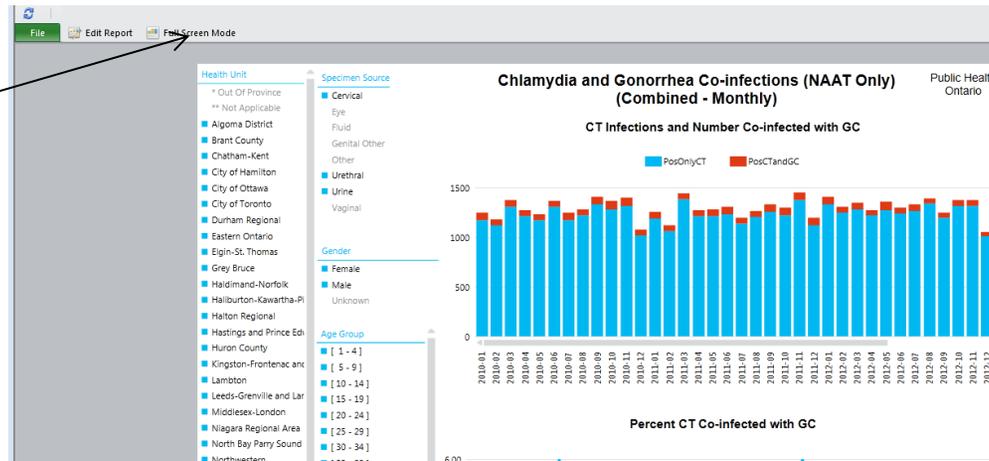
If you are viewing the report for the first time, you will be prompted to install **Microsoft Silverlight Browser Plug-in**. If the installation has failed, you can get Silverlight Browser Plug-in from the following URL: <http://www.microsoft.com/getsilverlight/Get-Started/Install/Default.aspx>

**Note:** You need administrative rights on your computer to install the Silverlight Browser Plug-in. If you do not have administrative rights, please contact your regular IT support representative to install it.

### 1. Full Screen

To select the full screen mode click on the “Full Screen Mode” option. To get out of full screen mode press the [Esc] key on your keyboard.

Click on Full Screen Mode button.  
Press the [Esc] to exit this mode



## 2. Selecting Options

To clear options and select only one click one item in a given box

To re-select ALL options, hover over a group name. A diagonal bar will appear. Click on the diagonal bar to select all in a given box.

To select *multiple* options hold down the [CTRL] key and click on one or more options within a group

**Total Number of Resistant *Neisseria gonorrhoeae* Isolates (Combined - Annually)**

Public Health Ontario

Year	1. Sensitive	2. Intermediate	3. Resistant
2010	~120	~5	~15
2011	~105	~5	~15
2012	~100	~5	~15

**Percentage of Resistant *Neisseria gonorrhoeae* Isolates**

Year	1. Sensitive	2. Intermediate	3. Resistant
2010	~85%	~5%	~10%
2011	~80%	~5%	~15%
2012	~80%	~5%	~15%

**Note:** Options in other tables **may appear and disappear** based the items you select from a group.

### 3. Printing

To print a report, click on “File” and then on “Print”.

To print a report simply click on File and then Print

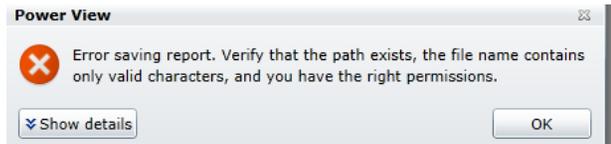
The screenshot shows the SSRS report interface with the 'File' menu open. The 'Print' option is highlighted. The report content includes two stacked bar charts. The top chart, 'Total Number of Resistant *Neisseria gonorrhoeae* Isolates (Combined - Annually)', shows the total number of isolates for each year from 2010 to 2012. The bottom chart, 'Percentage of Resistant *Neisseria gonorrhoeae* Isolates', shows the percentage of isolates for each year from 2010 to 2012. Both charts are categorized by sensitivity levels: 1. Sensitive (green), 2. Intermediate (purple), and 3. Resistant (red).

