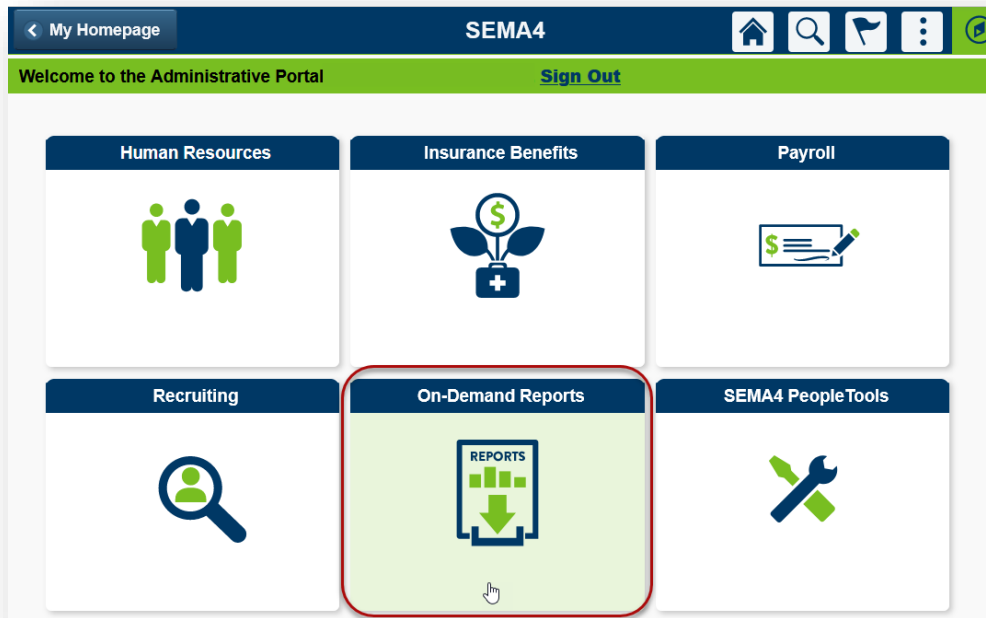


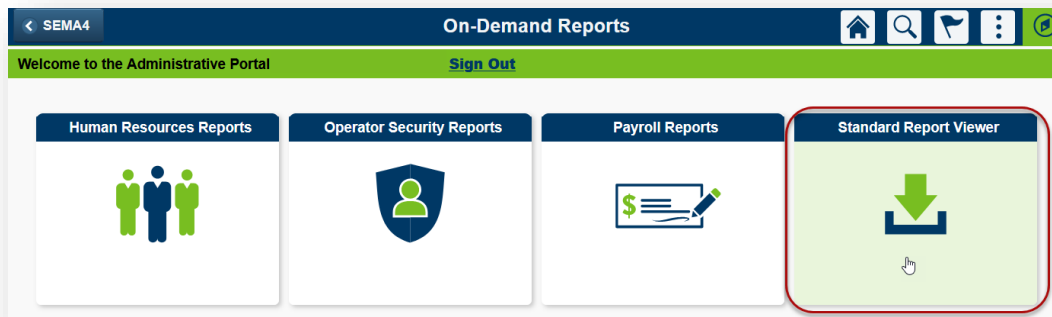
## Standard Report Viewer Quick Reference Guide

