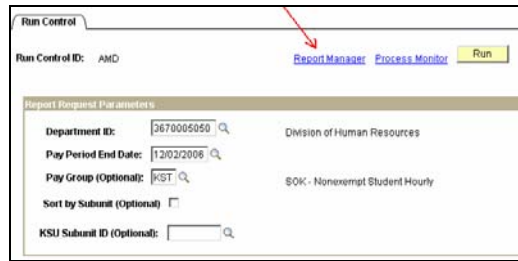


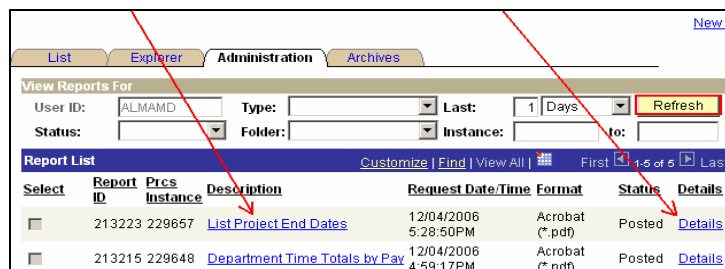
# HRIS – Enhanced

## Retrieving reports via Report Manager

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

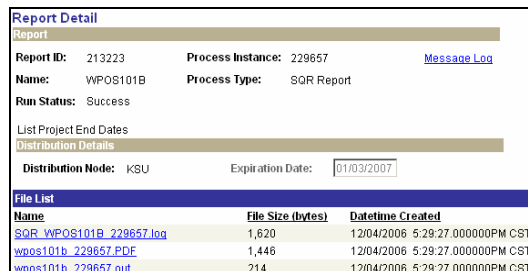


Step 2) Select “Refresh” ... when status = posted ... the report may be retrieved either by selecting the report description or the details link. *The “View” link no longer appears on this page.*

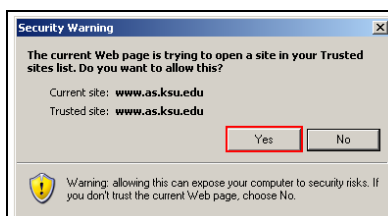


Selecting “Details” will provide PDF and out file.

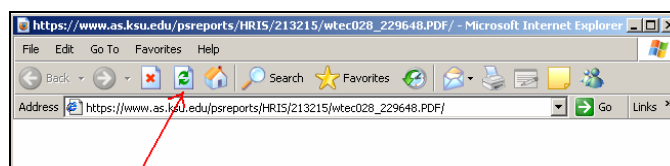
Out file may be saved (Save Target As) and retrieved in Microsoft Excel via Text Import Wizard.



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



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



Questions, please contact Alma Deutsch at [almamd@ksu.edu](mailto:almamd@ksu.edu) or (785)532-1448.