



View Reports

Overview

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

Navigation

Reports Manager > View Reports > View Scheduled Reports page

Procedures

View a Scheduled Report

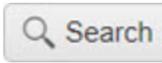
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

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 ▼

2. Select  to display the search results.

Scheduled Reports												
<input type="checkbox"/> All	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  **Print**. *The report is produced.*
3. Follow the prompts provided by the computer. *The report opens outside of ELMS.*

View Report Details

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

Scheduled Reports																
<input type="checkbox"/> All	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					
Details <table border="1"> <thead> <tr> <th>Parameter</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Report Format</td> <td>Excel</td> </tr> </tbody> </table>													Parameter	Value	Report Format	Excel
Parameter	Value															
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