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

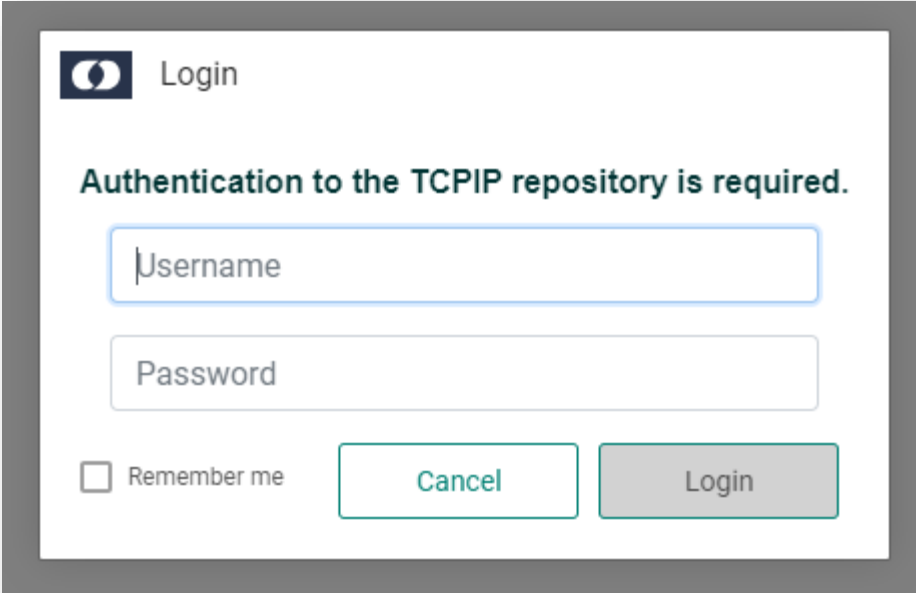
1. From the SEMA4 landing page, select the On Demand Reports tile:



