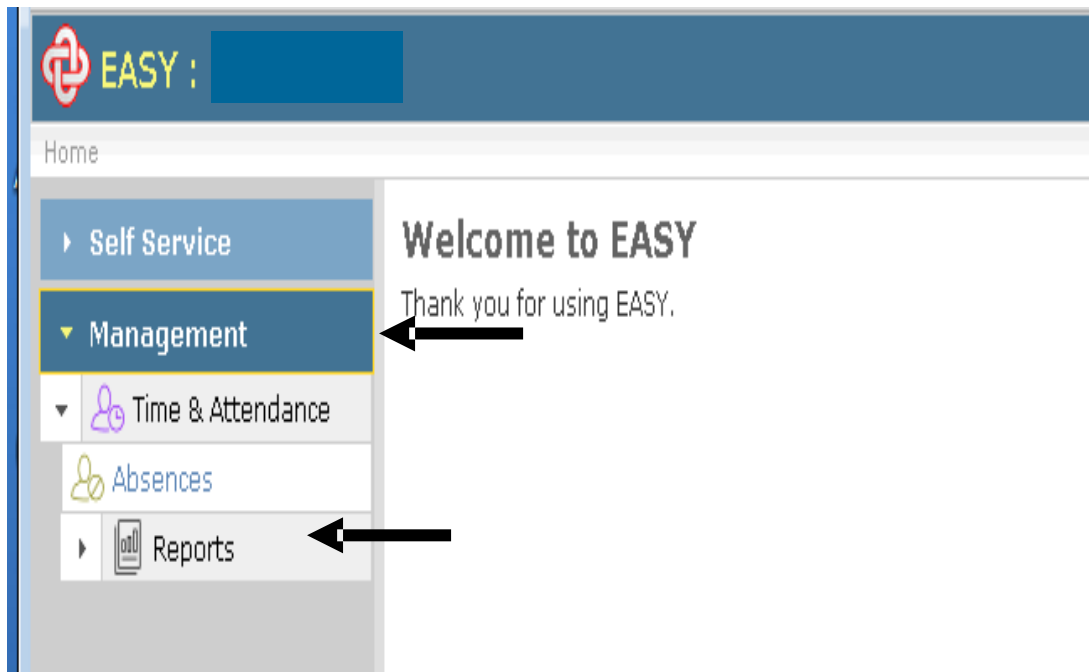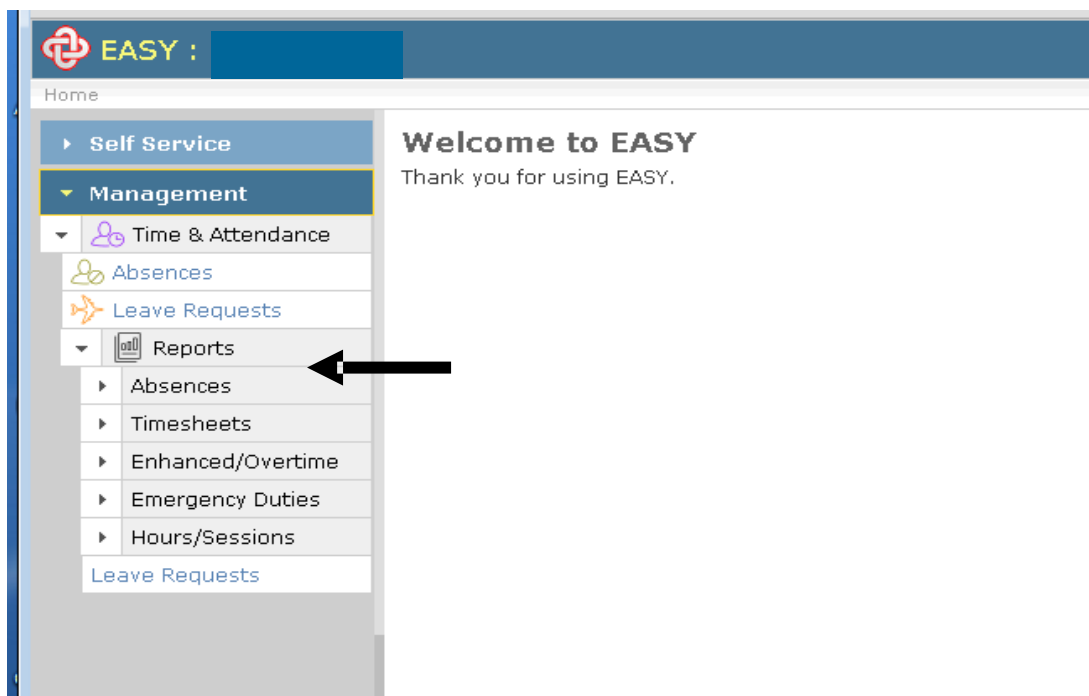# Running EASY Reports

From the Home screen click on **Management banner >** click on the small black arrow next to **Reports** to expand the section**.**

The report categories available will now be listed.

