

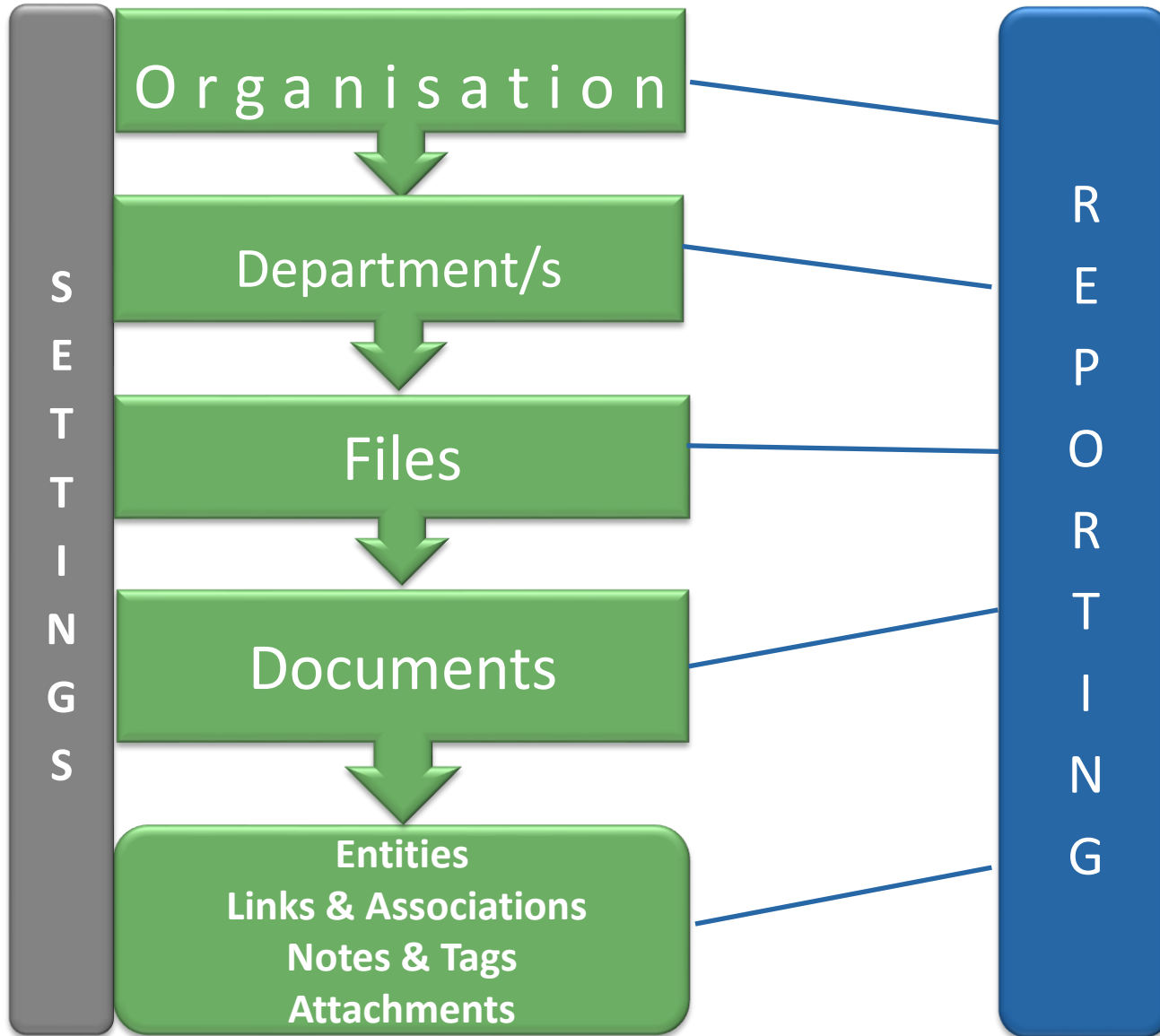


# ModalConnect User Training

## Reports



*Make the Connection*





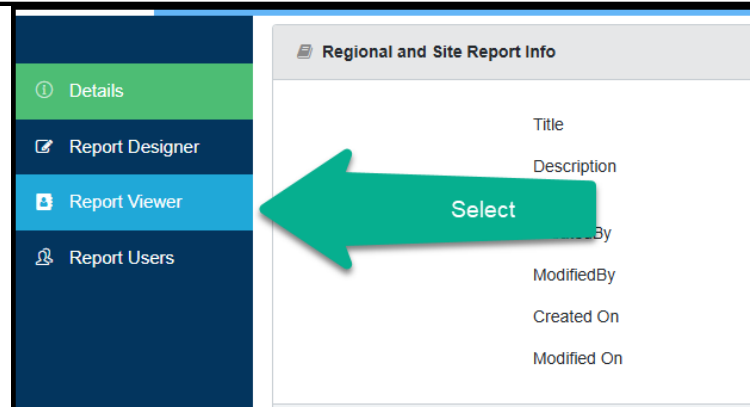
Reports are created by Modal to meet the Organisation's requirements. Users who have been added to a Report and have view report permissions can access and view Reports.

To access Reports select View from the main menu then Reports. Reports that the user has permissions to will show.

Report Title	Description	Created By	Modified By	CreatedOn	ModifiedOn	
<a href="#">LINK Submissions</a>	Report on the number of LINK s...	Joanna Nolan	Joanna Nolan	06/03/2026	10/04/2026	
<a href="#">Regional and Site Report</a>	Report on Documents created w...	Joanna Nolan	Joanna Nolan	07/10/2025	10/04/2026	
<a href="#">Entity Tags Audit Report</a>	Audit of when Entity profile Tags...	Joanna Nolan	Joanna Nolan	02/10/2025	10/04/2026	
<a href="#">Entity Profile PRINT</a>	Replicates the same data as av...	Joanna Nolan	Joanna Nolan	08/08/2025	08/08/2025	

Page 1 of 1 (4 items)

Click on a Report title to open it then from the Report menu select Report Viewer.