2. Select the Standard Reports Viewer tile:

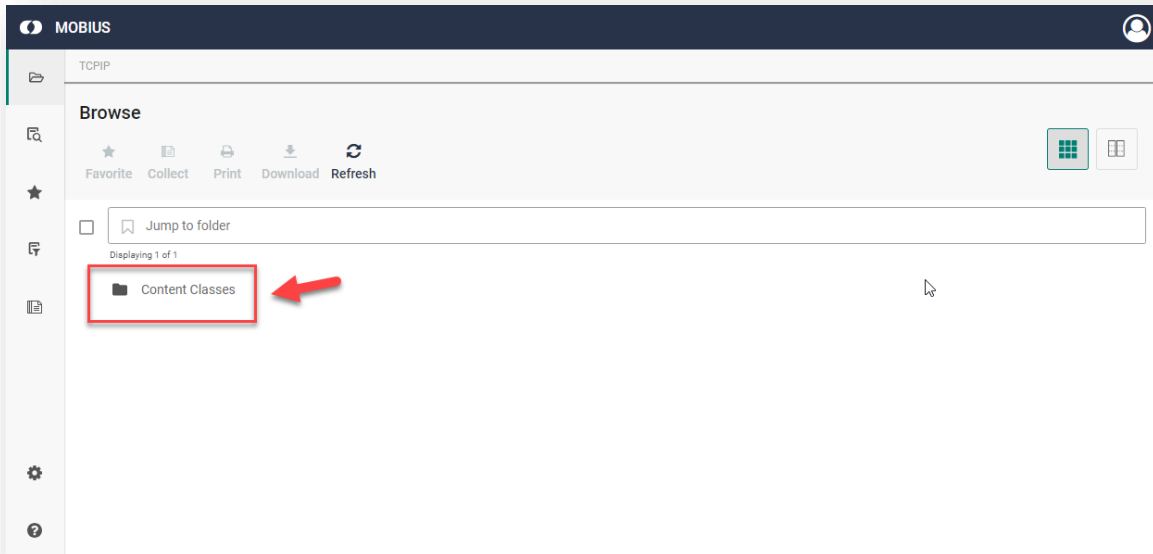


3. Sign in to the Mobius View with your SEMA4 username and password.

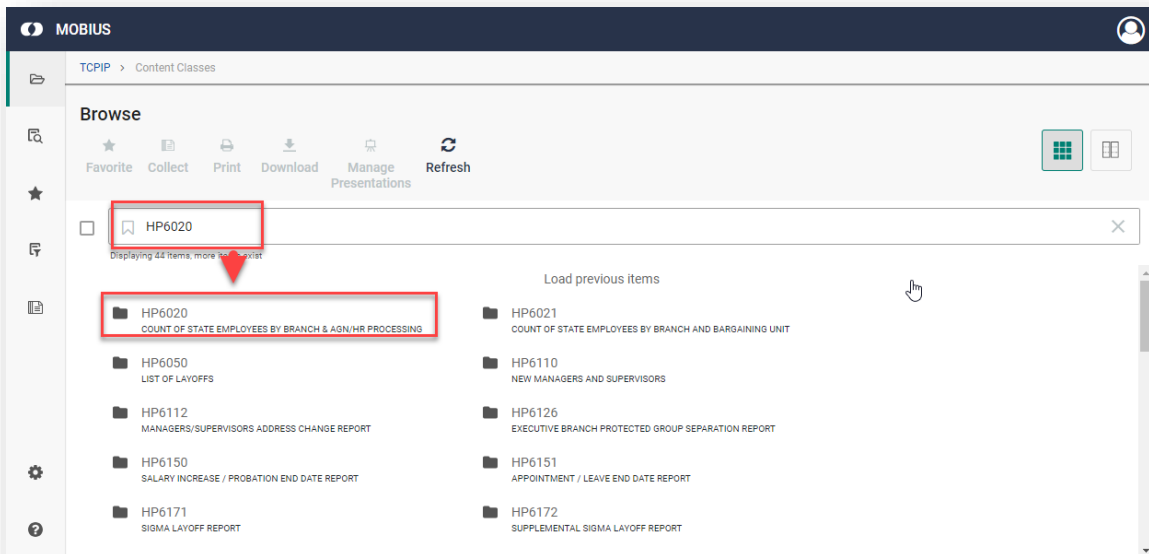
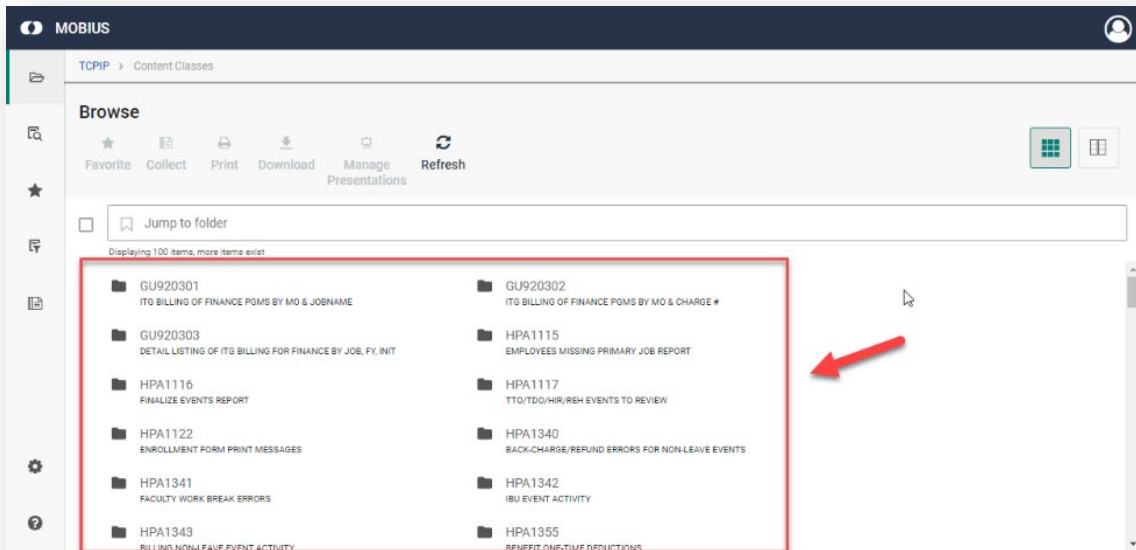


The image shows a login form titled "Login" with the Mobius logo. Below the title, a message states "Authentication to the TCPIP repository is required." There are two input fields: "Username" and "Password". At the bottom, there is a checkbox labeled "Remember me", a "Cancel" button, and a "Login" button.

