



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.

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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**.





🕼 Report Options: Case rate billing for CPP Fidelity Tracker - Units	_ 🗆 🗙
Report Options Report Title Case rate billing for CPP Fidelity Tracker - Units	
Selection Phrase	
Time Period For the period: 9/1/2020 to 9/30/2020	
🗆 Set Default Prin 🛛 🖉 Preview Report Out; 🗆 Skip Pre-Que	
Print To File 📓	Open
Separate Repo Add Label v to the output file name (e.g. c.\MyDocuments\StaffSummaryFor101.pdf)	
Report Customize Lavout	
Celection Options	
Report Dates	
Beginning 9/1/2020 • Ending 9/30/2020 • 📄 Date Range • Clear Dates	
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5. From the Report that just ran and is now displaying, click the **print icon** in the lower left-hand corner.



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



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

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