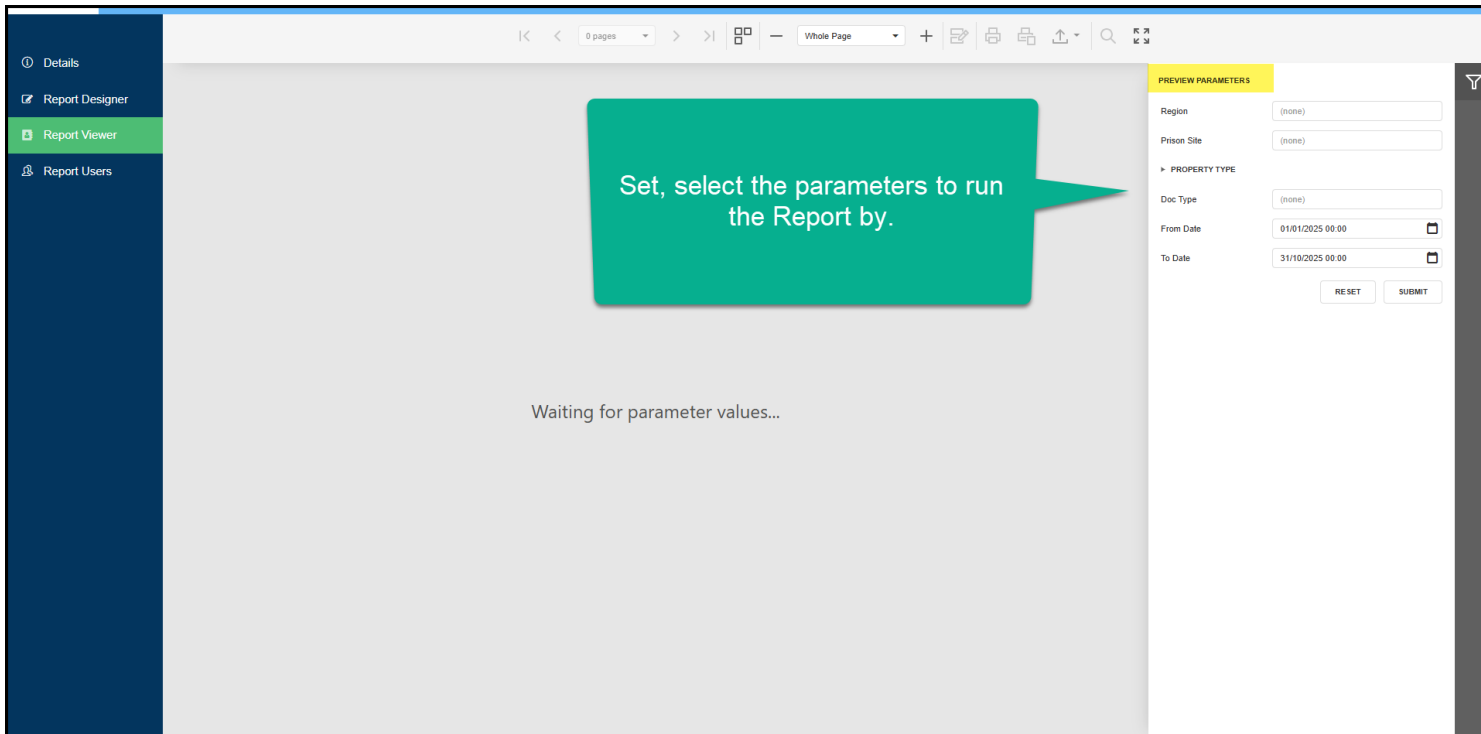
**Regional and Site Report Info**

- Details
- Report Designer
- Report Viewer**
- Report Users

Title  
Description  
By  
ModifiedBy  
Created On  
Modified On



- The report viewer shows as ‘Waiting for parameter values’ which can be set, selected in the parameter fields in the right pane.
- Click Submit to run the report



The screenshot shows the Report Viewer interface. On the left is a dark blue sidebar with navigation options: Details, Report Designer, Report Viewer (highlighted), and Report Users. The main content area is light gray and displays the text "Waiting for parameter values...". A green callout box with a white border and a pointer to the right contains the text "Set, select the parameters to run the Report by." On the right side, there is a white panel titled "PREVIEW PARAMETERS" with a yellow header. It contains the following fields: "Region" (dropdown menu with "(none)" selected), "Prison Site" (dropdown menu with "(none)" selected), "PROPERTY TYPE" (expandable section), "Doc Type" (dropdown menu with "(none)" selected), "From Date" (calendar icon, value: 01/01/2025 00:00), and "To Date" (calendar icon, value: 31/10/2025 00:00). At the bottom of this panel are two buttons: "RESET" and "SUBMIT". Above the main content area is a toolbar with navigation and document management icons.



