

Overview

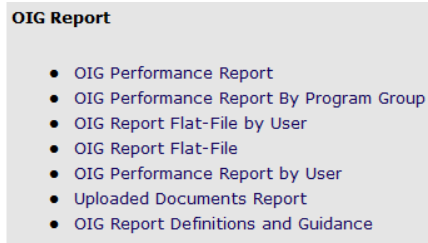
The Office of the Inspector General (OIG) retrieves the OIG Report directly from SMART FACTS in February and July of each year. Prior to retrieval by the OIG, SMPs should review and edit their data as needed to ensure an accurate report to the OIG.

This job aid provides instructions to view, print, and export the **OIG Performance Report** and **OIG Performance Report by User**, to allow SMPs to preview their OIG Report data. Both of these reports are viewed using “Crystal” report software.



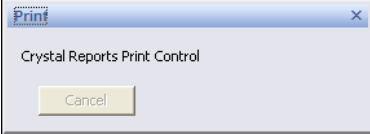
- For additional information on reports, including detailed instructions on how to install Crystal reports software and how to access and export flat file reports (i.e. the OIG Report Flat File); see the [Reports Basics Job Aid](#).
- For step-by-step instructions to review and troubleshoot OIG Report data, see the [OIG Report Data Accuracy Checklist](#).
- For information on how to access these resources and additional reporting resources, see the resources section of this job aid.

Viewing the OIG Performance Report


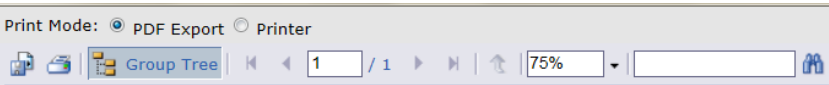
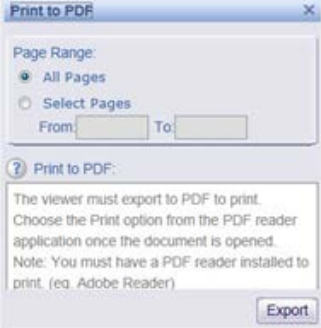
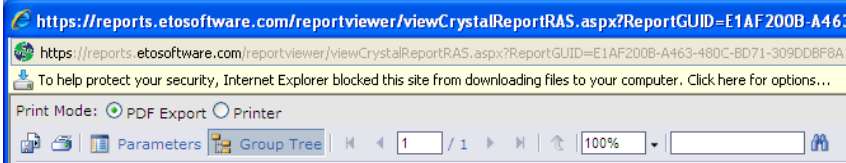
Step	Action
1	Select Reports from the navigation bar on the right-hand side of the screen (available from any of the three programs within SMART FACTS).
2	Select the Letters, Forms & Reports sub-topic.
3	<p>Scroll until you see the OIG Report heading on the left side of the page. Click on the desired report link:</p> <ul style="list-style-type: none"> • To see OIG data for your entire SMP, click the OIG Performance Report link • To see OIG data entered by a specific user within your SMP, click the OIG Performance Report by User link <ul style="list-style-type: none"> ○ Note: When selecting the “by User” report, on the following screen, select the name of the user whose date you would like to view.
4	Select the appropriate date range for the report. Click on Run Report .
5	The OIG Report will appear in a new window.



Printing the OIG Performance Report

Step	Action
1	Be sure the button in front of Printer is marked and then click on the Printer Icon  in the upper left corner. 
2	The following screen may appear. You do not need to click anything. After a few moments, this screen will disappear and your print screen will appear. 
3	Select your printer, settings, etc., then click on Print .

Saving / Exporting the OIG Performance Report as a PDF file

Step	Action
1	Be sure the button in front of PDF Export is marked and then click on the Printer Icon  in the upper left corner. 
2	A “Print to PDF” box will appear. Click on Export 
3	Be aware of any security notices in the toolbar about needing to allow the report to open or software to download. See below for an example. If this type of message appears, click on the security warning to allow the report to run. You may need to repeat the steps to view the report and print to PDF after accepting the conditions and/or or downloading the new software. 
4	From the following prompt, select if you would like to Open the file or Save it to your computer. Change the file name and location as desired. Tip: Include the report date in the file name.

Resources: OIG Report

Resource	Purpose	Access Instructions
SMART FACTS Operations Manual	Reports and data entry in SMART FACTS	www.smpresource.org > Resources for SMPs > SMART FACTS > SMART FACTS Operations Manual
OIG Reports Training	Recordings of OIG Report webinars, and related materials	www.smpresource.org > Resources for SMPs > Training > OIG Reports Training
Reports Basics Job Aid	An overview of reports in SMART FACTS; instructions on how to install Crystal Reports software and access and export flat file reports	www.smpresource.org > Resources for SMPs > Training > SMART FACTS Training
OIG Report Data Accuracy Checklist	Checklist for cross-checking OIG Report data in SMART FACTS	www.smpresource.org > Resources for SMPs > Training > OIG Reports Training
The SMP Resource Center (The Center)	Policy guidance & answers to questions regarding SMART FACTS data entry and SMART FACTS Operations Manual	Email: sengelken@smpresource.org , hflory@smpresource.org or gpaulson@smpresource.org Call: 1-877-808-2468