

MEMORANDUM

TO: All SBAB

FROM: Information Technology Services (ITS)

SUBJECT: **CONTROL-D REPORT VIEWER – PHASE I**

In an effort to decrease paper cost, Miami-Dade County Public Schools and Information Technology Services (ITS) have acquired the Control-D Report Viewer for viewing and printing reports via the MDCPS Intranet. With the demanding constraints of the District's budget, ITS has been piloting this application and is ready to roll it out to our clients.

Phase I of the Control-D Report Viewer project will begin on December 1, 2003. With Phase I, reports with 10 or less pages will no longer be printed at ITS. The locations listed below will be notified which of these reports will be available for viewing on demand through the Control-D Report Viewer. These reports will remain available in the Report Viewer based upon the retention period set by the project team that creates the report.

Location Number	Location Name	Number of Reports
9025	Food & Nutrition	2
9028	Attendance	14
9029	Systems & Programming	7
9030	Computer Operations	1
9120	Student Transfers	1
9126	Treasury Management	1
9129	General Accounting	2
9230-9	Transportation Administration & Centers	1
9305	Certification	3
9571-6	Access Centers	1
9610	School Choice & Parental Options	1
9701	Alternative Ed/Dropout Prevention	2
9719	Special Programs	1

Additionally, locations that are currently viewing reports online using the REPT application will be able to view those reports using the Control-D Report Viewer. Security authorization (WRPT) for the Control-D Report Viewer application will be programmatically added to clients who presently have access to REPT.

For complete instructions for using this application click on the following link:

http://www.dadeschools.net/ehandbook/control_d/ControlD_Nov03.pdf

IMPORTANT: To view reports via the Control-D Report Viewer you must have Adobe Reader software on your computer. If you do not have the Adobe Reader software, it may be downloaded from the following site:

<http://www.adobe.com/products/acrobat/readstep2.html>

If you have any questions regarding this memo, please call Support Services at 305-995-3705(0).