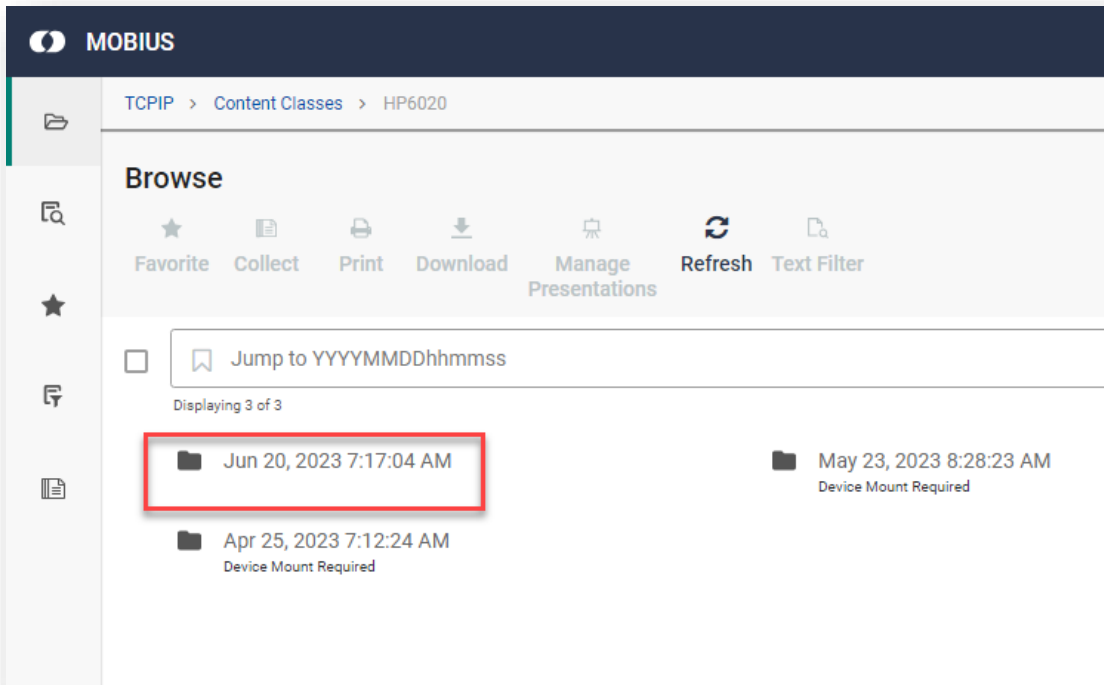
4. Select the **Content Classes** folder.



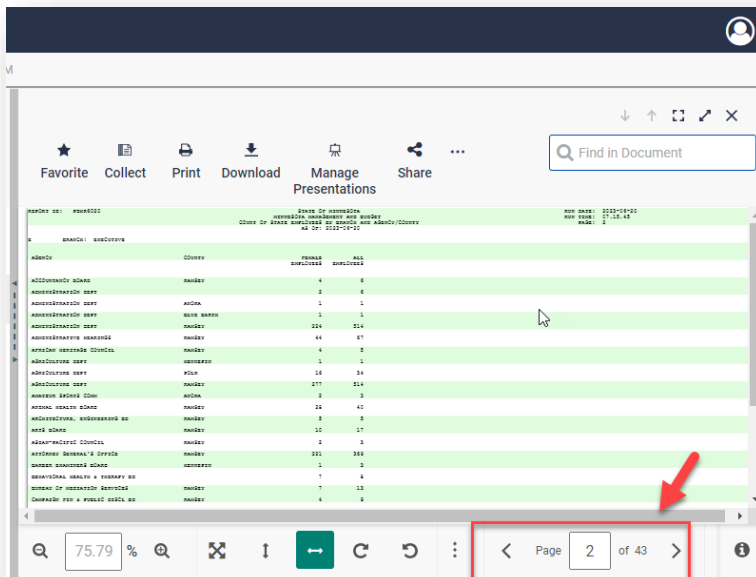
5. Find and open a report using one of two ways, either by scrolling through the list of reports, or by using the search feature:



