

Standard Report Viewer Quick Reference Guide

Follow the steps below to access the Standard Report Viewer, to find, open, view and save reports via SEMA4.

1. From the SEMA4 landing page, select the On Demand Reports tile:

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2. Select the Standard Reports Viewer tile:



3. Sign in to the Mobius View with your SEMA4 username and password.

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4. Select the *Content Classes* folder.

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5. Find and open a report using one of two ways, either by scrolling through the list of reports, or by using the search feature:





6. Select the report you wish to view. If the report has more than one version, you will see a list of options. Choose the version you wish to view.

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7. Select the report icon to open the report.

Scroll through the report by using the arrows in the menu at the bottom of the page.

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To find more information about the Standard Report Viewer, Select the "?" in the lower left corner In the pop up, select the link: Click here to see the documentation.



From the Contents menu on the left, choose "Using Mobius View" to find additional menu options and resources.

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