

Generating Reports

1.	To generate a report: from the home screen, click Reports → View Reports . A list of report categories appears.
2.	Do one of the following: <ul style="list-style-type: none"> • Select a report category to display the respective reports • View reports in a report category. <ul style="list-style-type: none"> i. Select the category; for example, Manager Reports. The right field populates with the various reports or subcategories in that category. ii. Select a subcategory if necessary. iii. In the right-most field, select the name of the report to generate. <p>or</p> <ul style="list-style-type: none"> • Search for the report. <ul style="list-style-type: none"> i. Enter the name or part of the name of the report in the Search field. ii. Press the Enter key. <p>Reports with the search criteria in their name appear in the Search Results pane as you type.</p>
3.	Click the name of the report you want to generate. A second pane appears in which you specify report criteria.
4.	Complete the respective fields.
5.	Click Run Now
6.	Select your preferred output format: <ul style="list-style-type: none"> • Excel to view/print the report as a <i>Microsoft Excel</i> spreadsheet. • HTML (the default) to view the report in the browser window as a web page. • PDF to view/print the report in <i>Adobe Acrobat</i> PDF format. <i>Adobe Acrobat Reader</i> is required to view this format. The Reader is available at: http://get.adobe.com/reader/.
7.	Click Run Now to generate the report.