# How to Run CAR Reports in EdInsight
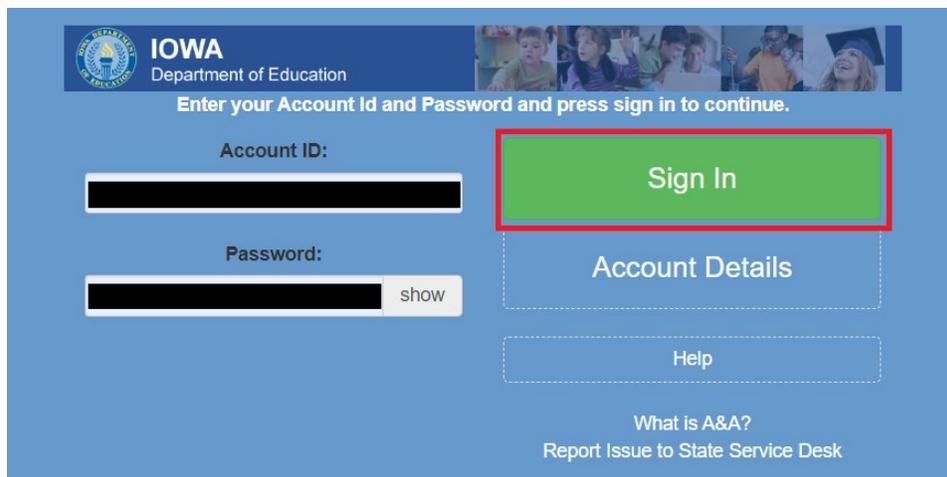
## Step 1: Clear browser history

- For first-time EdInsight users, please clear the browser history.
- Directions to clear the browser history for popular browsers are provided below.
  - Chrome
  - Firefox
  - Safari

## Step 2: Sign in to EdInsight

- Sign in to the Education Portal (EdPortal).
- Screen 1 –



- Screen 2 –

- Click the **EdInsight** tab.



- If a user only has access to the Finance reports in EdInsight, the user will be taken directly to the CAR report menu, proceed to Step 3.

- If a user has access to other reports in EdInsight as well as Finance reports, the user will be taken to the EdInsight main page.



- From the drop-down box in the left top corner, select the **Content** folder.