Clicking on any of the small black arrows at the side of the heading will open the categories and list the reports available.

To run any of the reports

Click on the desired report from the list shown and enter the criteria requested on the screen and then press the Run Report button.

Example below is Absences > Absence by Individual

The report task manager will ask you to decide the priority of your request and give you an option to schedule the report for a later date and time. Press the Confirm button to run the report immediately or to confirm the schedule.

You will see an information message at the top of the screen and the report status under the Tasks banner:
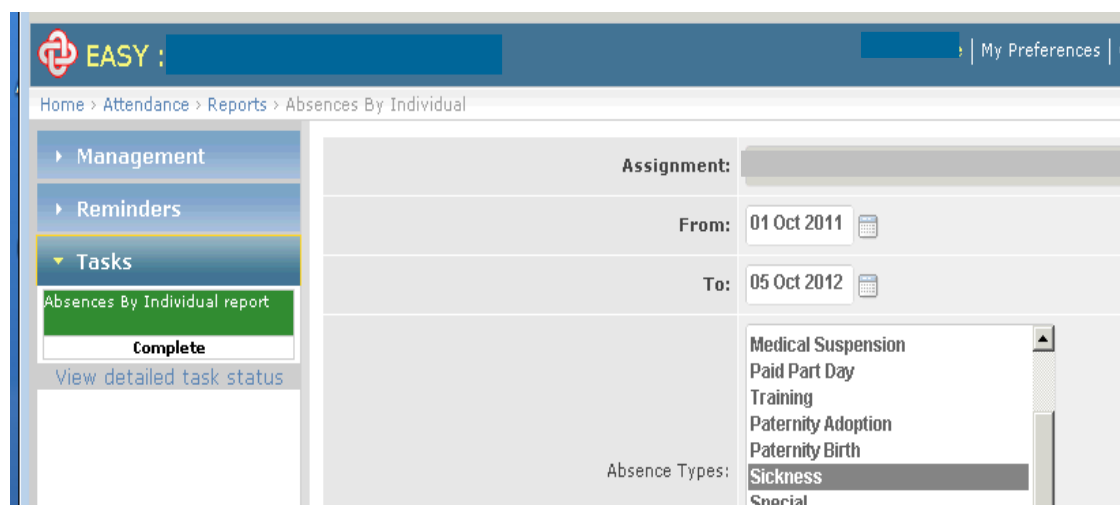
Scheduled report - you can now exit the screen (see retrieving reports further down)
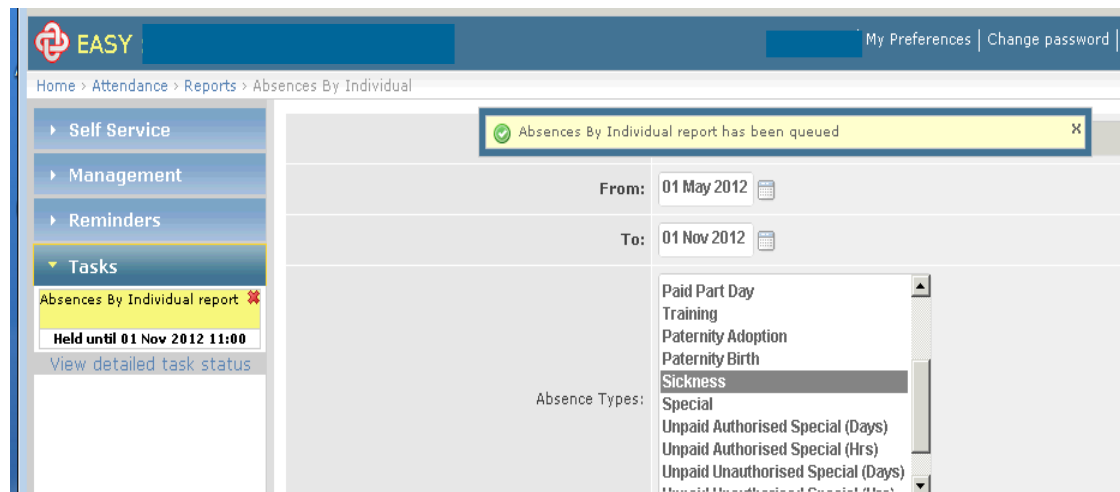
Non-scheduled report - wait for report to run.
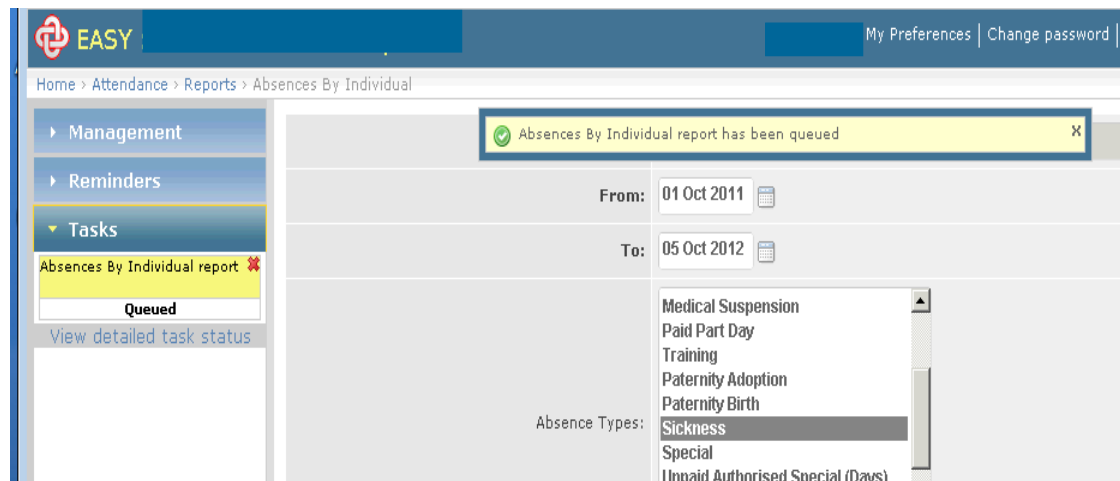
Once a non- scheduled report has finished running the report status will change

