



How to Access CalATERS Reports

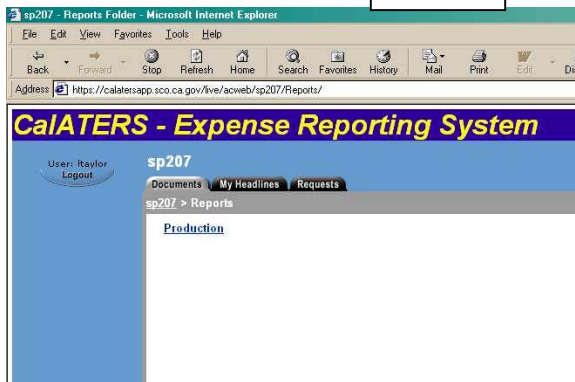
Information: These instructions address viewing and printing reports. For information on saving in Portable Document Format or downloading report information to a spreadsheet file, see the Detailed instructions for [How to Access CalATERS Reports](#).

Step 1

To sign in to the CalATERS Reporting System, from the CalATERS web site at

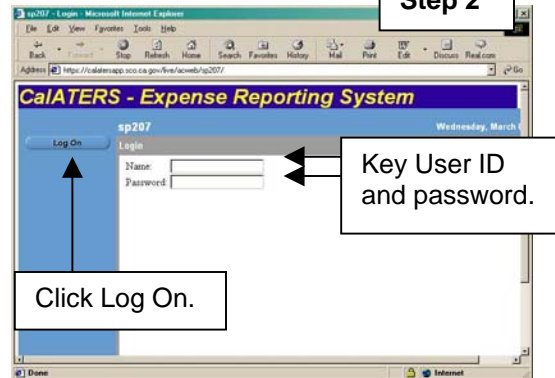
www.calaters.ca.gov, click [Reporting System](#).

Step 4



Click [Production](#).

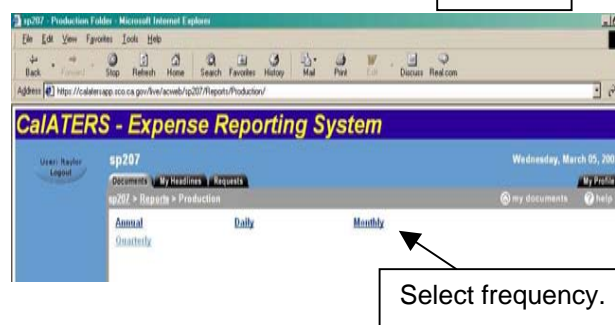
Step 2



The CalATERS – Expense Reporting System displays. Key your User ID in the Name field and then key your Password.

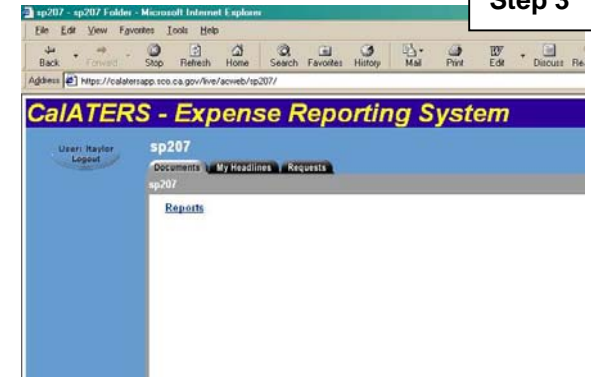
Click [Log On](#).

Step 5



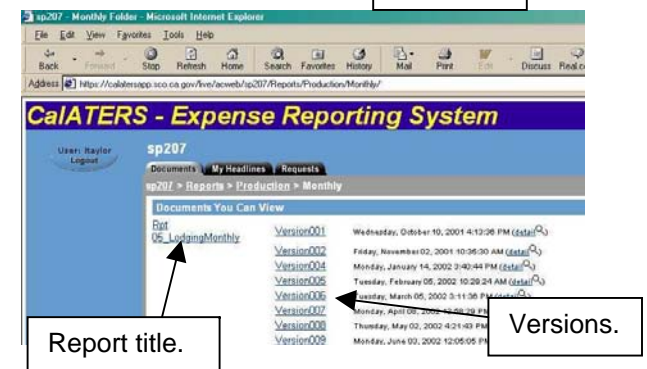
Select a report frequency e.g., [Annual](#), [Daily](#), [Monthly](#) or [Quarterly](#).

Step 3



Click [Reports](#).