- Select the **Team content** tab
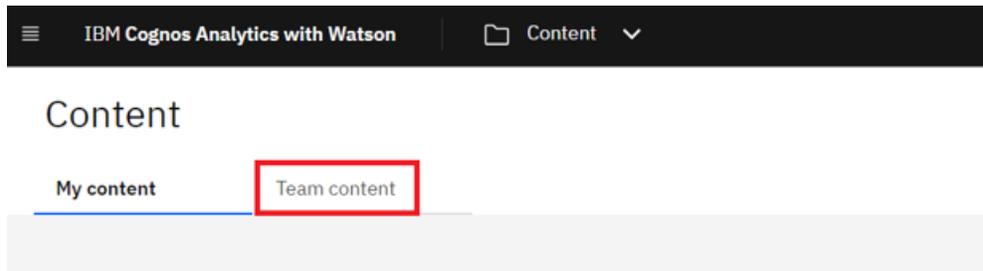


- Click the **Finance** folder, **Report Menu** folder to arrive at the CAR report menu page.
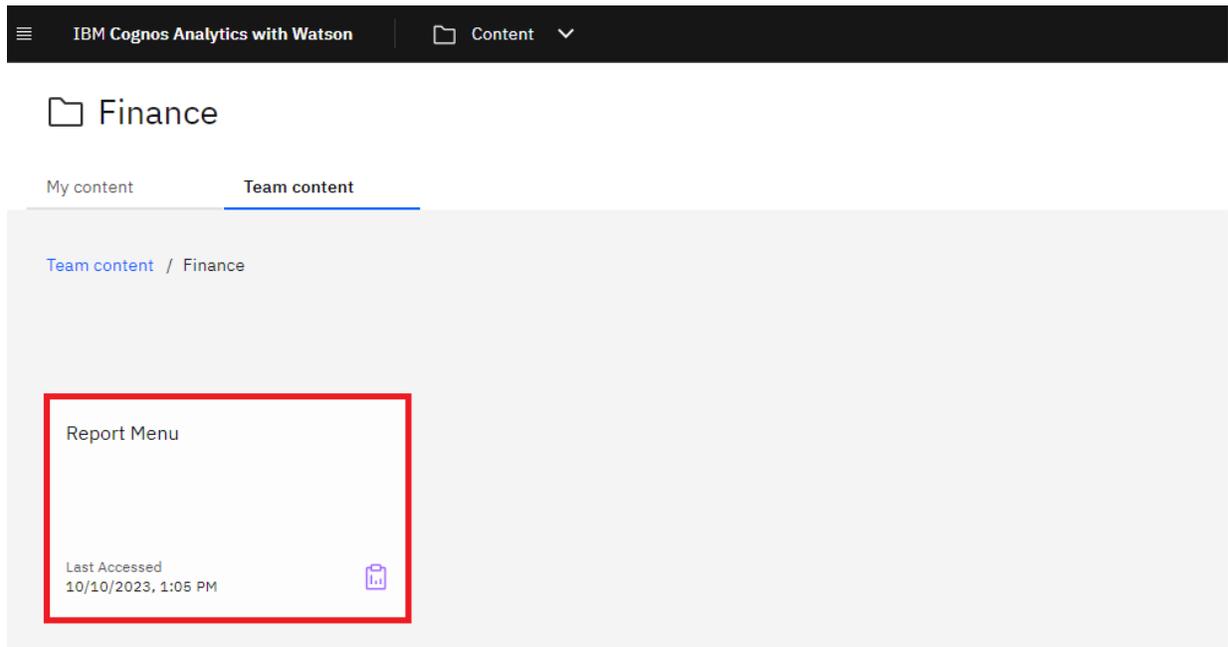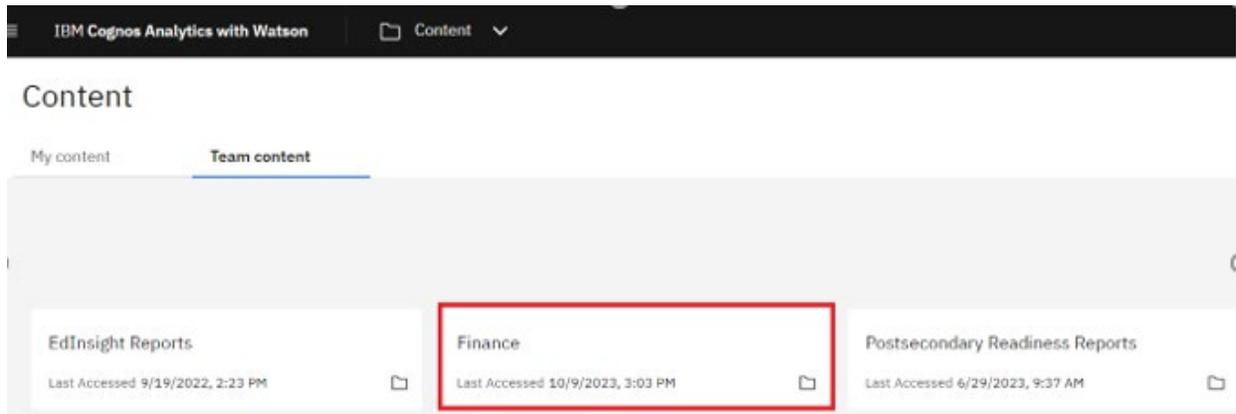
## Step 3: Running CAR reports