- View the results in the report viewer
- Print or export a report

**Report toolbar**

<< < 1 of 3 > >>
☐
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Whole Page
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Page view options

Print and export options

Documents by Region and Site

REGION Auckland		PRISON SITE			
Doc Properties	Document Title	Document Type	Document Number	Document Properties	Document Creation Date
Region: Auckland	B2 Contact Report Draft	DRAFT Report	2025020009	Region: Auckland	2/5/2025 3:57:08 PM
Region: Auckland	4760 Suggested Entities Test	DRAFT Report	2025100002	Region: Auckland	10/3/2025 9:43:03 AM
ProvidedBy: Racheal, SubmittedBy: opuser1_me@modalconnect.com, Region: Auckland	Processed submission	LINK FORM	2026030027	ProvidedBy: Racheal, SubmittedBy: opuser1_me@modalconnect.com, Region: Auckland	3/18/2026 4:52:29 PM
Region: Auckland	Highview Wing D Incident.docx	NOTING	2025010026	Region: Auckland	1/29/2025 9:05:03 AM
Region: Auckland, Prison Based Sites: Auckland Prison	Initial Occurrence - Report Vehicle Collision	DRAFT Report	2025020030	Region: Auckland, Prison Based Sites: Auckland Prison	2/25/2025 12:19:06 PM
COUNT 5		Region: Auckland Site: [Site]			

