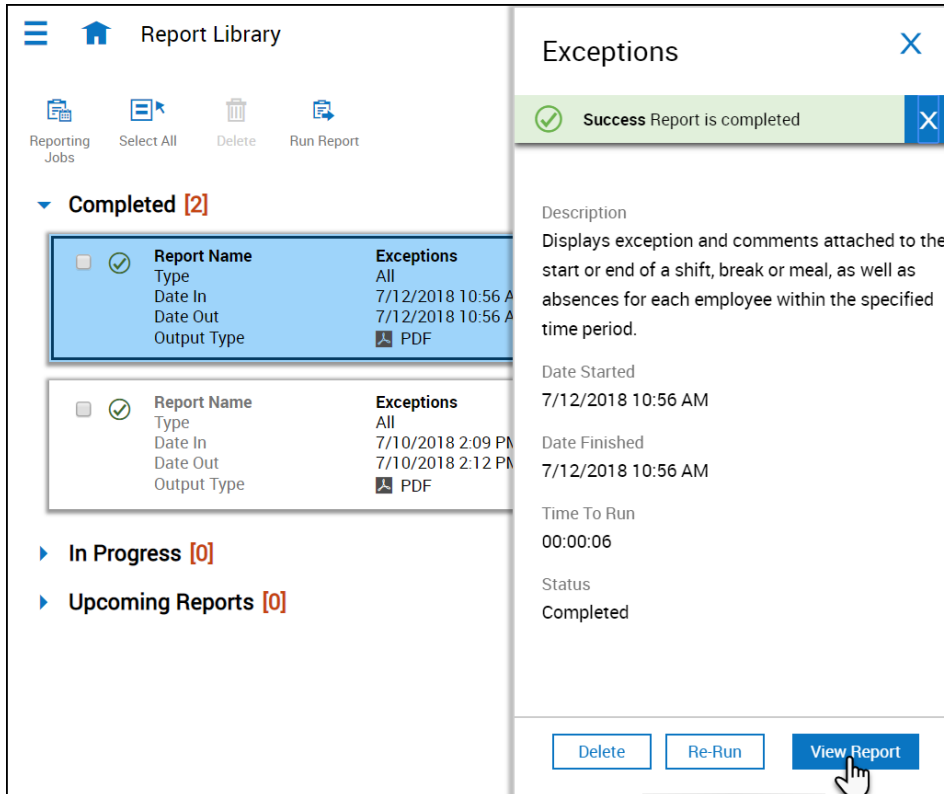




View, re-run, or delete reports

To view and re-run a report:

1. Access the Main Menu > Dataviews & Reports > Report Library.
2. From **Report Library**, locate a report and click the right arrow > .



The screenshot shows the 'Report Library' interface. On the left, there are navigation icons for 'Reporting Jobs', 'Select All', 'Delete', and 'Run Report'. Below these, there are sections for 'Completed [2]', 'In Progress [0]', and 'Upcoming Reports [0]'. The 'Completed [2]' section is expanded, showing two report entries. The first entry is selected, and its details are shown in a table:

Report Name	Exceptions
Type	All
Date In	7/12/2018 10:56 AM
Date Out	7/12/2018 10:56 AM
Output Type	PDF

The right panel, titled 'Exceptions', shows a success message: 'Success Report is completed'. Below this, the 'Description' reads: 'Displays exception and comments attached to the start or end of a shift, break or meal, as well as absences for each employee within the specified time period.' Other details include: 'Date Started: 7/12/2018 10:56 AM', 'Date Finished: 7/12/2018 10:56 AM', 'Time To Run: 00:00:06', and 'Status: Completed'. At the bottom of the panel, there are three buttons: 'Delete', 'Re-Run', and 'View Report'. A mouse cursor is pointing at the 'View Report' button.

3. From the panel, you can:
 - View a report
 - Re-run a report
 - Delete a report
4. Click Re-run.
5. Review and, if necessary, change the report parameters.
6. Select the Output format
 - PDF
 - Excel
 - Interactive
7. Click **Run Report**.

8. When the report is finished, click **OK** to open the report.

To delete a report:

1. Select a report from your Report Library and click **Delete**.
2. When the Warning message appears, click **Yes**.