- Select the year from the drop-down box and click on a report link to run.
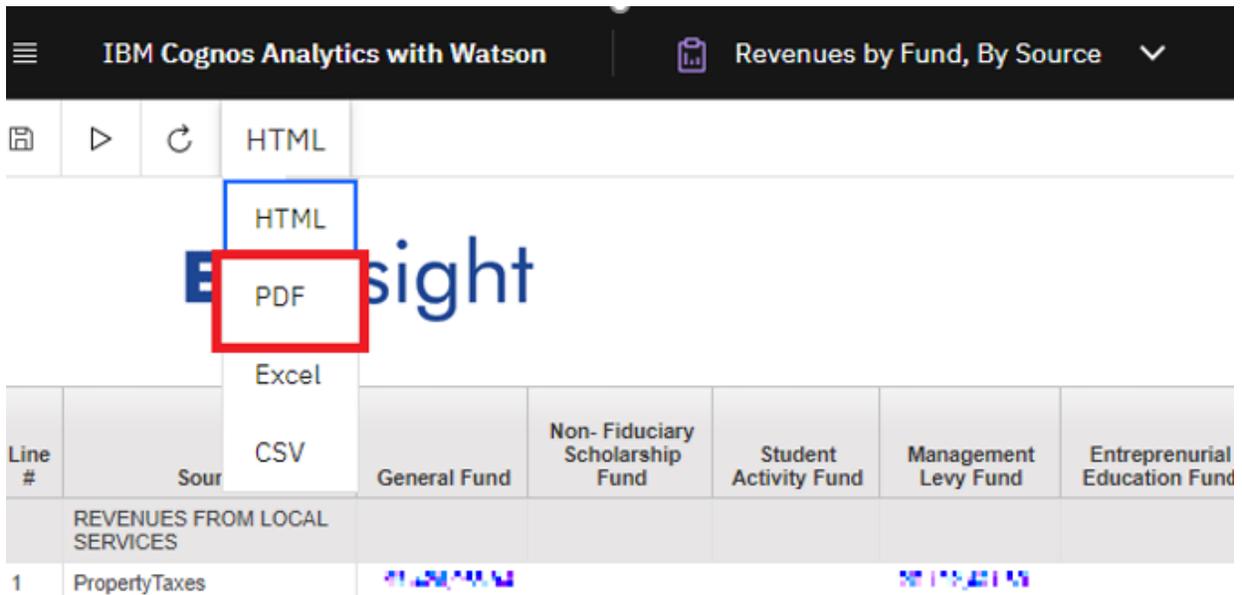
● Click any blue amount drill into the details.



● If you see this message on the bottom left corner of the page, click the **Page down/Bottom** button to view the remainder of the report.



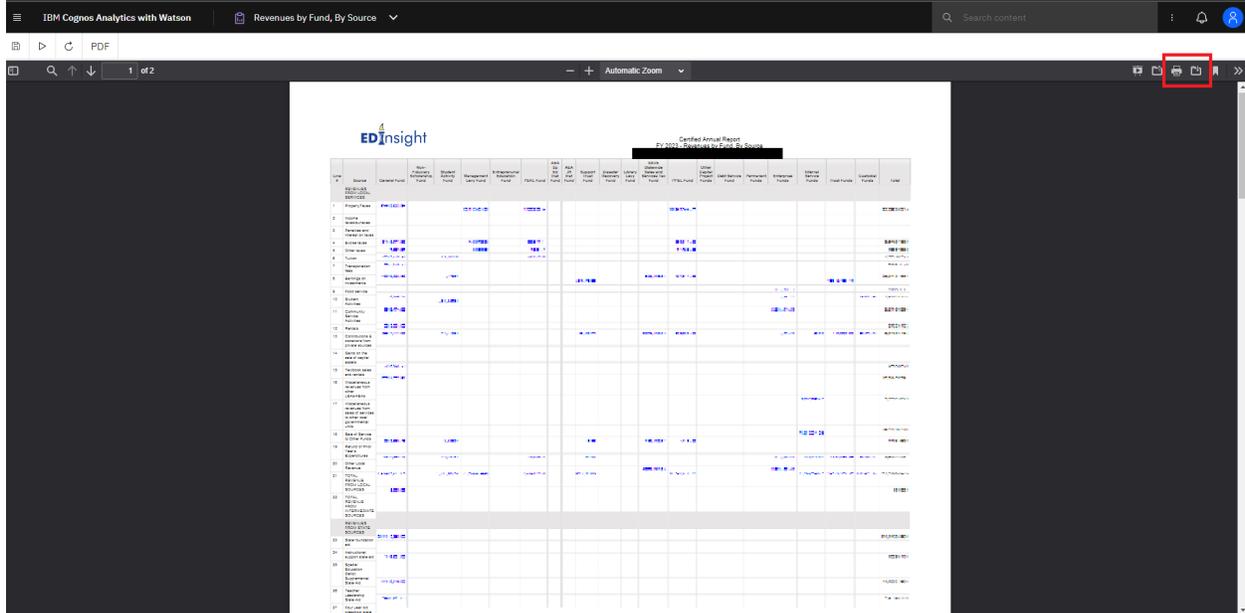⇤ Top   ⌄ Page up   ⤓ Page down   ⤒ Bottom

## Step 4: Exporting CAR reports

- Click the HTML box in the top left corner to view reports in other formats.



- Print and download report options are available in the top right corner of the screen.