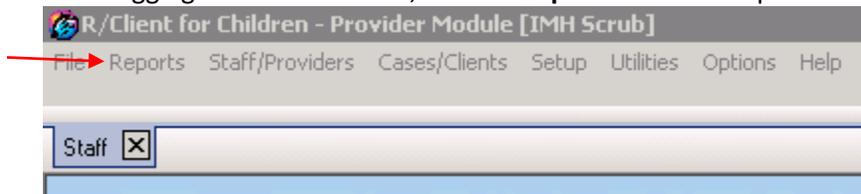


Quick Steps

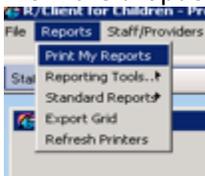
- From the Staff screen, click on Reports from the top menu.
- Select Print My Reports.
- Click on the report you would like to run and then click, Print/Perform.
- Enter the dates you are interested in running and click, Run Report.
- Click the print icon in the lower, left-hand corner.
- Click Print.

Detailed Steps:

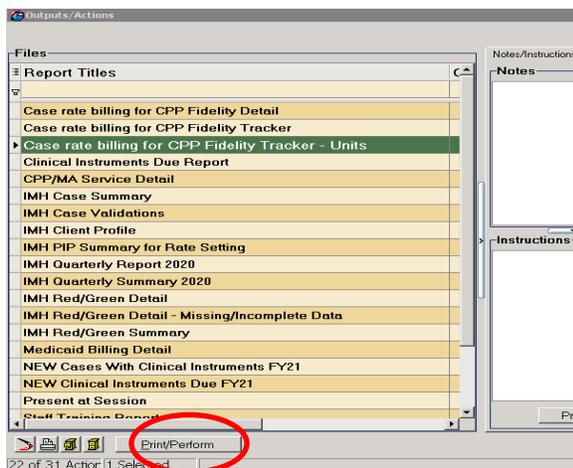
1. After logging into the database, click on **Reports** from the top menu bar.



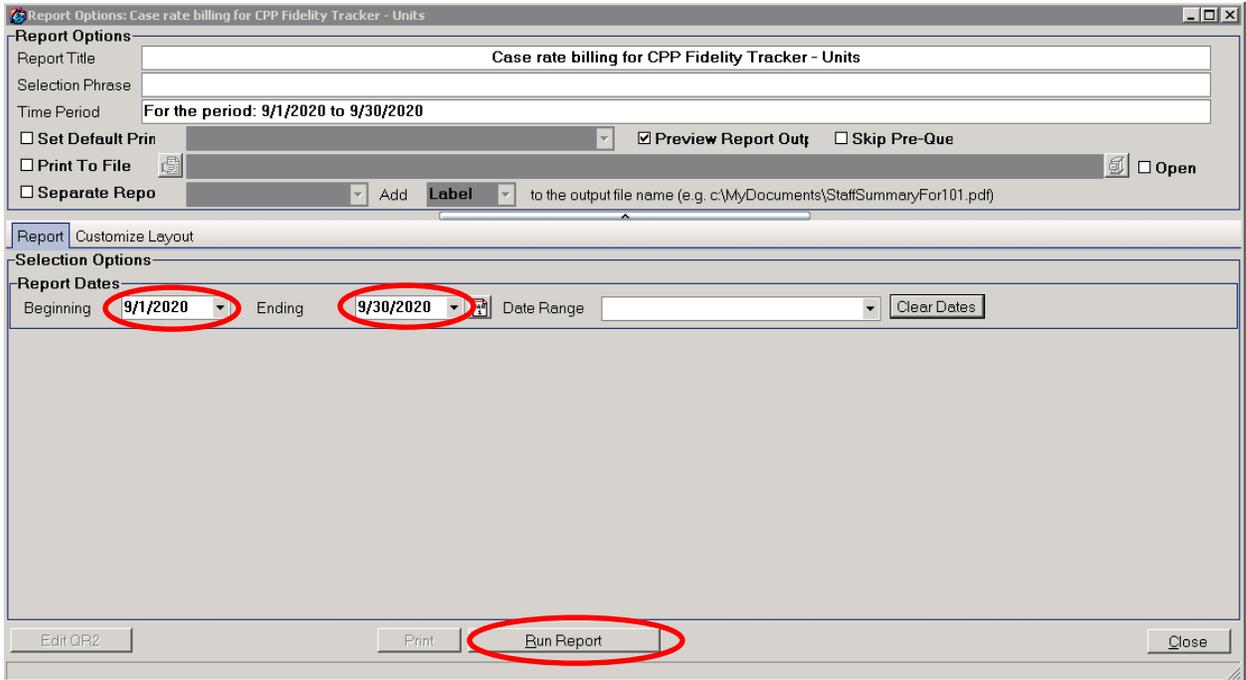
2. From the dropdown, click **Print My Reports**.



3. From the Outputs/Actions screen, click the report you would like to run, then click **Print/Perform** down at the bottom.



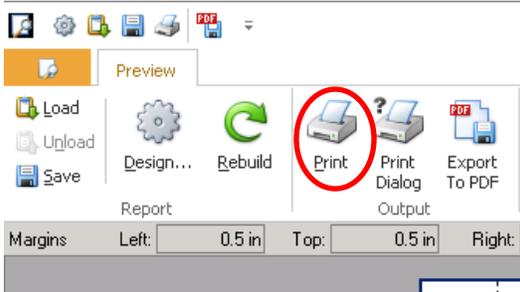
4. From the Report Options screen, enter the time period you are wanting to run and then click **Run Report**.



- From the Report that just ran and is now displaying, click the **print icon** in the lower left-hand corner.



- From the Print Preview, click **Print**.



If you need further assistance please contact the ECSC Database Services Team:

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