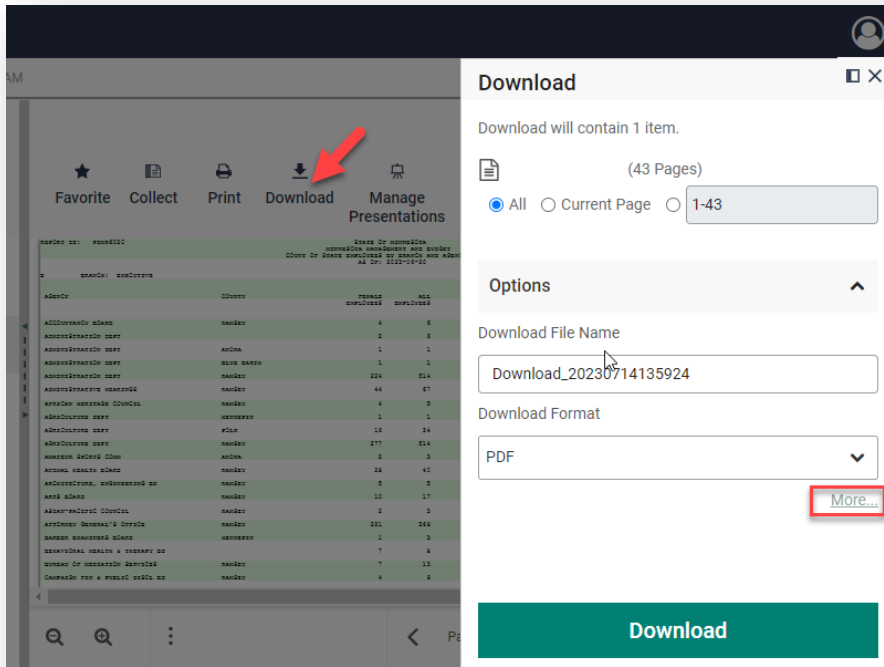
6. Select the report you wish to view. If the report has more than one version, you will see a list of options. Choose the version you wish to view.



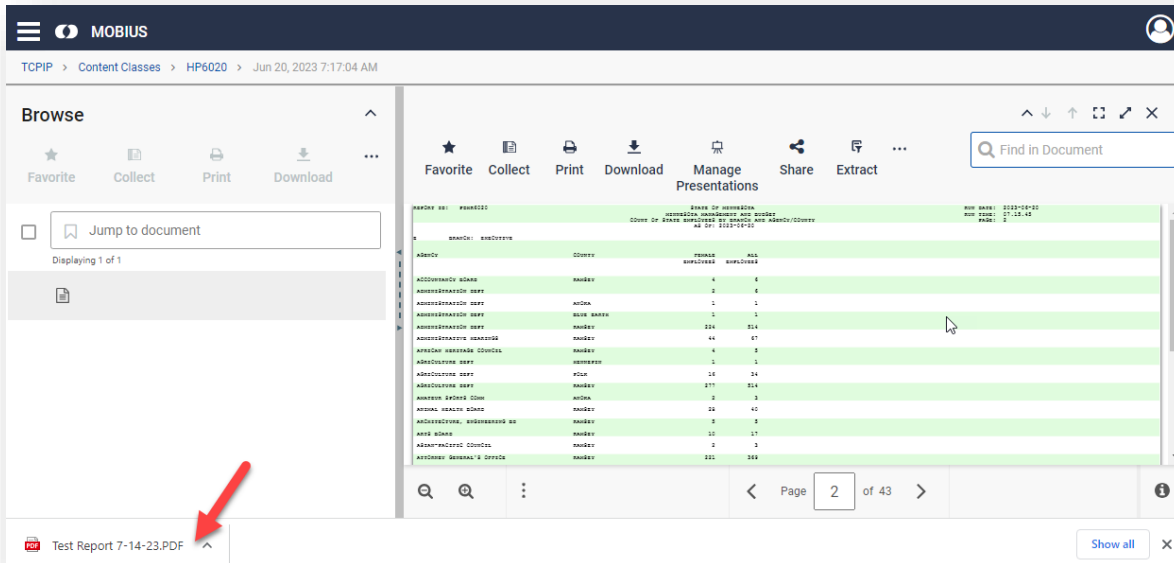
7. Select the report icon to open the report.  
Scroll through the report by using the arrows in the menu at the bottom of the page.



