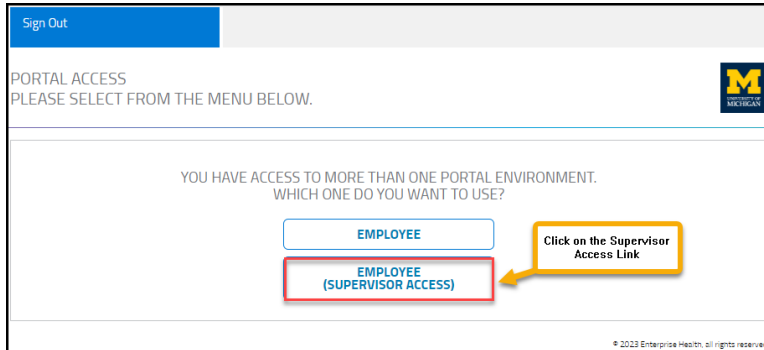


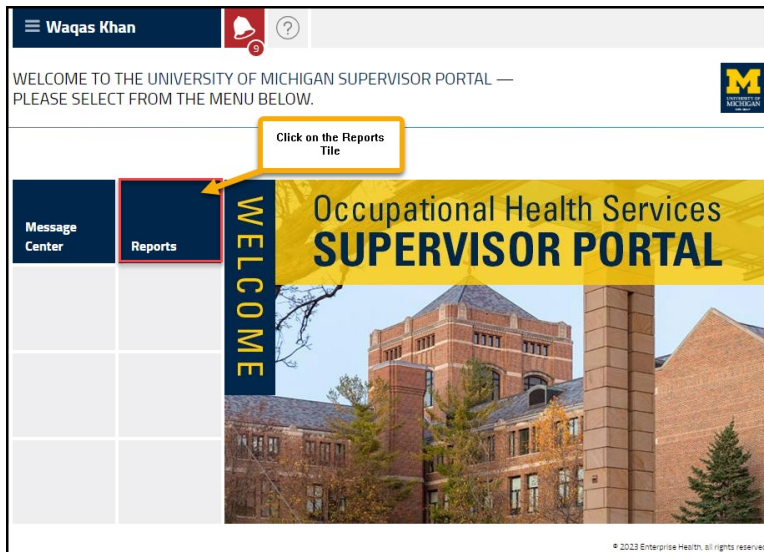
Supervisor Access:

This is a step by step guide for Supervisors to review employees' reports.

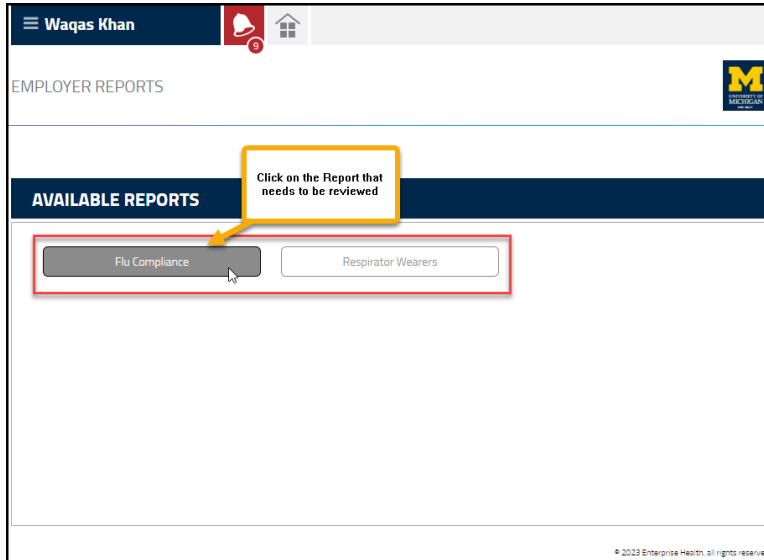
1. After logging into Enterprise Health, click on the Supervisor Access link.



