

# View Reports

## Overview


The Materiel Management/Inventory Control Point module View Reports page displays all the available scheduled reports available for viewing.

## Navigation

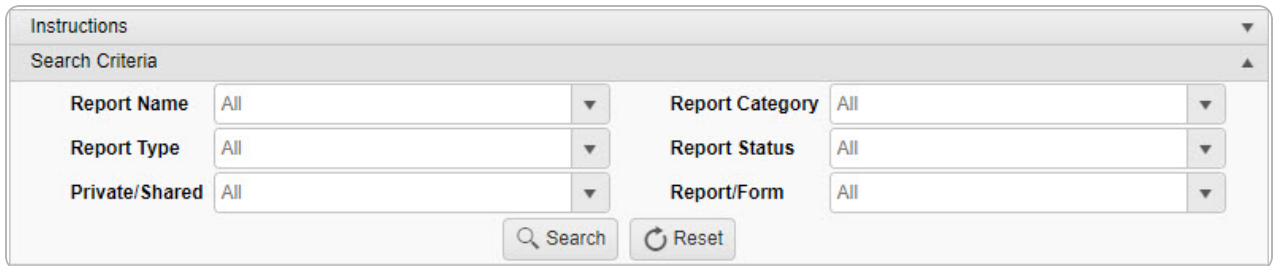
Reports Manager > View Reports > View Scheduled Reports page

## Procedure

### View a Scheduled Report

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields.



Instructions

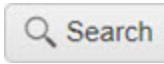
Search Criteria

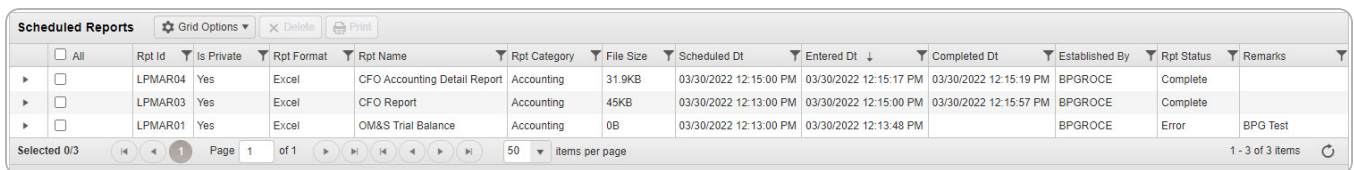
Report Name: All | Report Category: All

Report Type: All | Report Status: All

Private/Shared: All | Report/Form: All

Search | Reset

2. Select  to display the search results.




|                          | Rpt Id  | Is Private | Rpt Format | Rpt Name                     | Rpt Category | File Size | Scheduled Dt           | Entered Dt             | Completed Dt           | Established By | Rpt Status | Remarks  |
|--------------------------|---------|------------|------------|------------------------------|--------------|-----------|------------------------|------------------------|------------------------|----------------|------------|----------|
| <input type="checkbox"/> | LPMAR04 | Yes        | Excel      | CFO Accounting Detail Report | Accounting   | 31.9KB    | 03/30/2022 12:15:00 PM | 03/30/2022 12:15:17 PM | 03/30/2022 12:15:19 PM | BPGROCE        | Complete   |          |
| <input type="checkbox"/> | LPMAR03 | Yes        | Excel      | CFO Report                   | Accounting   | 45KB      | 03/30/2022 12:13:00 PM | 03/30/2022 12:15:00 PM | 03/30/2022 12:15:57 PM | BPGROCE        | Complete   |          |
| <input type="checkbox"/> | LPMAR01 | Yes        | Excel      | OM&S Trial Balance           | Accounting   | 0B        | 03/30/2022 12:13:00 PM | 03/30/2022 12:13:48 PM |                        | BPGROCE        | Error      | BPG Test |

Selected 0/3 | Page 1 of 1 | 50 items per page | 1 - 3 of 3 items



## View an Existing Report

1. Click  to select the desired Report. *The Report row is highlighted.*
2. Select . *The report is produced.*
3. Follow the prompts provided by the computer. *The report opens outside of DPAS.*

## View Report Details

Click  to open the details of the Report. *The Details grid appears.*

**Scheduled Reports**  All  LPMAR04  LPMAR03  LPMAR01

| Rpt Id  | Is Private | Rpt Format | Rpt Name                     | Rpt Category | File Size | Scheduled Dt           | Entered Dt             | Completed Dt           | Established By | Rpt Status | Remarks  |
|---------|------------|------------|------------------------------|--------------|-----------|------------------------|------------------------|------------------------|----------------|------------|----------|
| LPMAR04 | Yes        | Excel      | CFO Accounting Detail Report | Accounting   | 31.9KB    | 03/30/2022 12:15:00 PM | 03/30/2022 12:15:17 PM | 03/30/2022 12:15:19 PM | BPGROCE        | Complete   |          |
| LPMAR03 | Yes        | Excel      | CFO Report                   | Accounting   | 45KB      | 03/30/2022 12:13:00 PM | 03/30/2022 12:15:00 PM | 03/30/2022 12:15:57 PM | BPGROCE        | Complete   |          |
| LPMAR01 | Yes        | Excel      | OM&S Trial Balance           | Accounting   | 0B        | 03/30/2022 12:13:00 PM | 03/30/2022 12:13:48 PM |                        | BPGROCE        | Error      | BPG Test |

**Details**  All  LPMAR03  LPMAR01

Parameter Value  
Report Format Excel

Selected 0/1 Page 1 of 1 50 items per page 1 - 1 of 1 items

Selected 0/3 Page 1 of 1 50 items per page 1 - 3 of 3 items

