

---

# THE PERFORMANCE PRACTICE REPORTING APP—WINDOWS

---

**Prerequisite:** Must have Microsoft Excel

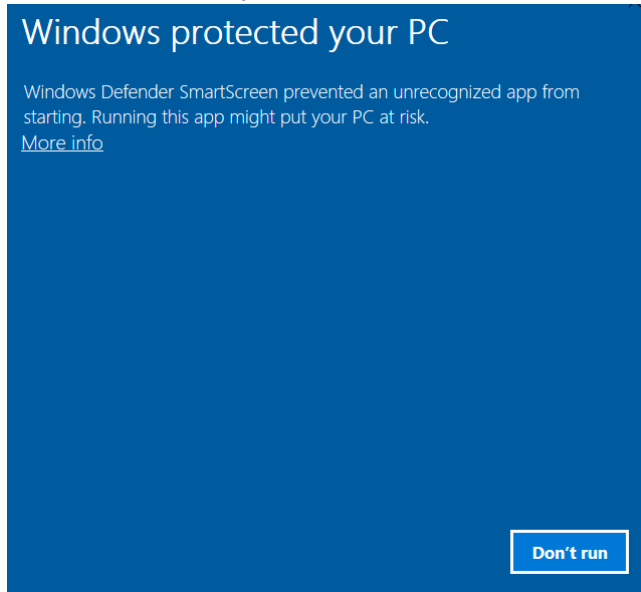
- 1) Gather all of the Performance Practice spreadsheets that your organization has completed (e.g., Module 1....) and store them in one folder. You may include spreadsheets for multiple modules, if you want them all to show up in the same report.
- 2) In preparation for running the Performance Practice report application, make sure all Excel files in this folder are closed.
- 3) On the Leap Ambassador website, navigate to the [Performance Practice](#) section and go to any one of the “Get Started” pages (the same app is available on all the pages).
- 4) Under “Reporting Apps,” choose “Reporting App for Windows.”
- 5) Depending on your browser settings, you may be prompted on where to save the zipped version of the application. If so, we suggest saving to your Desktop but you may choose any location you like. If not prompted, the zipped version of the application will be saved in your browser’s default download location.
- 6) After saving the downloaded file, your system may display a warning message (i.e. “Performance\_Practice\_Report....zip is not commonly downloaded and may be dangerous”). If so, click on the up-arrow next to the discard button and click on “Keep.”
- 7) Now navigate to the zipped file (i.e. Performance\_Practice\_Report.exe) and double-click. This will produce an unzipped version of the application.
- 8) Double-click on that unzipped file (i.e. Performance\_Practice\_Report) to start the Performance Practice reporting application.

# THE PERFORMANCE PRACTICE REPORTING APP—WINDOWS

g) You may receive a security message questioning whether the application is safe to run.

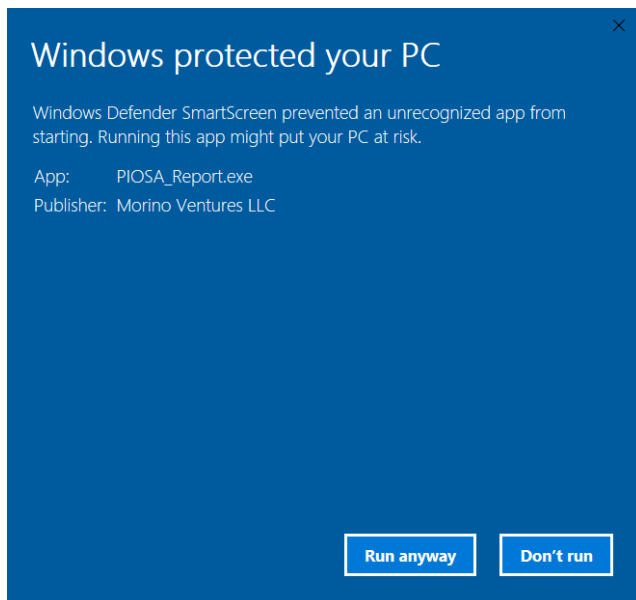
a. In Windows 10

i. The message will look like this:



ii. Click on the “More info” link.