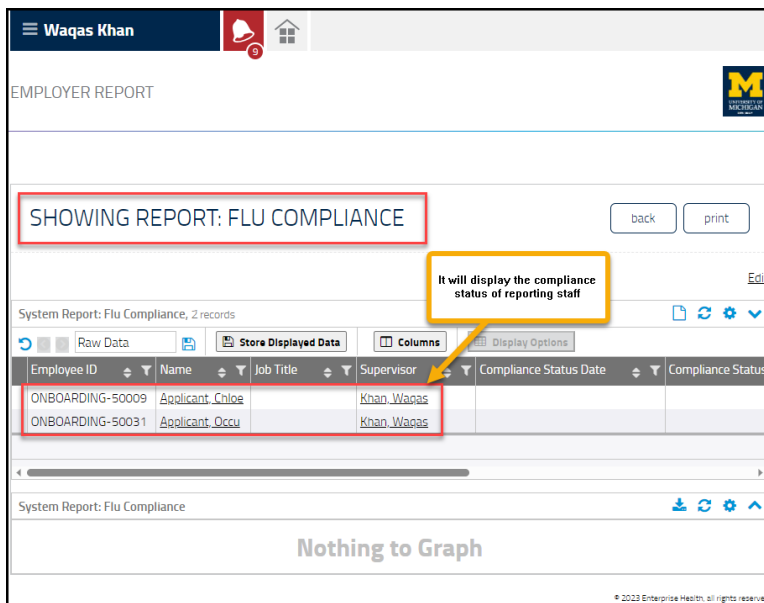
2. It will open the Supervisor Portal, click on the Reports Tile.



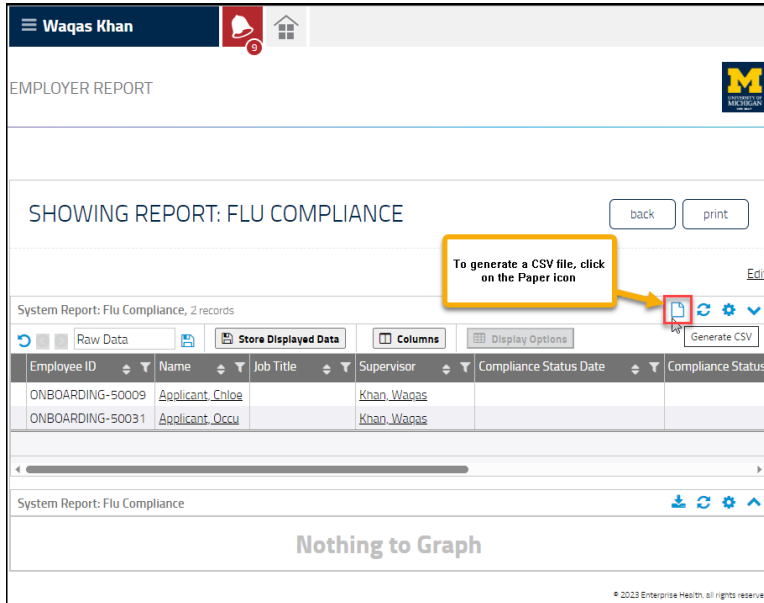
3. It will open available reports, **click** on the desired report that needs to be reviewed.



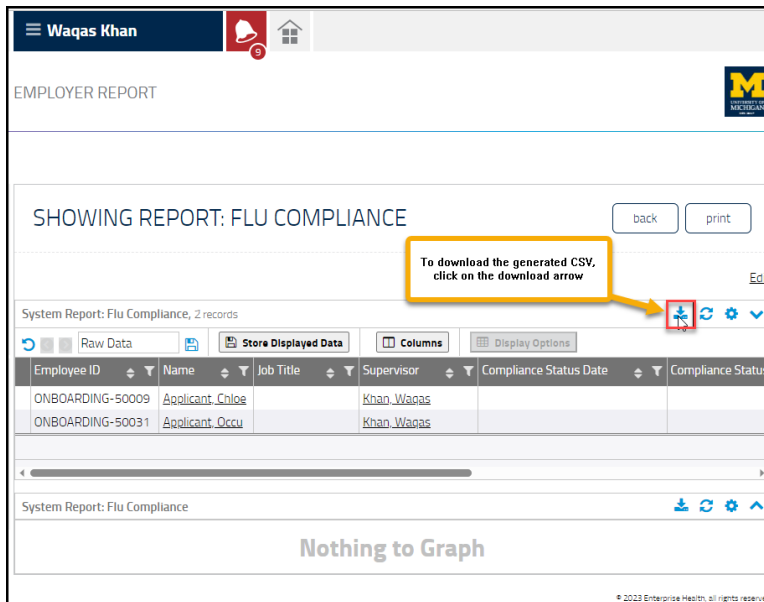
4. It will display *employees' records*.



