

Running a Report

The screenshot shows the 'Reports' section of a software interface. At the top, there is a 'Last Refreshed: 7:03' indicator, a 'Show:' dropdown menu set to 'All Home', and an 'Edit' button. Below this is a 'Time Period:' dropdown menu set to 'Current Pay Period'. A toolbar contains buttons for 'Select Report', 'Set Options', and 'Check Run Status'. Below the toolbar, there are links for 'Run Report', 'Reload', and 'Print Screen...'. The main area is divided into two panes. The left pane, titled 'Categories', contains a tree view with expandable/collapsible icons (plus and minus signs) next to the following items: All, Accruals, Configuration (highlighted in yellow), Detail Genie, Import, Individual Schedule (with sub-items: Accrual Balances and Projections, Actual vs. Schedule, Daily Schedule at a Glance, Employee Schedules, Holiday Credits), and Roll-Up Genie. The right pane is currently empty.

- To run a report, click on the Report link on the left side screen. A list of categories will appear on the right side on the screen.
- Click on the  next to a category to display the reports listed inside.
- Click on a Report name and a description of the report will appear on the right.
- Choose the desired date in the Time Period box at the top.
- Use the drop-down list in the Show box to select a group of employees to report on.
- To change reporting options, click on the Set Options tab.
 - Click on an option on the left side of the screen.
 - Make any changes to the requested information on the left side of the screen.
- Click Run Report on the toolbar.
- To check the status of your report and view it, click on the Check Run Status tab.
- Click on the Refresh tab until the status is complete.

The screenshot shows the 'Check Run Status' tab selected in the toolbar. Below the toolbar, there are links for 'View Report', 'Refresh', 'Delete', and 'Print Screen...'. A table displays the status of reports. The table has six columns: Report Name, Format, Date In, Date Done, Status, and Output.

Report Name	Format	Date In	Date Done	Status	Output
Actual vs. Schedule	pdf	Wed 7/03/2002 07:23:09	Wed 7/03/2002 07:23:17	Complete	Screen
Comments	pdf	Wed 7/03/2002 07:00:11	Wed 7/03/2002 07:00:19	Complete	Screen

- Highlight the report and either double-click on the name or click View Report. The report will automatically be opened with Adobe Acrobat Reader.