Year	1. Sensitive	2. Intermediate	3. Resistant
2010	125	5	10
2011	110	5	10
2012	105	5	10

Year	1. Sensitive	2. Intermediate	3. Resistant
2010	85%	5%	10%
2011	80%	5%	15%
2012	75%	5%	20%

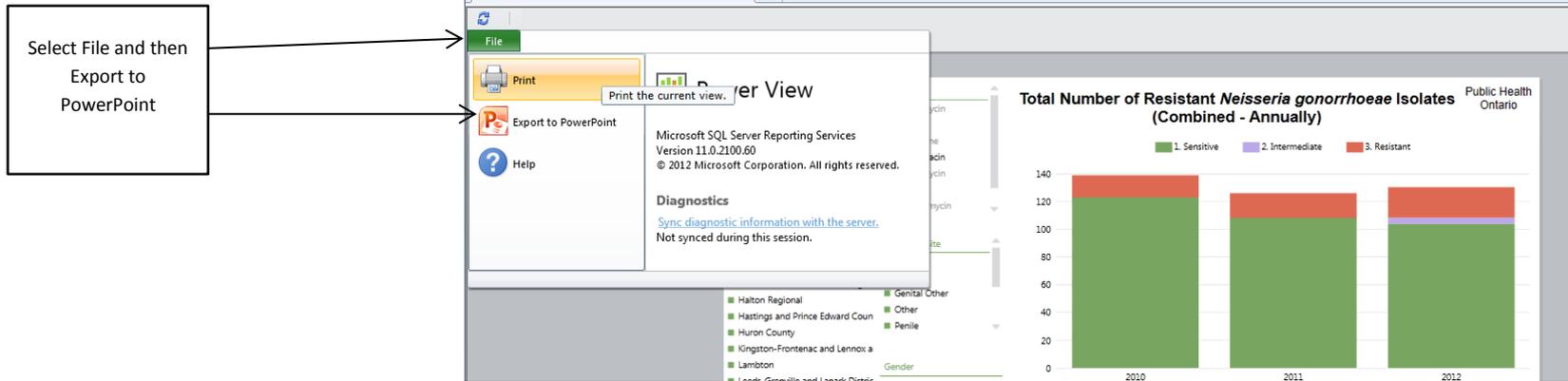
#### 4. To Export to PowerPoint

Unfortunately this feature is only permitted if **you haven't made any changes** to a report (including selecting different options). **If you have made changes the system will ask you to save the report prior to Export.** Changes cannot be saved as the changes you make would remain for the next user. You will receive the following message:

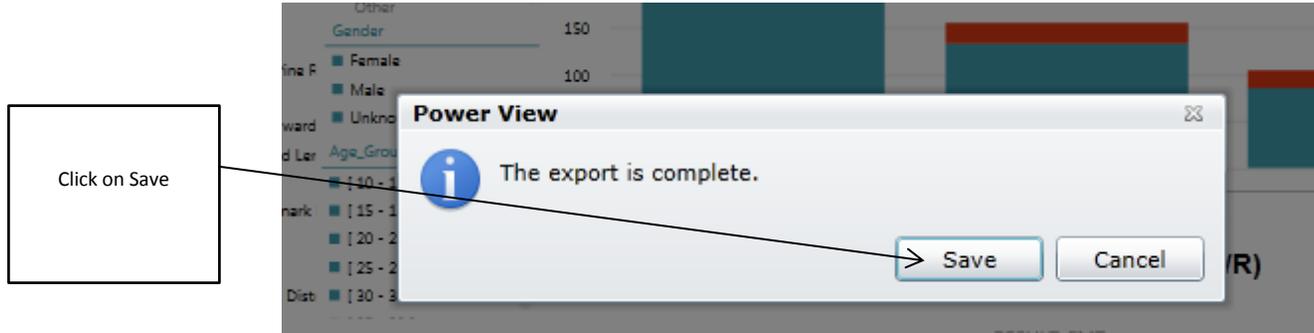


The only option is to use the *print screen*. Use the [Print Scrn] key to capture followed by [Ctrl] + [V] keys to paste or use the *Screenshot* option (found in Office 2010 under the Insert tab).

