



# VANUATU

## ELECTRONIC SINGLE WINDOW SYSTEM PROJECT

### How to access Reports from the Vanuatu Electronic Single Window (VeSW) Report Server

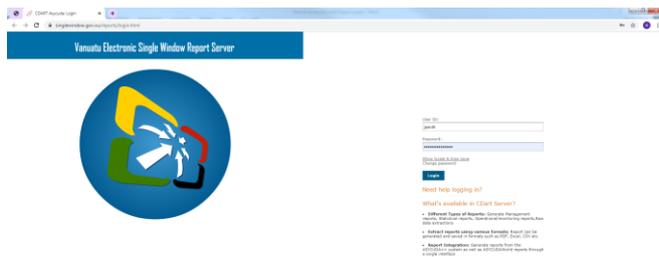
The following instructions are to assist with compiling reports from the VeSW Report Server.

#### Process:

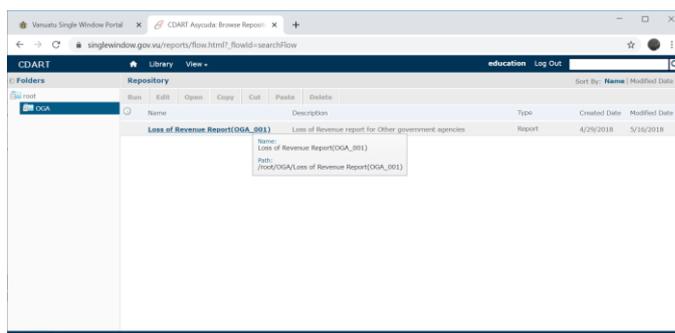
1. Go to this website: <https://singlewindow.gov.vu/reports>
2. Enter your username and password.

**Username:** jsmith

**Password:** password



3. Once logged in, go to the folder of interest, e.g.: **root**→**OGA**→**Loss of Revenue (OGA\_001)**  
(Screenshot below)

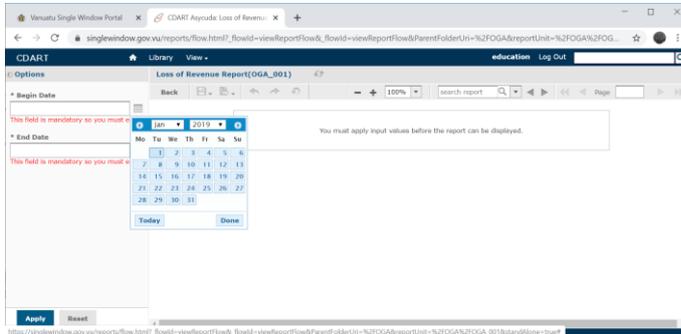




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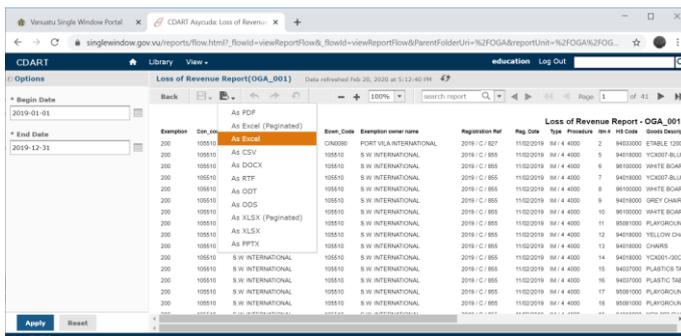
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4. Enter the parameters of interest and click Apply on the bottom left hand corner (*Screenshot below*)



Note: Since the Report Server is connected to the VeSW live database, it is strongly advised not to compile reports of large periods as it may slow down the performance of the system. We recommend not to compile reports of periods not more than 1 year.

5. You can then save the report as PDF, Excel or any format you like (*Screenshot below*)



5. If you decide to save as excel, open the downloaded file at the bottom-left corner of the screen.



6. You can then filter data as you like (*Screenshot below*)

