

IDW – Navigation Guide for Non – Public/Independent Schools

idw.nasboces.org

START at TEAM CONTENT

How to Access IDW Reports:

3. Go to “Team Content”
4. Select “Independent Non - Public Schools” folder
5. Click on the desired report to run

Switcher Menu

The **Switcher** menu located at the top center of the screen is used to navigate between reports the user has already opened.

Finding Recent Reports

Click on the **Recent** icon to go directly to reports you have recently accessed. The **Home** screen also displays recent reports.

Converting Reports

Rerun or convert reports to pdf or Excel from the **Run As** button.

Use the **breadcrumb trail** at the top of **Team Content** to go back to a previous menu.

Saving Reports

Within a report, click on the disk icon to save to **My Content**.

Logging Off

Go here to sign out of the IDW.



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