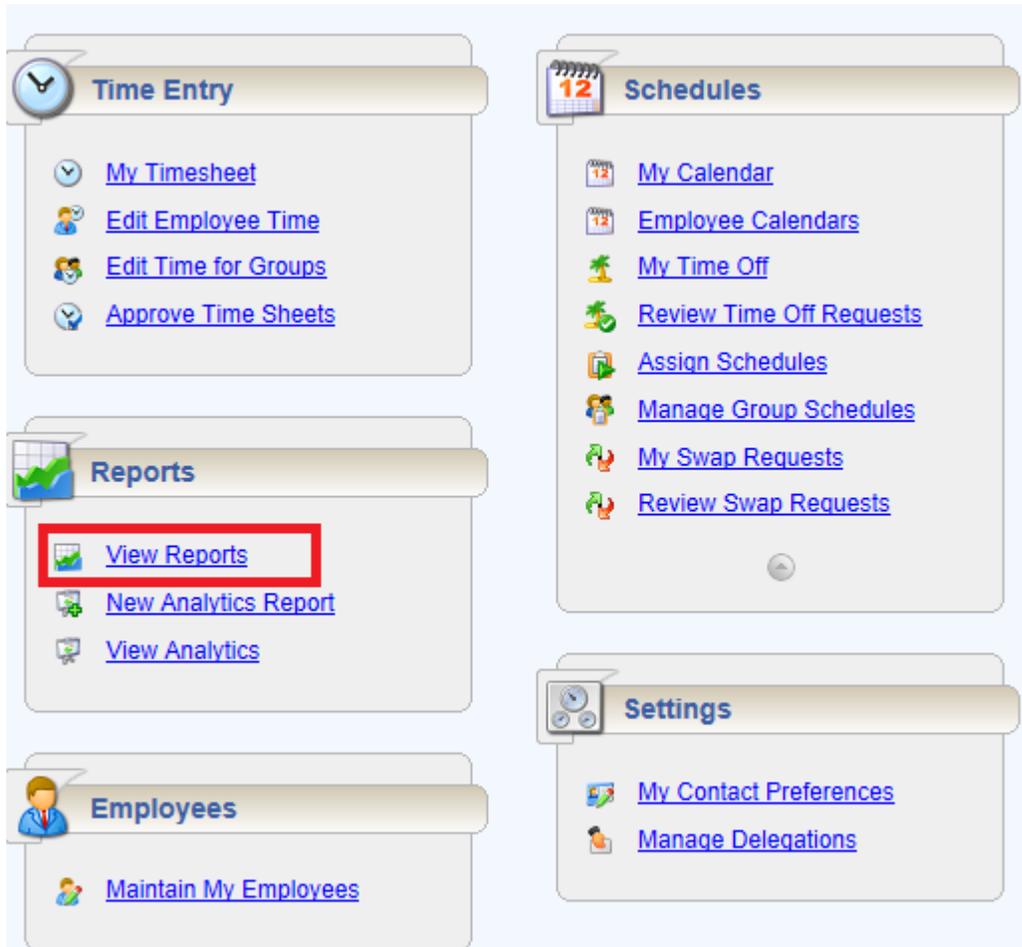


DHSS Job Aid 4: Generating Reports

1. To generate a report from the home screen, click **Reports** → **View General Reports**.

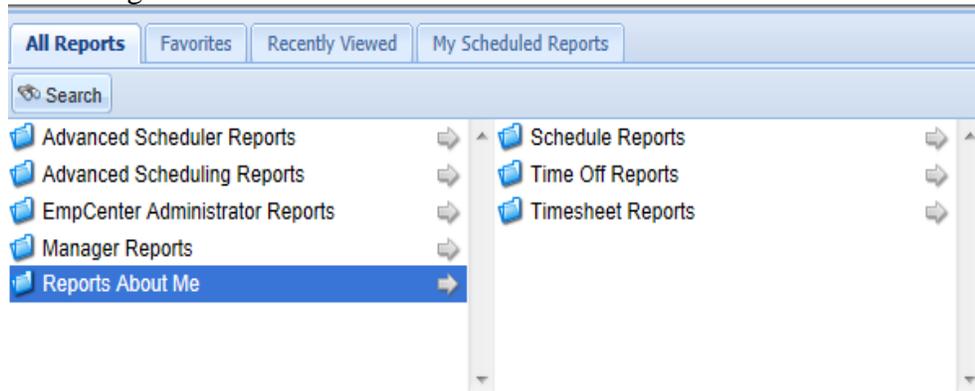
- All images on this job aid are of a **manager's view**.
- Employees, managers, and auditors can run reports.



