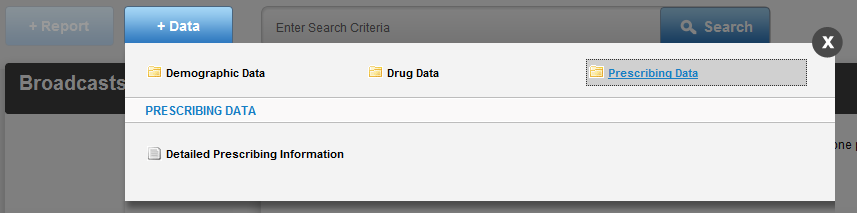


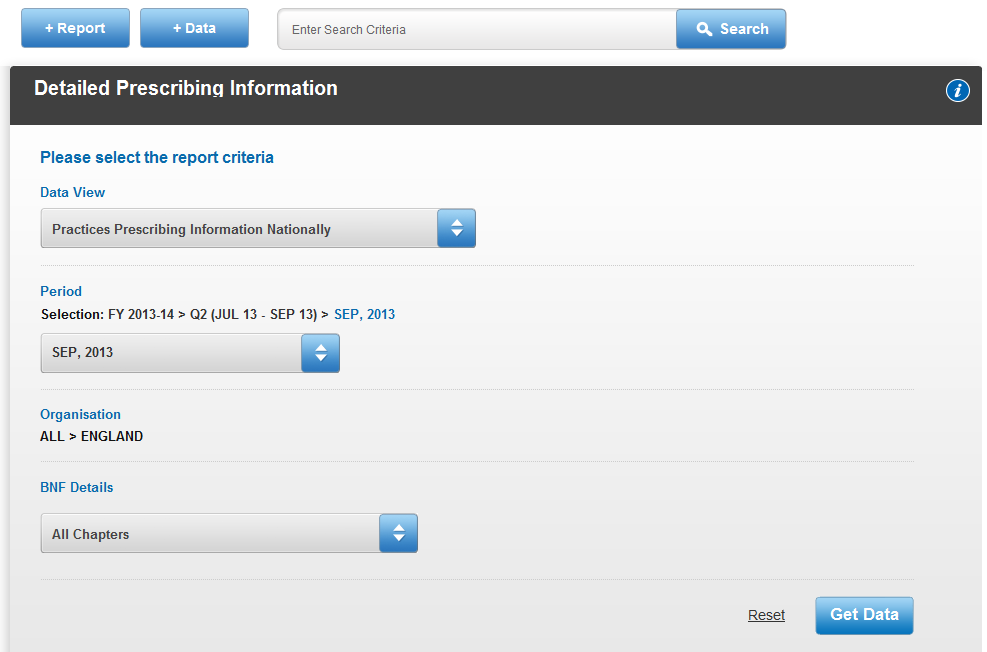
Information Services Portal

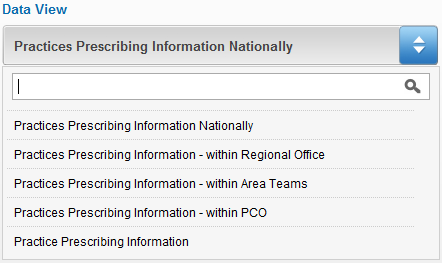
Data Download

# Home Page



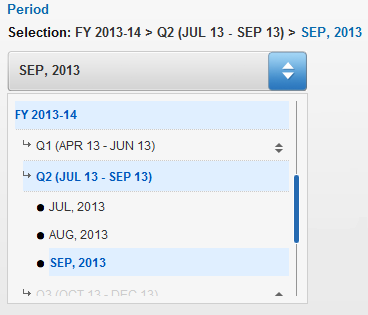
From the home page, select the *+Data* tab, then the report category you wish to view. The following page will appear;



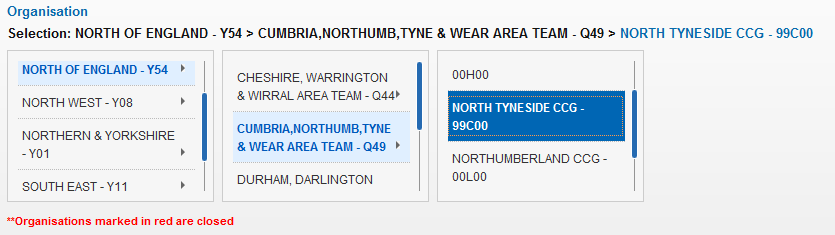


Under Data View there is a drop down box of available views for your report.

