



Web Reporting Keys: Account Holder Tasks

Getting Started

- Log in to <http://www.riversidedatamanager.com>
- Select **Admin** from the upper right corner of the banner
- Click **Manage Reporting Access**



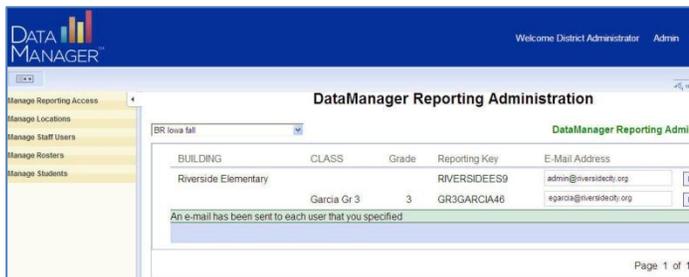
To create a spreadsheet containing reporting keys:

- Copy and paste the reporting keys from the **DataManager Reporting Administration** page into the spreadsheet

Repeat steps for all test events

To email Reporting Keys to individual users:

- In the **E-Mail Address** box corresponding to a reporting level, type e-mail addresses (**Note:** enter up to five users to whom you want to grant report access; separate each e-mail address with a comma or semicolon).
- Click **E-mail**



- Repeat this step to send the same reporting key to more than five users.

