

## Run a Report

Run a report to view information about employees or the organization.

**Navigation: Main Menu > Dataviews & Reports > Report Library**

1. Select the **Run Report** icon.
2. In the Select Report panel, expand a report section.
3. Select a **report name** and then select the **Select** button.  
A panel with details about the selected report appears.
4. Select report parameters.

The following parameters are common to most reports.

- **Timeframe**
  - Previous, Current, or Next Schedule Period
  - Previous, Current, or Next Pay Period
  - Week to Date
  - Last Week
  - Yesterday
  - Yesterday, Today, Tomorrow
  - Yesterday plus 6 Days
  - Last 30 Days
  - Current Week
  - Last 90 Days

You can also choose **Select Range** and select the start and end dates. Note that the range must be under 365 days.

- When you select **Select Hyperfind**, the **Locations & Hyperfinds** panel opens. Select from the following sections.
  - Hyperfind
  - Locations
  - All Home Locations – Finds current employees assigned to locations to which the manager has access.
  - Hyperfinds
  - All Home – Finds active employees who are part of your employee group.

- All Home and Scheduled Job Transfers\* – In addition to your employee group, this finds and includes employees whose primary job is different, but who are scheduled to transfer into your employee group or location.
  - **Output Format**
    - PDF
    - Excel
    - Interactive
5. Select **Run Report**.
  6. Select **OK** to view the report.

## View and Re-run a Report

From the Report Library you can view a report. Re-run the report when you want to view different parameters.

**Navigation: Main Menu > Dataviews & Reports > Report Library**

1. From the Completed section, select the **right-facing arrow** on a report tile.
2. From the panel, select **View Report**.  
Report output downloads.
3. From the panel, select **Re-Run**.
4. Change the report parameters as needed.
  - Use the **Select Timeframe** icon to change the report range.
  - Use the **Select Hyperfind** icon to filter report output.
  - Use the **Output Format** drop-down list to select PDF, Excel, Interactive, or CSV output.
5. Select **Run Report**.

## Delete a Report

Delete a report when it is no longer needed.

**Navigation: Main Menu > Dataviews & Reports > Report Library**

1. From the Completed section, select the **right-facing arrow** on a report tile.
2. From the panel, select **Delete**.  
A warning message appears.
3. Select **Yes** to delete or **No** to cancel the request.

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