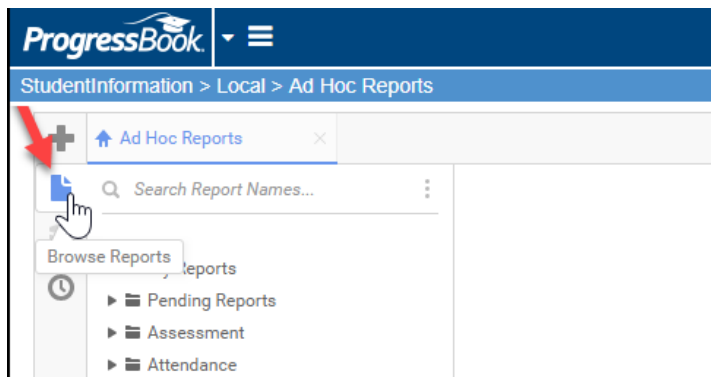
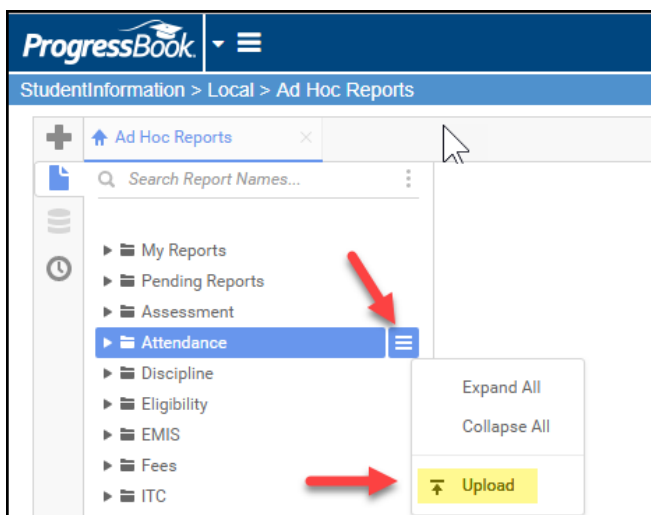


## How to Upload a New Ad Hoc Report

- Uploading a report is possible for those who have any of the following security roles:
  - AH-Full Admin Report Manager
  - NEOnet District Admin
- Download .WR Report from NEOnet Website
  - Services > DASL > Documentation > Report Listing > Custom Ad Hoc Reports (zip file)  
<https://portal.neonet.org/documents/313>
- DASL/StudentInformation Go To:
  - Local > Ad Hoc Reports
    - Click Browse Reports – to display all the folder



- Click the Folder in which you wish to load the new report
  - Click on the *Menu* icon to the right of the Folder
  - Click **Upload**



- Search for originally downloaded report