

Running, Viewing and Printing Reports

The report process in HRIS provides the capability to run, view and print reports via Email or the Web. **The preferred set up is to run, view, and print reports via the Web.** Email report distribution is reserved for small reports that need to be sent to another individual. Process Scheduler Request Set-Up Combinations follow:

Type / Format

Web / PDF

Preferred set up. Used to create an Acrobat (*.pdf) file to run, view or print reports via the Web.

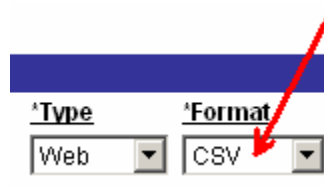
When using this set up, reports may be sent to another HRIS user by designating their HRIS USERID in the Distribution Detail page. The report will appear in their Process Scheduler/Report List. **Instructions: [Page 2](#)**

Email / PDF

Used to send a report to another user. By designating an Email address in the Distribution Detail page, report may be sent to another individual. **Instructions: [Page 3](#)**

Web / CSV

Creates a Comma delimited (*.CSV) file to be used to run reports that will be viewed or printed using Microsoft Excel.



Questions, please do not hesitate to call Alma Deutsch at (785) 532-1448.

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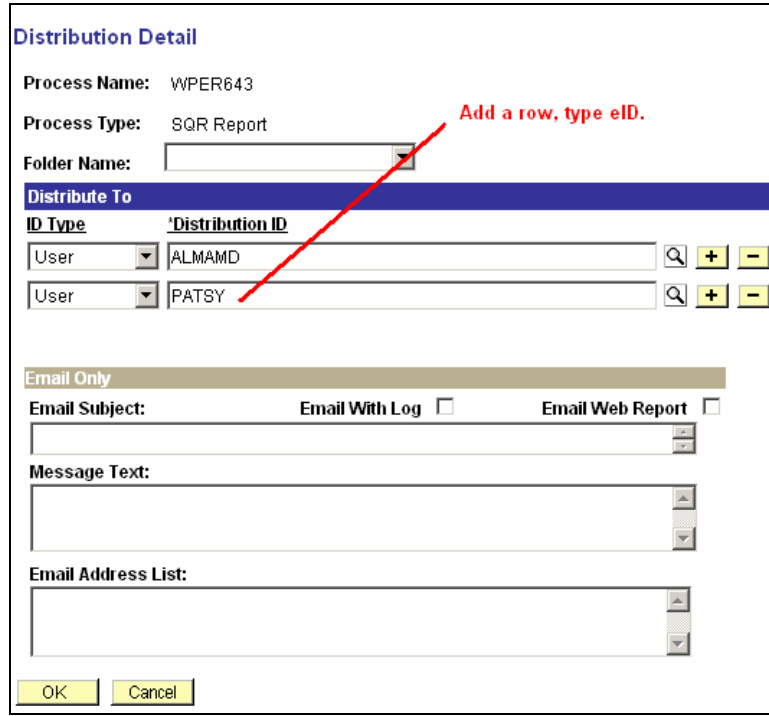
To send report to another HRIS user, follow these steps:

Step 1: After selecting "Run" during the report process, the Process Scheduler Request page will appear. Select Icon to view Distribution Detail Page.



Step 2: Insert a row in the Distribute To list, ID Type = User, enter individual's eID (K-State electronic ID) as the Distribution ID.

Distribution Detail Page



Distribution Detail

Process Name: WPER643
Process Type: SQR Report
Folder Name: [dropdown]

ID Type	Distribution ID
User	ALMAMD
User	PATSY

Email Only

Email Subject: [text] Email With Log Email Web Report

Message Text: [text]

Email Address List: [text]

OK Cancel

Step 3: Select OK and continue report process. Report will appear in user's HRIS Report Manager . . . Process Scheduler/ Report List.

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To send report to someone via E-Mail, follow these steps:

Step 1: After selecting "Run" during the report process, select Type = Email and select Icon to set up Distribution Detail Page.



Step 2: The Distribution Detail Page will appear. Enter Email Subject, Message Text (optional), and Email Address(es) in Email Address List.

Enter Email Subject,
Message Text and Email
Address(es)

Email Only

Email Subject: Email With Log Email Web Report

HRIS Report

Message Text:

Email Address List:

patsy@ksu.edu
julie@ksu.edu

OK Cancel

Step 3: Select OK and continue report process. Designated individual(s) will receive report via Email.