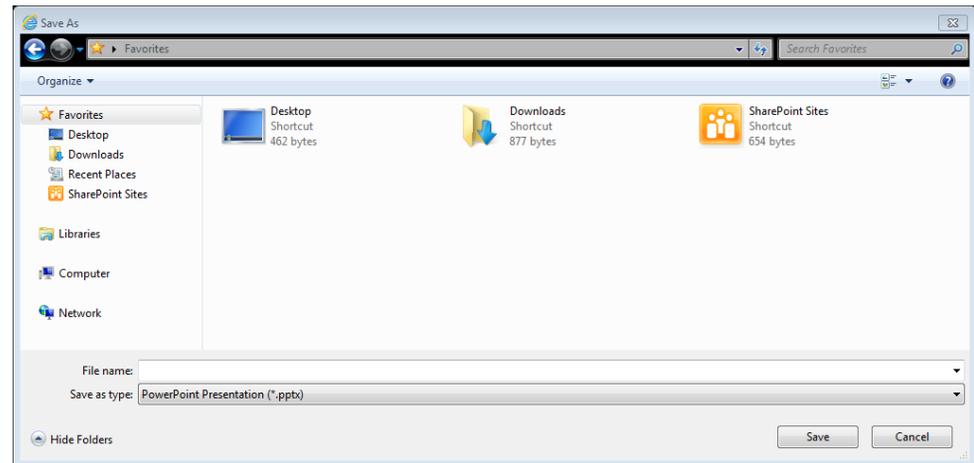
If you haven't made changes, you can Export to PowerPoint by selecting "File" and then "Export to PowerPoint."



Then click on Save.



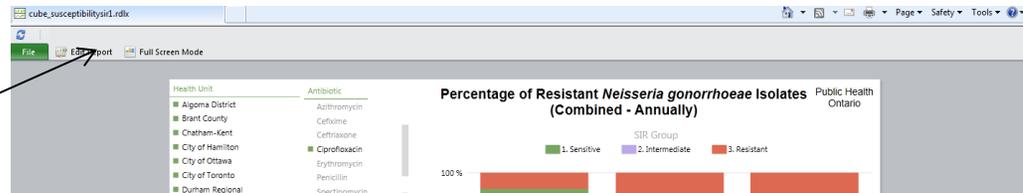
Save the file in an appropriate location in the file folder directory that appears.



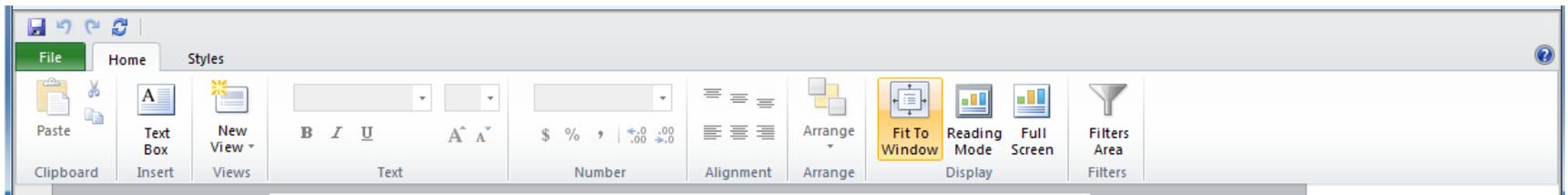
## 5. Edit Report

Click on “Edit Report.”

Click on Edit Report



A ribbon bar with a variety of options will appear.



These options will allow you to add or adjust the slicers. **Any changes made cannot be saved.** If you would like information on how to use this area please refer to the following site for information: <http://technet.microsoft.com/en-us/library/hh231518.aspx>