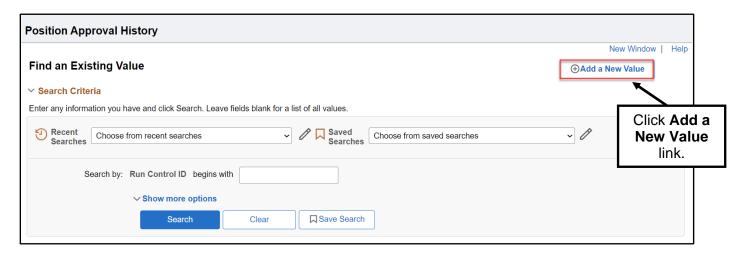
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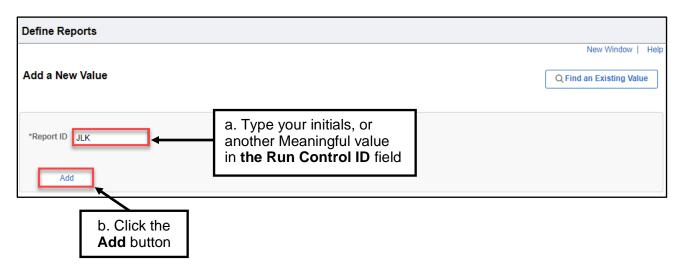
This job aid describes how to run a Report. For a complete list of report names and navigation paths, please reference the Time and Labor, HR or Benefits Reports Job Aids.

IMPORTANT: It is not necessary to add a new Run Control ID each time a report is run. You may run reports under an existing Run Control ID.

- 1. Navigate to Reports
- 2. The Reports search page displays
- 3. Click the Add A New Value link



4. Add a New Value.

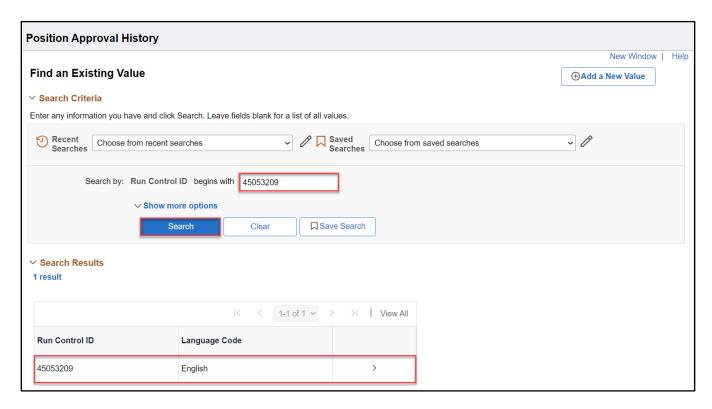


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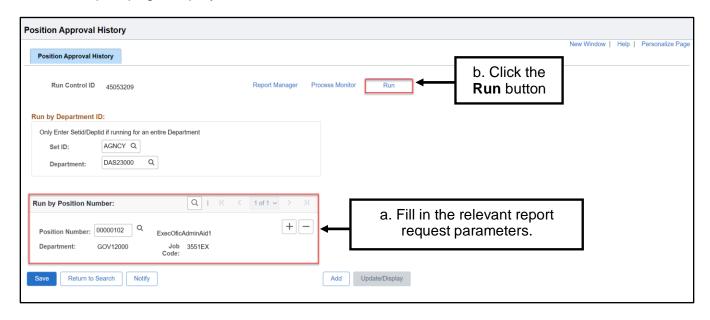


In the Find an Existing Value, you can use a Control ID already in use.

- 1. Type in your Control ID in the Run Control ID beginning with field
- 2. Click the Search button
- 3. Click on the Run Control ID from the search results



4. The Report page displays



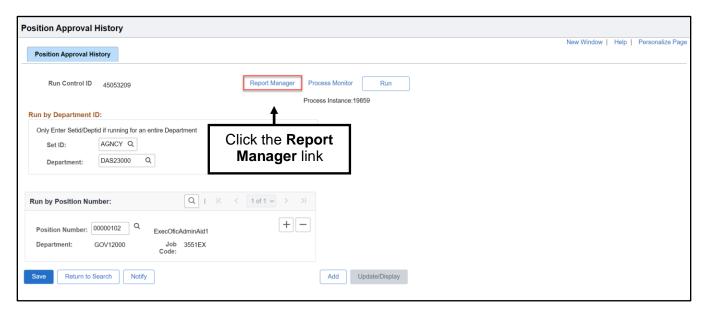
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5. The Request page displays



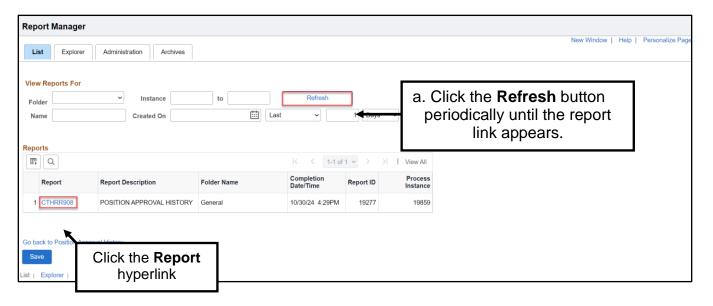
6. The Report page displays



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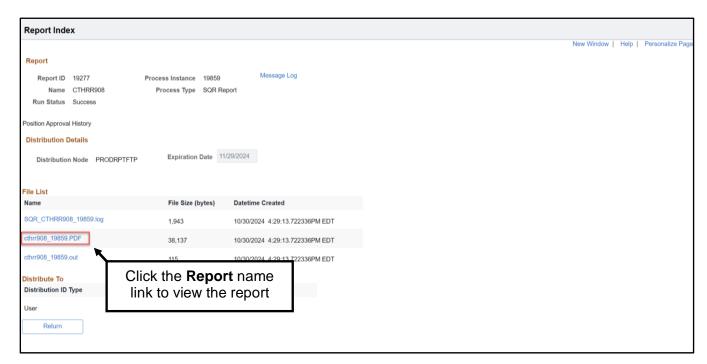
7. The Report List page displays



Special Note:

The Report List row will be blank until your report has been completed.

8. The Report/Log Viewer page displays



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9. View your report.

Optional:

To print, click or select File > Print in your web browser. For information on saving the report refer to the Saving a Report to a Drive job aid.

Special Note:

You can view the Status (Queued, Generated, or Posted) on the Report List's Administration Tab:

