

How-To Online Reporting using www.SherwayGroup.com

Sherway Group IT - [SherwayGroup.Com](http://www.SherwayGroup.Com)

- 1) Point your browser to <http://www.sherwaygroup.com>
- 2) Once there, locate the login box in the top right-hand corner (see figure 1)
- 3) Enter your provided login credentials
- 4) Once logged-in you will be presented with a feature menu in-place.
- 5) Select Reporting from the feature menu (see figure 2)
- 6) Once selected, the website will redirect you to the Sword Reporting page. (see figure 3)
- 7) 3 Option panes are laid out as a 3 step process, Category -> Report -> Parameters
- 8) Select the Report Category from the first pane (see figure 4-1)
- 9) Select the Report you wish to see from the second pane (see figure 4-2)
- 10) Enter the desired reporting parameters in the third pane (see figure 4-3)
- 11) Select the desired output format you wish to view the report in (see figure 4-4)
- 12) Congratulations on successfully retrieving a Sherway Group Online Report.



Figure 1 - Login Box

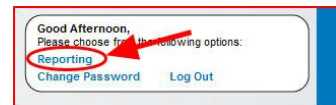


Figure 2 – Reports Option



Figure 3 – Sword Reports



Figure 4 – Report Selection