Click on the green section under the Tasks banner to retrieve your report.

Click on the blue files line to open or save your report.

Select open or save.

Opening the report will give you an excel spreadsheet of your results which can be saved by using File > save as from your toolbar menu.
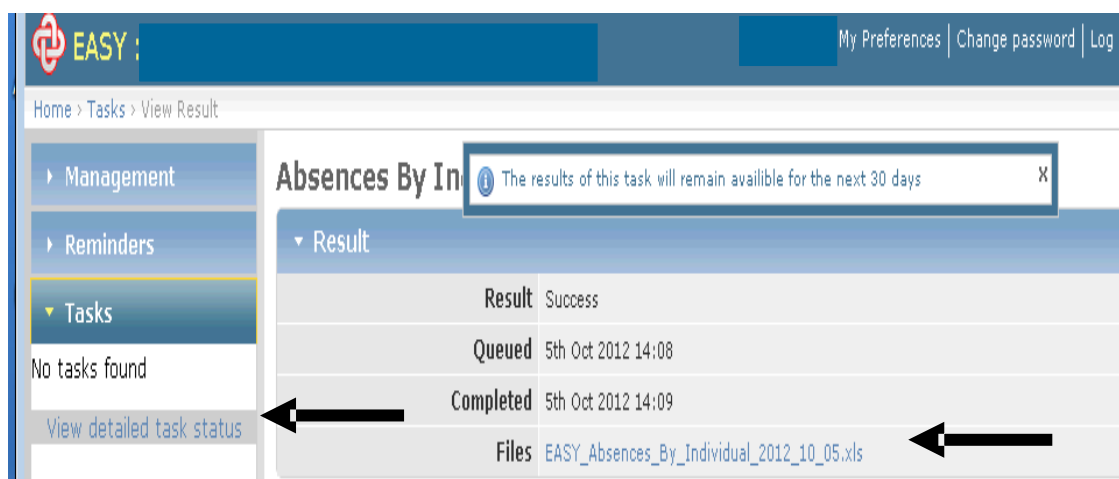
To retrieve a previously scheduled report at a later date - from the Home screen click on the **Tasks** Banner then click on the 'View detailed task status' wording.
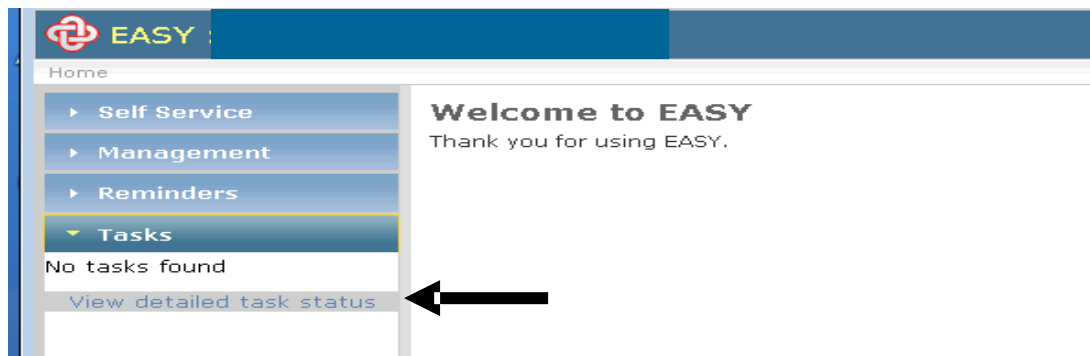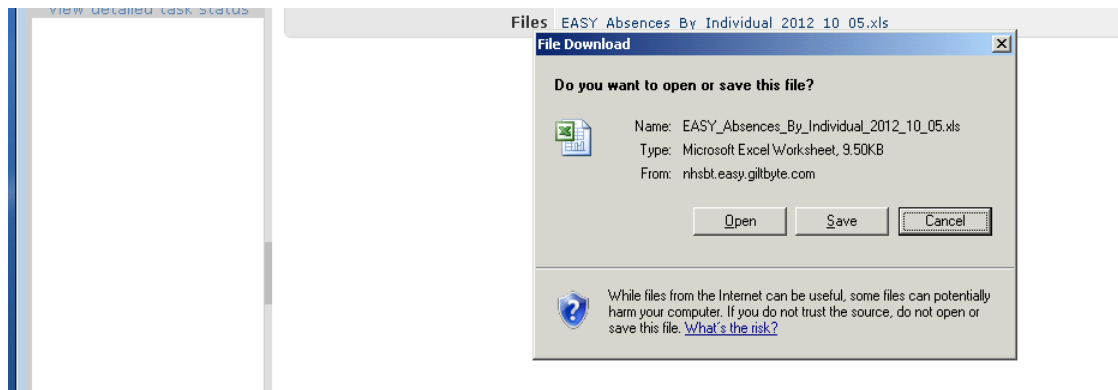