Step 6

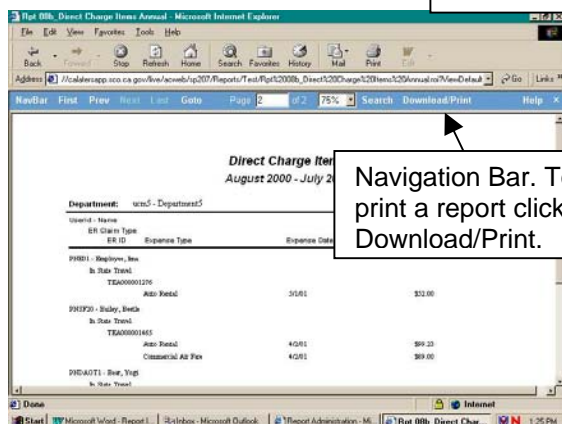


Click on the report title for the latest version, or click on a specific version of the report.



How to Access CalATERS Reports

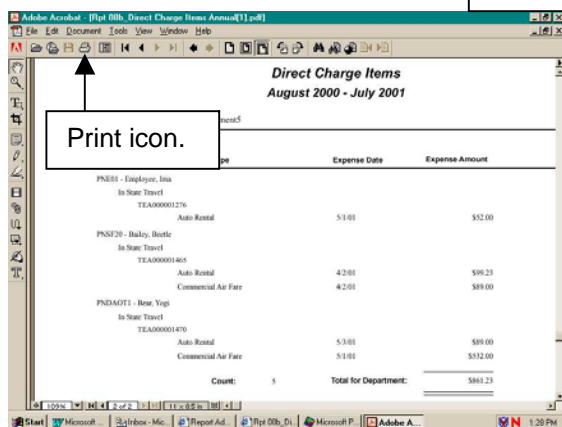
Step 7 Information



Navigation Bar. To print a report click, Download/Print.

Use the First, Prev, Next, Last and Goto Page options to view pages of the report.

Step 10

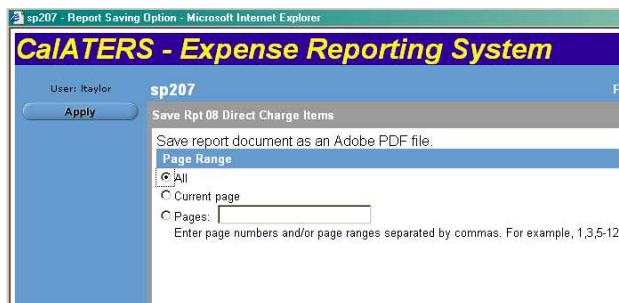


Print icon.

Click the print icon .

Step 8

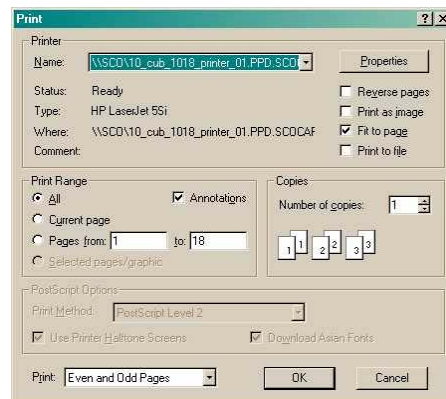
From the Navigation Bar on the report page, click the **Download/Print** option.



Select **All** to print all pages of the report, or select a specific range of pages, and click


Apply

Step 11

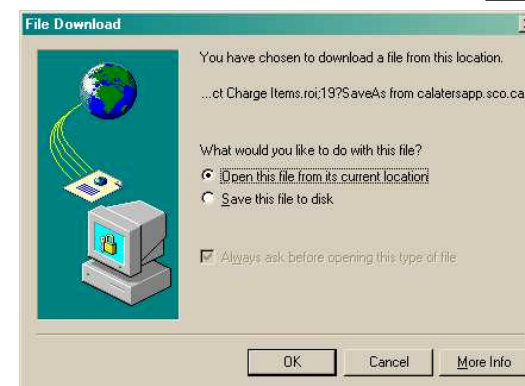


Select a print range and click



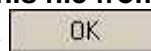
Click the  in the upper right corner to close the Acrobat Reader and print windows.

Step 9

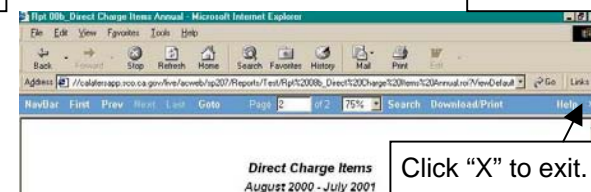


The above pop-up screen, or a similar screen, will display. Request the option that allows you to **Open this file from its current location**.

Then click



Step 12



Click "X" to exit.

Click "X" on the Navigation Bar to exit the report.

You can now view or print another report using steps 5 through 11, or click

Logout