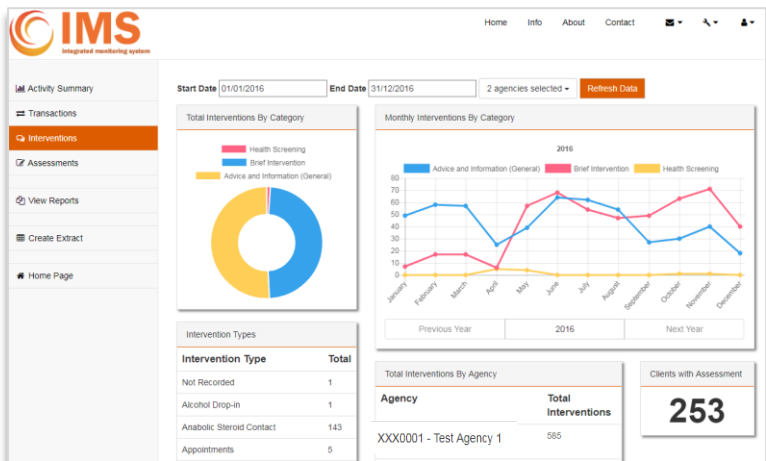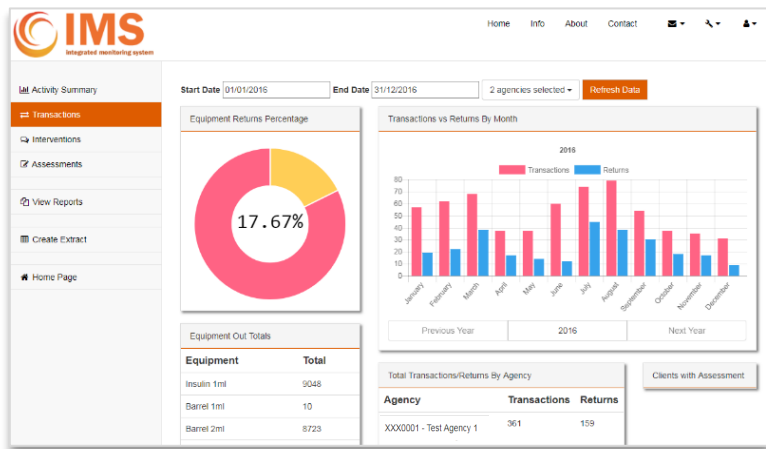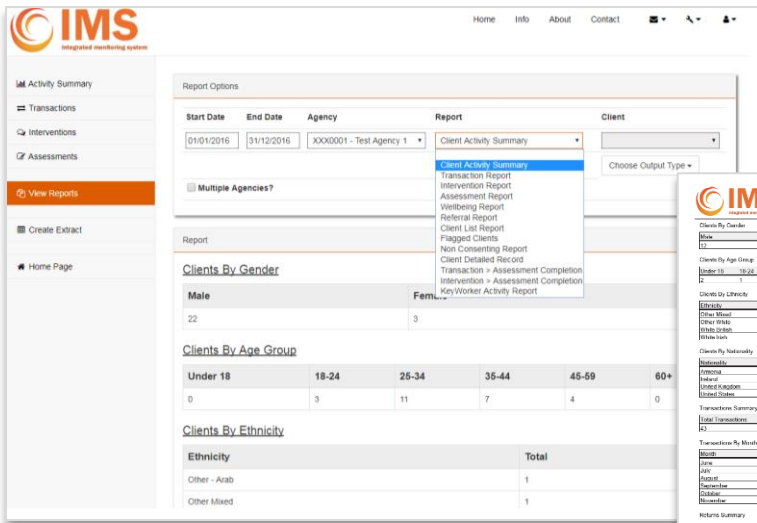# IMS REPORTS DASHBOARD

The reports dashboard allows you to view your agency data in various ways. The **Activity Summary** shows the total and monthly count of individuals for the selected activity types.

The **Transactions** and **Interventions** pages show further detail on these activities with total and monthly counts for the number of activities delivered.
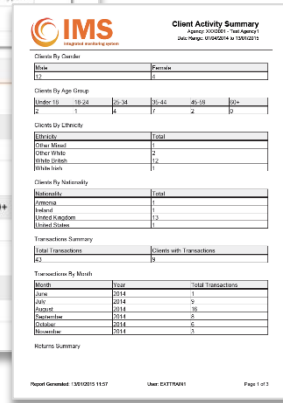
The **Assessments** page shows additional detail only for those clients who've had an assessment entered.

View Reports

View Reports: this is now part of the IMS reports dashboard. You can generate your own agency reports to view on screen or as PDF reports.

Additional information on the agency report options can be found in the full IMS user guide.

Create Extract

The *Create Extract* option produces a data extract. This is a snap shot of your data which you can use for your own analysis and reporting. The extract options include *Full Extract* a standard IMS extract with IMS reference codes for data items, or a customisable *Local Extract* which uses names and descriptions where applicable. Further details can be found in the full IMS user guide.

Note: The option to *Create Extract* will only appear if this has been enabled for your user account. If you'd like to use this feature please contact us.
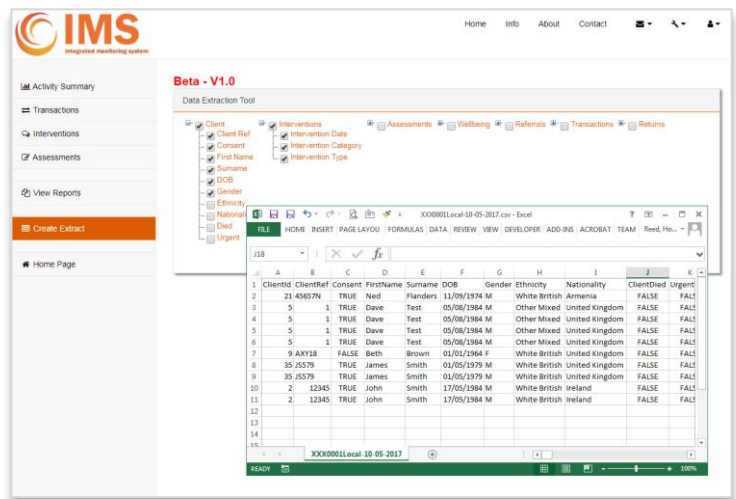
IMS Information

The *IMS Information* page is accessed either from the menu button on the IMS home page, or using the *Info* link at the top of any page.

This is where you will find our IMS quarterly and annual reports, and our IMS user guides, reference data and other information.