

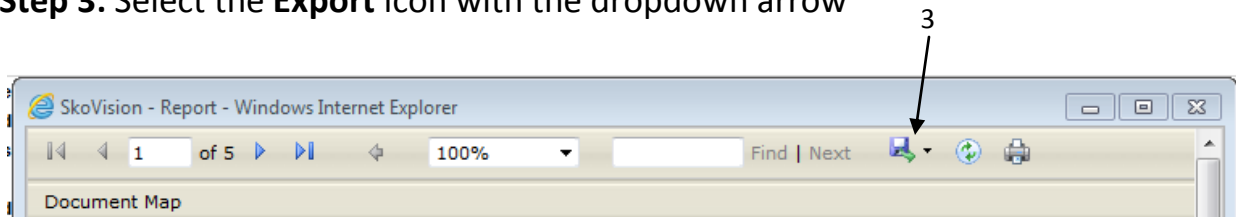
SkoVision: How to Produce a Plan Overview Report?

Step 1: Select **Plan Overview** from the Assess/Reflect menu on left.



Step 2: Select **Reports** icon

Step 3: Select the **Export** icon with the dropdown arrow



Step 4: Choose **Word** followed by **Open**

Note: Your document will now open in Microsoft Word. If you make edits to this document and wish to **save** this document, it is best to select the format **Word 97 – 2003 Document**.

Reminder: SkoVision works best with Internet Explorer on Compatibility mode. Compatibility mode must be turned on prior to logging into SkoVision.