You will now see the status of all report requests. Clicking on the wording of the report you wish to view will access the report.
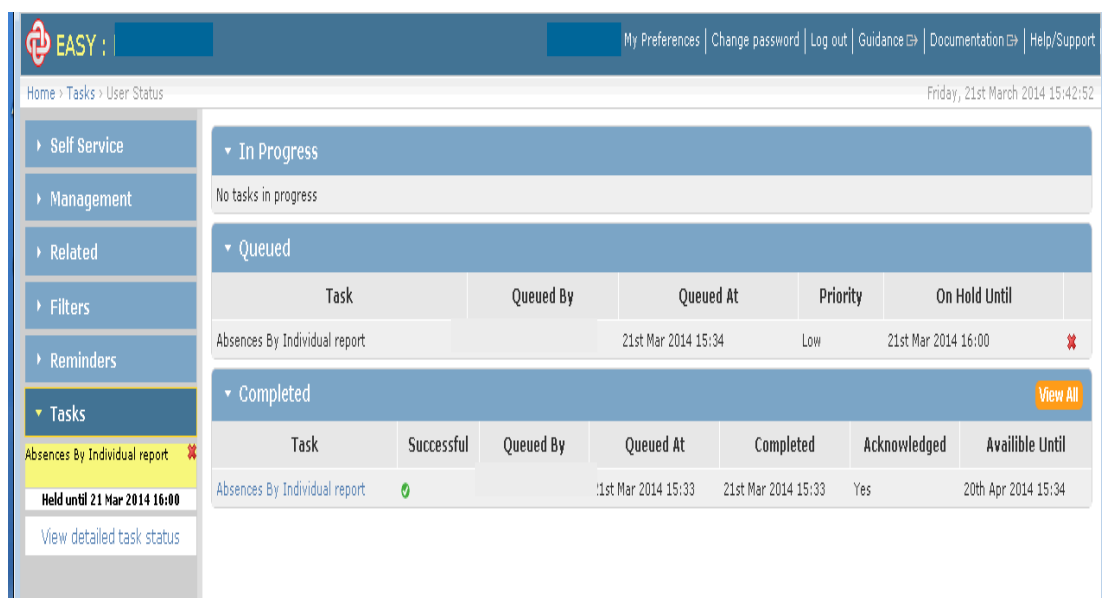
Click on the files line to open or save your report

As before select open or save.

All reports are available on the system for 30 days after which they are removed from the system. If you require a report for longer than 30 days then make sure that you save a copy to the 'g' drive.