

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).

The screenshot displays the HRIS Report Manager Administration page. At the top, there are navigation tabs for 'Administration' and 'Archives'. Below these, the 'View Reports For' section includes filters for 'User ID', 'Type', 'Last' (set to 30 Days), 'Status', 'Folder', and 'Instance'. A red starburst highlights the '30 Days' filter. Below the filters is the 'Report List' table with columns: Select, Report ID, Prcs Instance, Description, Request Date/Time, Format, Status, and Details. The table contains five rows of reports. At the bottom, there are 'Select All' and 'Deselect All' buttons, and a 'Delete' button with a tooltip that reads 'Click the delete button to delete the selected report(s)'. A red arrow points from the 'Delete' button to the 'Select All' checkbox.

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	903939	961679	Excel File of Position Listing	08/05/2013 1:34:26PM	Comma delimited (*.csv)	Posted	Details
<input type="checkbox"/>	903937	961677	Excel File of Position Listing	08/05/2013 1:33:00PM	Comma delimited (*.csv)	Posted	Details
<input type="checkbox"/>	900990	958570	Conflict of Interest	07/25/2013 1:50:14PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	900985	958565	Conflict of Interest	07/25/2013 1:44:57PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	898550	955973	Position Listing	07/18/2013 1:36:25PM	Acrobat (*.pdf)	Posted	Details