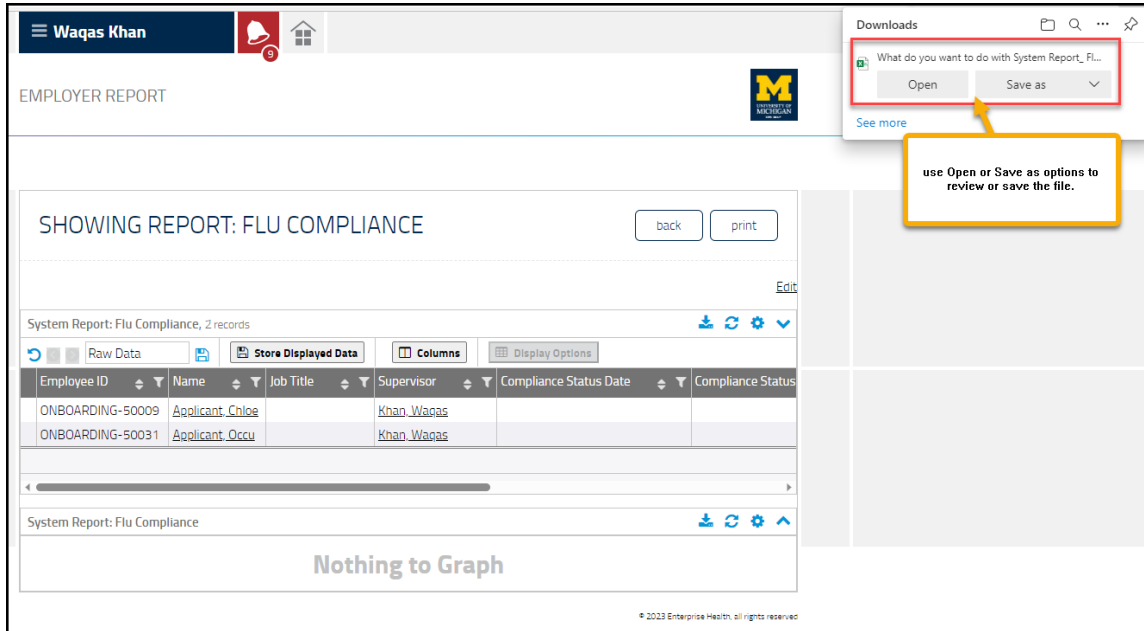
5. To generate a .csv file, click on the paper icon.



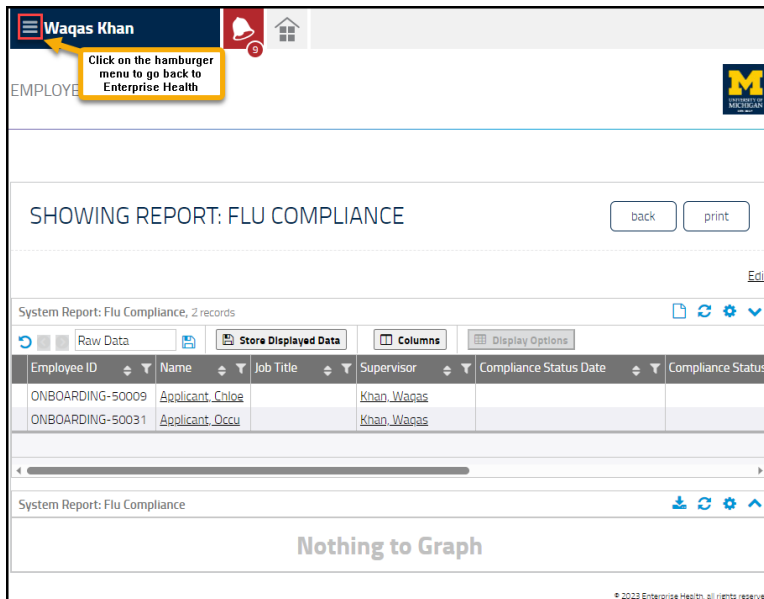
6. Once the .csv is generated (paper icon will change into download icon), to download the file, click on the download arrow.



7. Once the file is downloaded, use the *Open* button to open the file, or *Save As* to save the file.



8. To go back to *Enterprise Health Main* from the portal, **click** on the *hamburger menu*.



9. Then, **click** on the *Return to Enterprise Health Tile*.

