How To Run Reports

**STEP 1:** Go into your Dept Manager Workspace. In the Related Items Pane, click on the Reports Widget.

**STEP 2:** The Reports Workspace will open. Click on the Select Reports Tab.

**STEP 3:** Expand the All category and select the report you need to run. Select your Report Criteria.

Recommended Reports: TU Accrual SSB Current FY, TU Employee Accrual Summary FY to Date

**STEP 4:** Click on Run Report button.

Your reports **MUST** be emailed. Click on this button to achieve this option.
How To View Reports

Click on the **Check Reports Status** Tab in the Reports Workspace.

Under the **Check Report Status** Tab, you will see the **Report Name**, **Format**, **Date In** (time and date report was requested), **Date Done** (date and time it finished running), **Status**, **Output** (I.E. To be to see report from **Screen** for immediate view, **Email**, if the report was emailed to user for view) and **User**.

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Format</th>
<th>Date In</th>
<th>Date Done</th>
<th>Status</th>
<th>Output</th>
<th>User</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Summary</td>
<td>pdf</td>
<td>2023/07/12PM</td>
<td>2023/07/13PM</td>
<td>Complete</td>
<td>Screen</td>
<td>w79817</td>
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<tr>
<td>Account Detail</td>
<td>pdf</td>
<td>2023/07/12PM</td>
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