To search for a data view type the name, or partial name, of the view you require into the space provided. The drop down box will then only show you the views with those characters in the title.



Select the time period you wish to view. You can choose a financial year, financial quarter, or month, depending on the report.



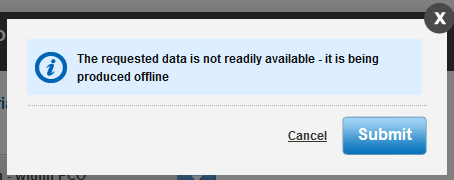
If you are a registered user your organisation will already be selected. If you are a guest user you will have to select an organisation to view. To select an organisation, drill down from Regional Office to Area Team, PCO, and Practice, depending on your report.

# 

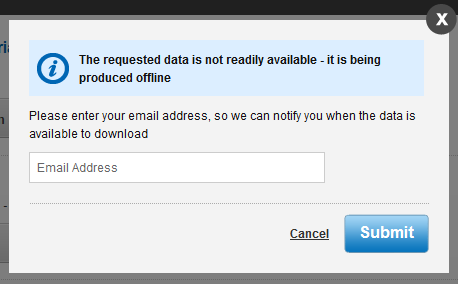
If applicable to your report, you can choose the BNF Chapter you want to view. Select the desired chapter from the drop down list.

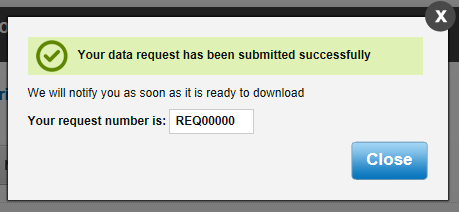
You can search for a chapter using the search box.

Once you have made your selections, select *Get Data* to download the data. Select *Reset* if you wish to return the selections to the default settings. If the data is available, it will download in .zip format.



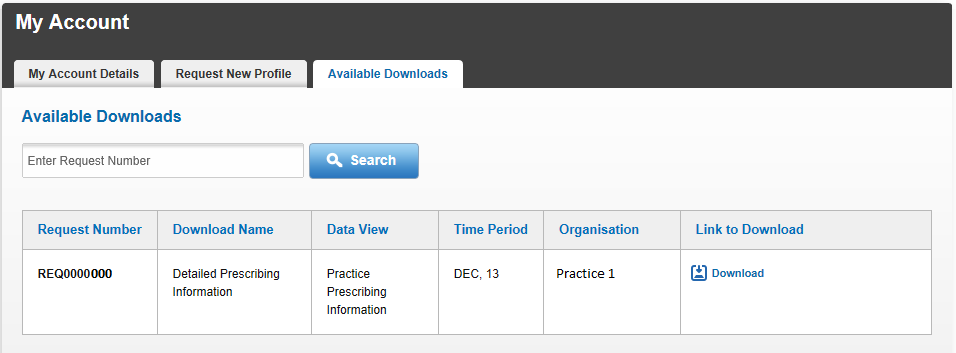
If that data is not available to download immediately, you will be notified when the data is available. Select *Submit*



If you are a guest user, you will have to enter your email address to be notified when the data is available.

Once your request has been submitted you will be provided with a request number. When your data request is available to download you will receive an email. If you are a registered user click the link within the email to open the following page;

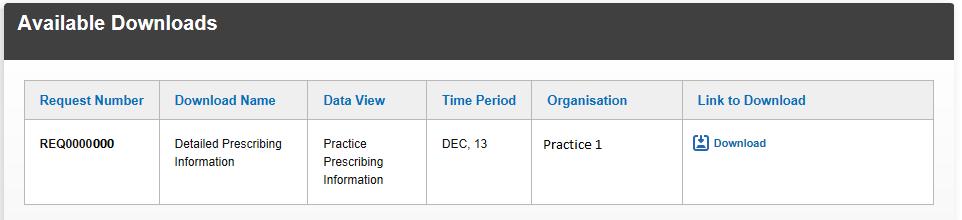
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