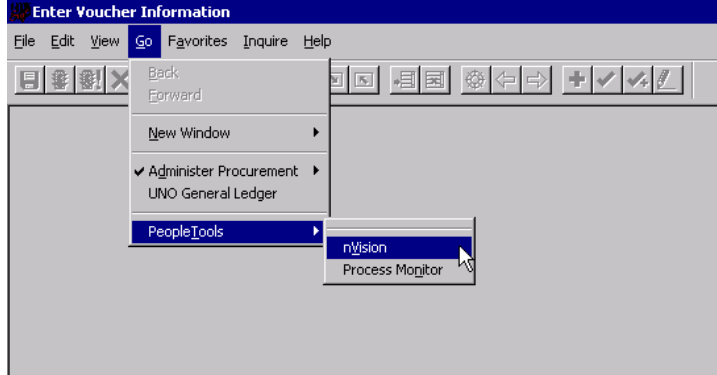


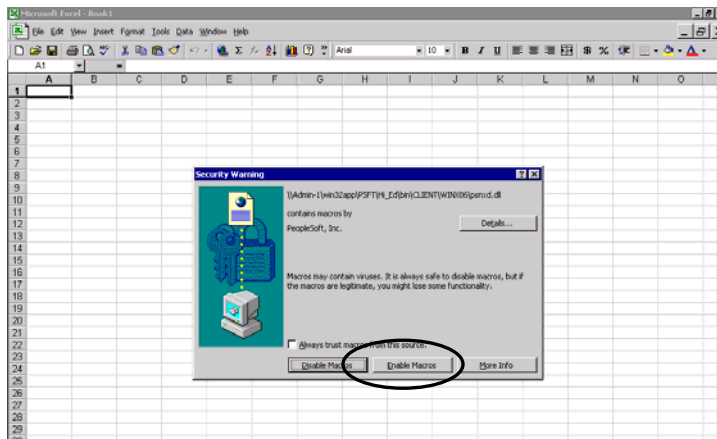
INTRODUCTION TO NVISION REPORTING

ACCESSING nVISION

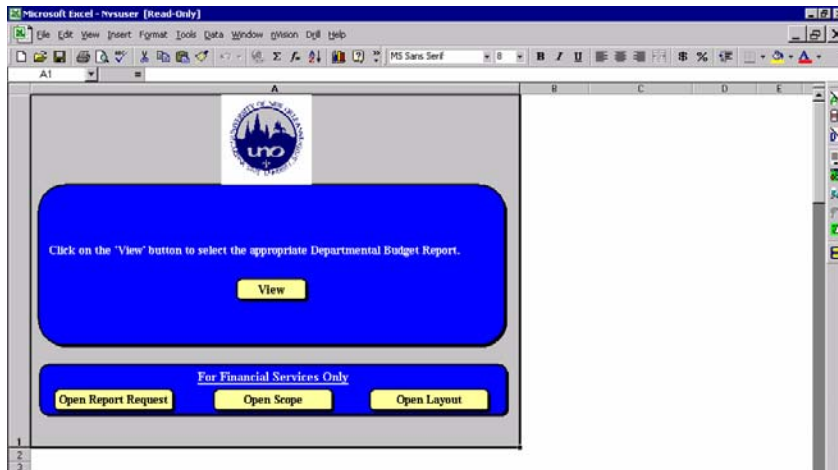
Go > PeopleTools > nVision



The PeopleSoft screen will minimize and Microsoft Excel will appear. Click on **Enable Macros** (both times).



The following window will appear:



YOU ARE NOW IN NVISION!! 😊 Please note the additional menu items of nVision and Drill.