Step 1
Open www.csusm.edu/radar

Step 2
Check the Repository Status note (top right of screen)
“Data current as of: 8/19/2009 7:00pm”

Step 3
Click “Repository Home”

Step 4
Click “Log In” (located at top right of screen)

Step 5
Log in (i.e. pbell and computer password)

Step 6
Enter “%” in Search box then hit Enter
This pulls up ALL radar reports created

Step 7
Click ‘View” (far right of screen) for the report you want to run

Step 7
Under “Select a format” box choose Excel

Step 8
Click Export