HRIS – Enhanced Retrieving reports via Report Manager

Step 1) After completing steps to run the report, select Report Manager



Step 2) Select "Refresh" ... when status = posted ... the report may be retrieved either by selecting the report description or the details link. *The "View" link no longer appears on this page.*

List	Explorer	Administration	Archives
View Repo User ID: Status:	ALMAMD	Type:	Last: 1 Days Refresh Instance: 10:
Report Lis	it	\mathbf{A}	<u>Customize Find</u> View All 🗮 🛛 First 🗟 🕁 or 5 🗈 Last
Select	<u>Report</u> <u>Prcs</u> ID Instance	Description	Request Date/Time Format Status Details
	213223 229657	List Project End Da	a <u>tes</u> 12/04/2006 Acrobat <mark>Vetails</mark> 5:28:50PM (*.pdf) Posted <u>Details</u>
	213215 229648	Department Time 1	Totals by Pay 12/04/2006 Acrobat Posted Details 4:59:17PM (*.pdf) Posted Details

Selecting "Details" will provide PDF and out file.

Out file may be saved (Save Target As) and retrieved in Microsoft Excel via Text Import Wizard.

Report De	tail				
Report					
Report ID:	213223	Process Instance:	229657	Message Log	
Name:	WPOS101B	Process Type:	SQR Report		
Run Status:	Success				
List Project B	End Dates				
Distribution	Details				
Distribution	Node: KSU	Expiration	Date: 01/0	3/2007	
File List					
Name		File Siz	e(bytes) Da	atetime Created	
SOR WPOS	1018 229657.log	1,620	1:	2/04/2006 5:29:27.000000F	MCST
wpos101b 2	29657.PDF	1,446	1:	2/04/2006 5:29:27.000000F	MCST
wpos101b 2	29657.out	214	1:	2/04/2006 5:29:27.000000F	MCST

Step 3) After selecting the PDF or OUT file if this message appears, select Yes.

Security Warning					
The current Web page is trying to open a site in your Trusted sites list. Do you want to allow this?					
Current site: www.as.ksu.edu Trusted site: www.as.ksu.edu					
Yes No					
Warning: allowing this can expose your computer to security risks. If you don't trust the current Web page, choose No.					

Step 4) If report does not appear, select your browser "refresh" button. Report will appear.

e 1	nttps://	/www.as.	ksu.edu/p	reports/HRI5/213215/wtec028_229648.PDF/ - Microsoft Internet Explorer	-O×
File	e Edit	Go To	Favorites	Help	
G	Back	- 🕤	💌 🙎	🛯 🏠 🔎 Search 🤺 Favorites 😥 🤌 🔜 📙 🦓	
Add	lress 🧔	https://	www.as.kau	edu/psreports/HRIS/213215/wtec028_229648.PDF/	Links »

Questions, please contact Alma Deutsch at <u>almamd@ksu.edu</u> or (785)532-1448.