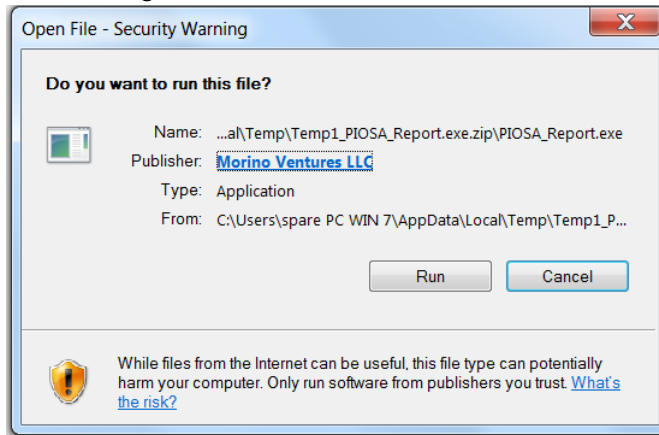
iii. The next screen will look like this:



iv. Click on “Run anyway.”

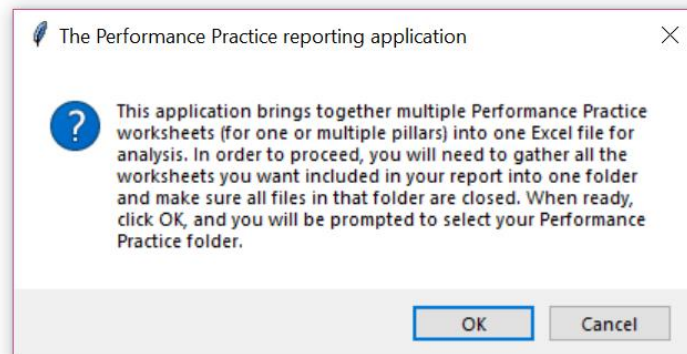
# THE PERFORMANCE PRACTICE REPORTING APP—WINDOWS

- b. In Windows 7
- i. The message will look like this:



- ii. Click "Run."

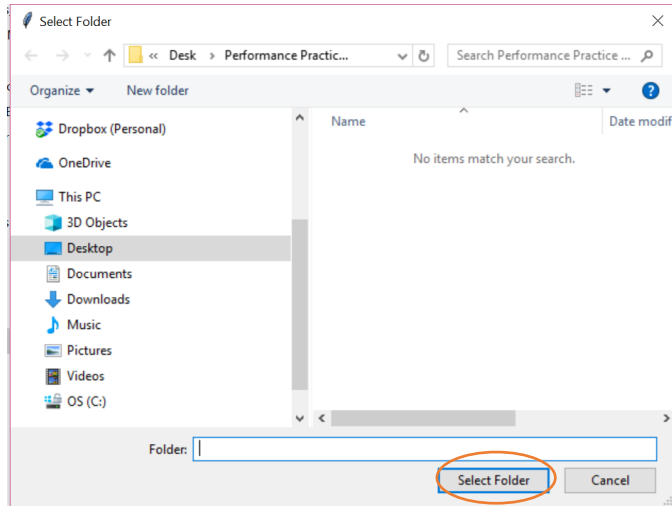
- 10) The application will start by displaying a pop-up window with brief instructions. If you don't see this pop-up, you may need to minimize other windows on your system as it may be behind something else. The pop-up will look like this:



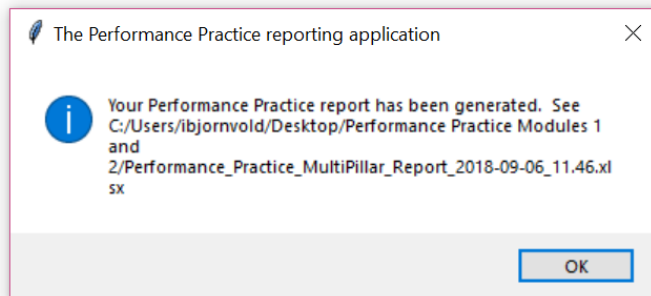
- i. Click "OK."

# THE PERFORMANCE PRACTICE REPORTING APP—WINDOWS

- 11) Select the folder where you've stored those Performance Practice spreadsheets you'd like to report on. Note that this selection screen only shows folders (not files) so it may appear that your folder is empty even though your Performance Practice spreadsheets are actually stored there:



- 12) Click "Select Folder" button.
- 13) Once all files are successfully processed, you will see the following pop-up window:



- 14) Note the location and name of the new Performance Practice report that has been generated (same folder as your other Performance Practice files) and click "OK" to end the application.