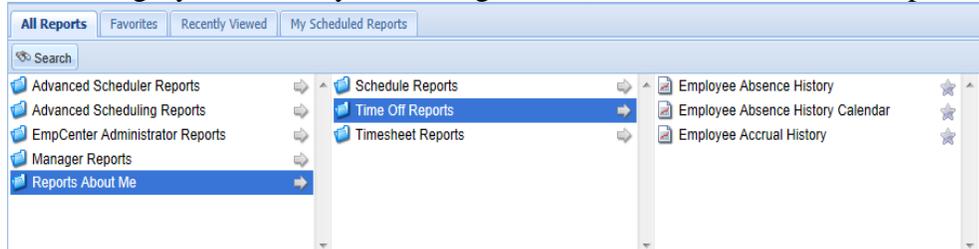
2. A list of report categories appears.
Either **Select the Report Category** or **Search for the Report**.

Select Report Category:

- Select the category; for example, **Reports About Me**. The right field populates with various reports or subcategories.



- Select a subcategory if necessary. In the right field, select the name of the report to generate.

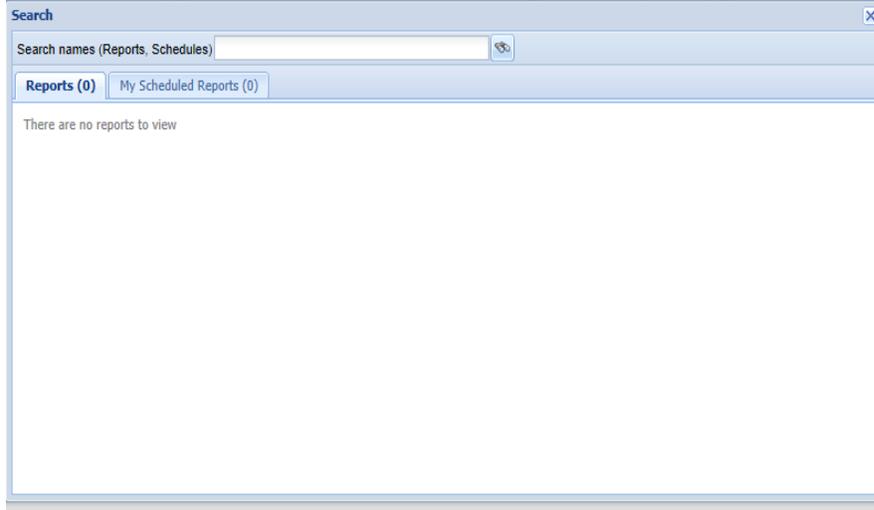


Search for the report:

- Select the search button.

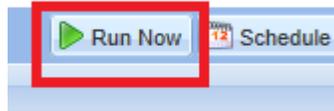


- Enter the name or part of the name of the report in the **Search** field. Reports with the search criteria in their name appear in the **Search Results** panel as you type.

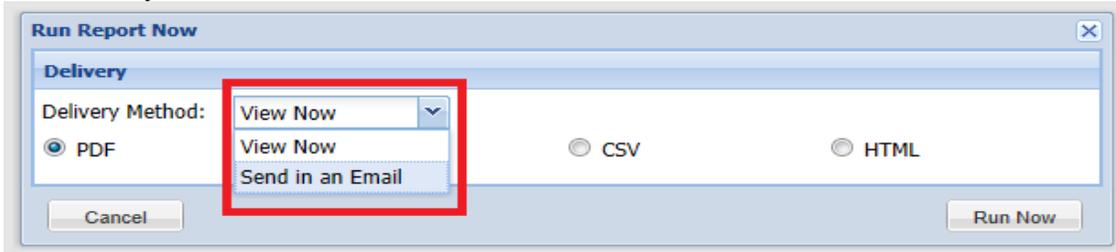


- Click the name of the report you want to generate. A second panel appears in which you specify report criteria.

- Select your report parameters and then click **Run Now** on the right side of your screen.

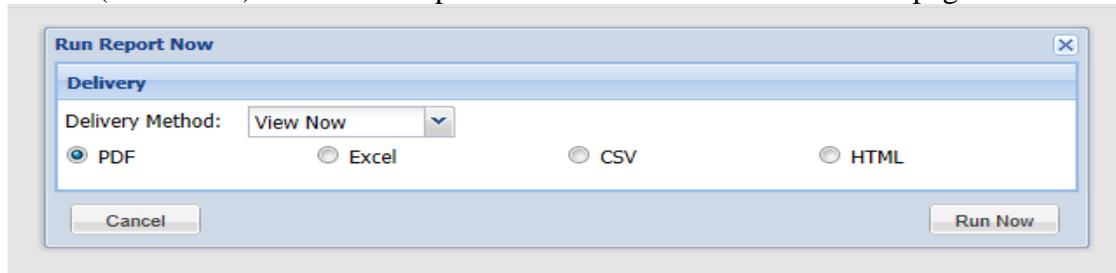


5. Select your Delivery Method **View Now** or **Send In An Email**.



Select your preferred output format:

- **PDF** to view/print the report in *Adobe Acrobat* PDF format.
- **Excel** to view/print the report as a *Microsoft Excel* spreadsheet.
- **CSV** files stored in tabular data (numbers and text) in plain text. Each record consists of one or more fields, separated by commas.
- **HTML** (the default) to view the report in the browser window as a web page.



6. Click **Run Now** to generate the report.

