HRIS Report Manager
Deleting Reports from Report List

After executing a report, the report is stored in the report list for 30 days before being automatically expunged. To ensure maximum performance in HRIS, delete reports prior to the automatic expunge process.

1. Access Report List

   Reporting Tools > Report Manager > Administration page tab

2. Set **"Last" = 30 Days** … Select the **"Refresh"** button … executed reports will appear.

   A.   **To delete all reports**, click **"Select All"** to activate process … check marks will appear beside all reports. Click the **"Delete"** button to delete selected reports.

   B.   **To delete only selected reports**, click on check box beside Report ID. Click the **"Delete"** button to delete selected report(s).