REGION North Island		PRISON SITE			
Doc Properties	Document Title	Document Type	Document Number	Document Properties	Document Creation Date
Region: North Island	Placeholder content updated	DRAFT Report	2025010017	Region: North Island	1/16/2025 4:23:22 PM
Region: North Island	IR Template.docx	DRAFT Report	2025010019	Region: North Island	1/16/2025 4:28:05 PM
ProvidedBy: Jane Doh, SubmittedBy: Joanna Nolan@modalconnect.com, Site: Wellington, Region: North Island, Prison Based Sites: Wellington Prison	SD Contraband	LINK FORM	2026030026	ProvidedBy: Jane Doh, SubmittedBy: Joanna Nolan@modalconnect.com, Site: Wellington, Region: North Island, Prison Based Sites: Wellington Prison	3/18/2026 4:31:46 PM

Thursday, April 9, 2026
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**PREVIEW PARAMETERS**

Region:

Prison Site:

> PROPERTY TYPE

Doc Type:

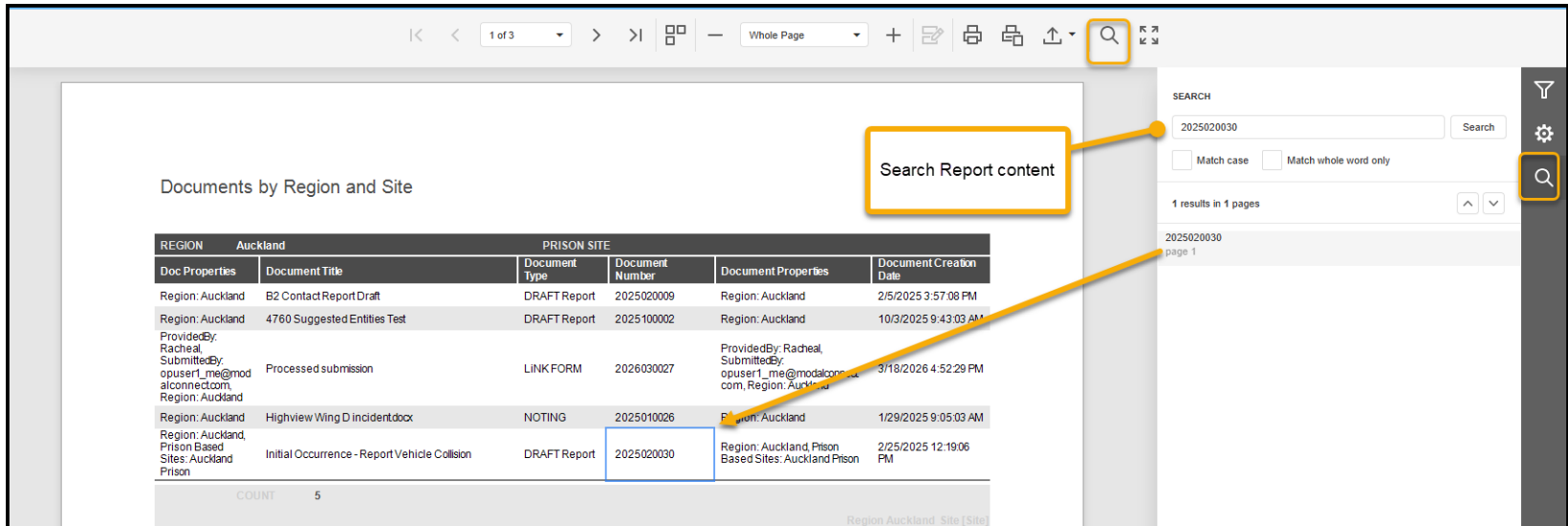
From Date:

To Date:

Specify parameters including date range then click Submit



Use the search function to search content. Results are listed in the search pane and highlights results in the report



