

HRIS Report Manager Deleting Reports from Report List

New functionality has been added to HRIS. It is now possible to delete reports from your report list.

After executing a report, the report is stored in your report list for 30 days before being automatically expunged. To ensure maximum performance in HRIS, you may delete reports prior to the automatic expunge process.

1. Access Report List
Reporting Tools > Report Manager
2. Set “**Last**” = 30 Days ... Select the “**Refresh**” button ... executed reports will appear.

Administration Archives

View Reports For

User ID: ALMAMD Type: [] Last: 30 Days Refresh

Status: [] Folder: [] Instance: [] to: []

Report List Customize Find View All First 1-36 of 36 Last

| Select | Report ID | PrCs Instance | Description | Request Date/Time | Format | Status | Details |
|-------------------------------------|-----------|---------------|--|-----------------------|-----------------|--------|-------------------------|
| <input type="checkbox"/> | 271066 | 291088 | Budget Unc Rank Sal Incr Rpt | 07/02/2007 10:37:25AM | Acrobat (*.pdf) | Posted | Details |
| <input type="checkbox"/> | 269269 | 289238 | Performance Reviews Due Report | 06/25/2007 2:29:46PM | Acrobat (*.pdf) | Posted | Details |
| <input type="checkbox"/> | 269268 | 289237 | Performance Reviews Due Report | 06/25/2007 2:27:56PM | Acrobat (*.pdf) | Posted | Details |
| <input checked="" type="checkbox"/> | 265543 | 285424 | Budget Unc Rank Sal Incr Rpt | 06/14/2007 2:09:30PM | Acrobat (*.pdf) | Posted | Details |
| <input checked="" type="checkbox"/> | 265497 | 285367 | Budget Unc Rank Sal Incr Rpt | 06/14/2007 1:24:27PM | Acrobat (*.pdf) | Posted | Details |
| <input checked="" type="checkbox"/> | 265216 | 285047 | Payroll Payments Acc. Monthly | 06/13/2007 4:29:13PM | Acrobat (*.pdf) | Posted | Details |

Select All Deselect All

Delete Click the delete button to delete the selected report(s)

- A. To delete all reports, click “**Select All**” to activate process ... check marks will appear beside all reports. Click the “**Delete**” button to delete selected reports.
- B. To delete only selected reports, click on check box beside Report ID. Click the “**Delete**” button the delete selected report(s).