

Running Reports in NPTC Time Portal

Accessing the Reports via the *Home* tab

Log into the NPTC time portal. <https://secure2.saashr.com/ta/105751.login>

This will take you to your **Home** tab. There will be several shortcuts to various portions of the website and you can access information using the hamburger menu.


You should see a “My Saved Reports” section on the page. Make sure that the *Others' Settings* bubble shows a checkmark and not an “x”. If it shows an “x,” you will need to click on it to change it to a checkmark. This will allow you to see reports share with you.

My saved reports ↗

Others' Settings ☒

A few reports that have been shared with you should appear. **The most helpful report will be the Intern Monthly Activity Summary.** Click on the play button or the name of the report to access it.

When the report screen pops up then at the top you have an option to change the date range you want to see. The report will default to *Timesheet Dates* for the full year of the internship. However, you can change date range to any specific dates you would like to see by clicking on the *Timesheets Dates* bubble.

 Timesheet Dates: 07/29/2020 - 07/28/2021

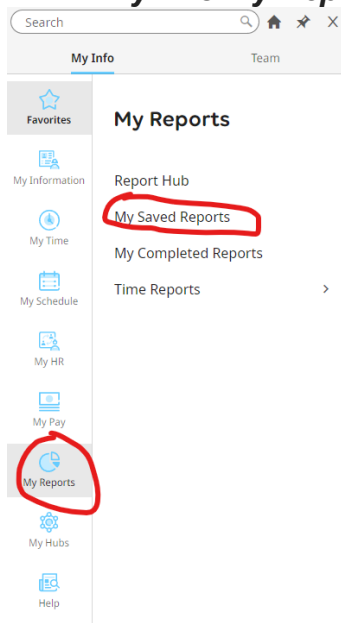
This report will give you a breakdown of intern hours based on the activities recorded on the NPTC timesheets. Interns will only have access to their own hours. Principal Supervisors will have access to all interns they approve hours for. Site Training Directors will have access to all interns within their agency. Regional Training Directors will have access to all interns within the region.

Accessing the Reports via the *Hamburger Menu*

Alternately, reports can also be accessed through hamburger menu.



Select **My Info/My Reports/My Saved Reports**.



Make sure the Other's Settings is checked. This is located on the right-hand side of the report page.

Others' Settings ☒

Let us know if you have questions. You have the ability to make whatever reports you want, but if you have any specific request, let us know and we should be able to make something and share it with everyone.