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LaGov Memorandum 11-010

To: LaGov User Community

Subject: LaGov Online Help for Reports and How-Tos

LaGov Online Help now has additional content on reports, including an index of over 330 reports, and a new feature referred to as "How-Tos". This LaGov Help website accessible in several ways:

- From inside LaGov, select "StLA Help" on the Announcement page help menu (right side of the page)
- Or access directly at <http://lagovhelp.la.gov>

Reports:

Once you've reached the Help website, choose LaGov ERP, then Reports. The information is divided into several groupings so that you can access the information as a whole (Reports) or via a specific business area (Finance / Funds Management / Reports.)

In addition, you can search by keywords [search box near the top right side of the screen ] to find a report on a particular topic area.

There is also a spreadsheet that contains a list of over 330 reports. The spreadsheet is available in two views – by report title and by transaction code (t-code.) The list provides the t-code, the report title, a brief summary of each report that outlines the purpose of the report, the location of the report and the suggested frequency.

How-Tos:

Also new on the help area under the specific topic areas are How-To documents. The "How-To" documents can assist in the ordered steps to perform a specific process.

These "How-Tos" are also available under the Reports area. Included are "How To" quick reference cards with instructions for manipulating the various types of reports that are available within LaGov.

This information will be enhanced and added to as new reports are developed. We hope you find this information helpful in navigating the many features and functions of LaGov. Also as a reminder, there is an on-line tutorial on accessing help scripts in LaGov – click on [LaGov Help Script Tutorial](#) to access.

MO/dak