



Quick Guide for Selecting Tier and Phase Columns

This guide provides instructions for including the **Tier** and **Phase** Columns in the **Activity** and **Strategy Reports**. Users will need to select the checkbox indicated below to have the **Tier** and **Phase** columns included in the reports as the checkbox WILL NOT be selected by default.

A screenshot of the "Activity Report" configuration page in a web application. The page has a blue header with the word "Reports". Below the header, the title "Activity Report" is displayed in orange. A section titled "Hide Search Criteria" contains several search filters: "Institution Type" (a dropdown menu with "Select..." selected), "Institution" (a large empty text input field), "Activity Type" (a dropdown menu with "All" selected), "Funding Source" (a dropdown menu with "All" selected), "Activity Status" (a dropdown menu with "All" selected), "Activity Begin" (a date input field), and "Activity End" (a date input field). At the bottom of the search criteria section, there is a checkbox labeled "Include Tiers & Phases" which is currently unchecked. A red circle highlights this checkbox. An information popup window titled "Info Button content" is open over the checkbox, containing a "Note" that reads: "For Michigan users only. Select this checkbox to include Activity Tiers and Activity Phase columns in the report." A blue callout box with a white border points to the checkbox and contains the text: "Users will need to hover on the Include Tiers & Phases checkbox to view information." At the bottom left of the page, there is a button labeled "Export Report" with a dropdown arrow.

Strategy Report

▼ Hide Search Criteria

Institution Type

Institution

Goal Type

Content Area

Grade

Gender

Subgroup

MO Status

Achieved By Start
Achieved By End

Plan Goals Only

Include Strategy Tiers

Info button 2 ✕

Note
For Michigan users only.
Select this checkbox to include Strategy Tiers column in the report.

Export Report ▼

Users will need to hover on the **Include Strategy Tiers** checkbox to view information.