Documents by Region and Site

REGION		PRISON SITE			
Doc Properties	Document Title	Document Type	Document Number	Document Properties	Document Creation Date
Region: Auckland	B2 Contact Report Draft	DRAFT Report	2025020009	Region: Auckland	2/5/2025 3:57:08 PM
Region: Auckland	4760 Suggested Entities Test	DRAFT Report	2025100002	Region: Auckland	10/3/2025 9:43:03 AM
ProvidedBy: Racheal, SubmittedBy: opuser1_me@modalconnect.com, Region: Auckland	Processed submission	LINK FORM	2026030027	ProvidedBy: Racheal, SubmittedBy: opuser1_me@modalconnect.com, Region: Auckland	3/18/2026 4:52:29 PM
Region: Auckland	Highview Wing D incident.docx	NOTING	2025010026	Region: Auckland	1/29/2025 9:05:03 AM
Region: Auckland, Prison Based Sites: Auckland Prison	Initial Occurrence - Report Vehicle Collision	DRAFT Report	2025020030	Region: Auckland, Prison Based Sites: Auckland Prison	2/25/2025 12:19:06 PM
COUNT	5				

SEARCH

2025020030

1 results in 1 pages

2025020030

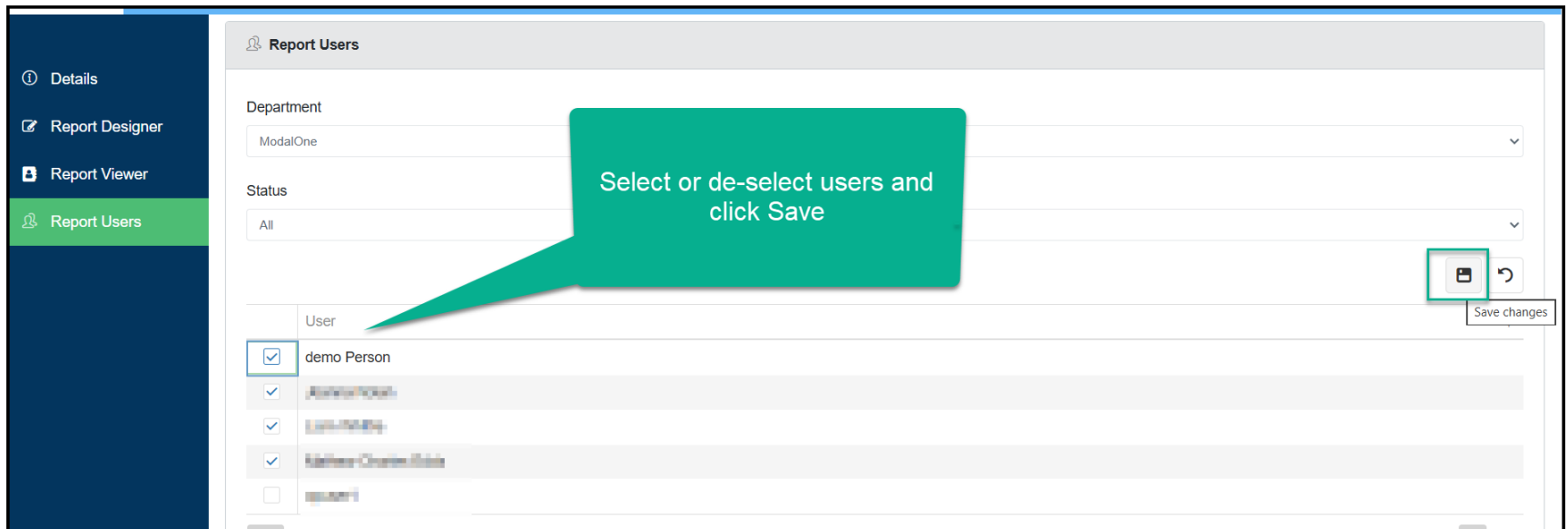
page 1

Search Report content

Parameters can be updated and the report re-run by clicking submit



Users (with report permissions) can be added or removed from a report on the Report Users page. Select the Department then select or deselect users. If a user is in multiple Departments the add or deselect applies for all Departments.



**Report Users**

Department: ModalOne

Status: All

Select or de-select users and click Save

User	Selection
demo Person	<input checked="" type="checkbox"/>
Admin Person	<input checked="" type="checkbox"/>
Admin Person	<input checked="" type="checkbox"/>
Admin Person	<input checked="" type="checkbox"/>
Admin Person	<input type="checkbox"/>

Save changes



**M**  
MODAL  
CONNECT

*Make the Connection*