To save a report as a PDF, select Download, then select “More...” to view additional menu options.



Select PDF from the dropdown menu for both Text Document, and LPFD Document.



Open the report and save it to the desired location.

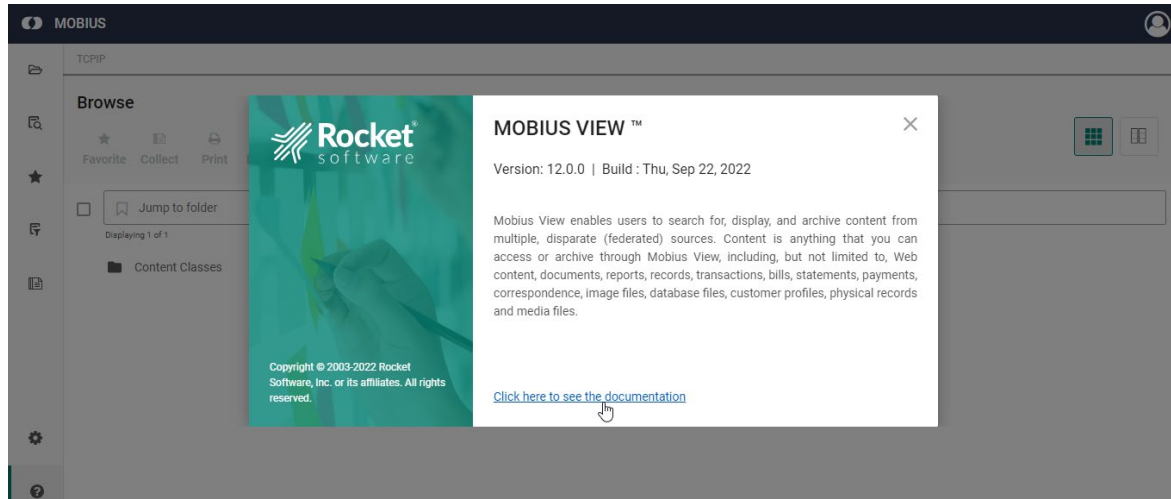
The screenshot shows the MOBIUS interface with a report viewer. The breadcrumb trail is "TCPIP > Content Classes > HP6020 > Jun 20, 2023 7:17:04 AM". The left sidebar has a "Browse" section with a "Jump to document" input field and a list of documents. The main area displays a table with columns for "AGENCY", "COUNTY", "PENALS", and "ALL". A red arrow points to the "Test Report 7-14-23.PDF" file in the bottom left corner.

AGENCY	COUNTY	PENALS	ALL
ACCOMMODATION AGENCY	NAUSETT	4	4
ADAMS COUNTY	ADAMS	2	2
ADAMS COUNTY	ADAMS	1	1
ADAMS COUNTY	ADAMS	1	1
ADAMS COUNTY	ADAMS	224	214
ADAMS COUNTY	ADAMS	44	47
ADAMS COUNTY	ADAMS	4	3
ADAMS COUNTY	ADAMS	2	2
ADAMS COUNTY	ADAMS	14	24
ADAMS COUNTY	ADAMS	211	214
ADAMS COUNTY	ADAMS	2	2
ADAMS COUNTY	ADAMS	28	42
ADAMS COUNTY	ADAMS	2	2
ADAMS COUNTY	ADAMS	10	17
ADAMS COUNTY	ADAMS	2	3
ADAMS COUNTY	ADAMS	221	224

To return to the list of reports, Select the "Content Classes" link from the breadcrumbs.

The screenshot shows the MOBIUS interface with the breadcrumb trail "TCPIP > Content Classes > HP6020 > Jun 20, 2023 7:17:04 AM". A red arrow points to the "Content Classes" link in the breadcrumb trail. The rest of the interface is identical to the previous screenshot.

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.

