



## Search for a Reports Manager Report — Criteria - View

### Overview

The Property Accountability module Reports Manager Search Criteria — View process provides the ability to view the reports from the Reports Manager.

### Navigation

Forms-Reports > View Forms/Reports > Reports Manager Search Criteria — View page

### Procedures

#### Search for a Reports Manager Report — Criteria - View

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting [Reset](#) at any point of this procedure returns all fields to the default "All" setting. **Bold** numbered steps are required.

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

2. Select [Search](#). The **Reports Manager Search Results — View** page appears.



**Search Results**

Rpt Id	Rpt Name	Rpt Level	Rpt Ctgr	Rpt File Size	Rpt Dt/Time	Rpt Owner	Rpt Status	Remarks
WPACR01M	MONTHLY DEPRECIATION REPORT	UIC - WNFOX4	ACCT	4 KB	11/14/2023 10:15	WPACN13	Complete	
WPACR0501RXL	CAPITAL ASSET REPORT PERSONAL AND REAL PROPERTY	ACTBL UIC - W01010	ASST		11/14/2023 10:04	WPACN13	Error	
WPACR1212D	DAI ACCOUNTING INTERFACE REPORT	UIC - N00018	INTF	12 KB	02/01/2024 13:25	BATCH	Complete	Report scheduled via
WPLR01D	BACKGROUND TRANSACTION RESULTS	UIC - MIATES	ASST	3 KB	02/08/2024 10:44	AIKEYM	Complete	39504
WPHRR2702M	UII ACTIVITY REPORT	AGENCY - NAVY	MTRX	4 KB	02/01/2024 3:37	WPHRR2702M	Complete	
WPHRR40R	UIT RECONCILIATION REPORT	UIC - W0MLAA	ASST		05/04/2023 12:52	SYSTEM	Error	

**OR**

Select the Schedule tab. *The **Reports Manager Search Results – Schedule** page appears.*

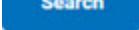
**OR**

Select the Generate Forms tab. *The **Print Forms Request (Search Criteria)** page appears.*





## Search for Forms or Reports to View — Results

### Navigation

Forms-Reports > View Forms/Reports > Search Criteria >  > Reports Manager  
Search Results — View page

### Procedures

Selecting  at any point of this procedure removes all revisions and closes the page.

Selecting  at any point of this procedure re-loads the page.

#### View the Reports Manager Report

##### Note



Multiple rows may be returned, but only one can be viewed at a time.

##### Helpful Tip



The RPT ID provides identification for the report and how often a report is generated. For example, the "R" in RPT ID WPHRR0102R reflects the report is Requested.

Select the RPT ID hyperlink. *The selected report PDF opens in another window.*


#### View the Reports Manager Report Details

Select the RPT NAME hyperlink. *The **Reports Manager — Details** page appears.*





# View the Reports Manager Report Details

## Navigation


Forms-Reports > View Forms/Reports > Search Criteria >  > Search Results > RPT NAME hyperlink > Reports Manager Details — View page

## Procedures

Selecting  at any point of this procedure removes all revisions and closes the page.

Selecting  deselects the checked entries. Selecting  selects all present entries.

## Delete a Reports Manager Report

**Note**  
 A report can only be deleted by the RPT Owner.

1. Select the RPT NAME hyperlink. *The **Reports Manager — Details** page appears.*

**Details**

Select	Rpt Id	Rpt Name	Rpt Level	Rpt Ctgry	Rpt File Size	Rpt Dt/Time	Rpt Format	Rpt Owner	Rpt Status	Remarks
<input type="checkbox"/>	DD1150	DD Form 1150 REQUEST FOR ISSUE OR TURN-IN	UIC - BROOKS	ASST	7 KB	02/20/2024 14:48	PDF	NMLAW	Complete	

Click  to select the desired RPT ID. *The RPT ID is selected for viewing or deletion.*

2. Select . *The **Reports Manager — Delete** page appears.*

## View a Reports Manager Report

Select the RPT ID hyperlink. *The selected report appears in a new window.*

Search Results

Rpt Id	Rpt Name	Rpt Level	Rpt Ctgry	Rpt File Size	Rpt DU/Time	Rpt Owner	Rpt Status	Remarks
WPMAR08R	<a href="#">UTILIZATION REPORT</a>	MAINT ACTIVITY - BROOKS MA	MANT	4 KB	01/31/2023 16:42	NMLAW	Complete	TEST1
WPMAR25R	<a href="#">Work Order Status Report</a>	MAINT ACTIVITY - BROOKS MA	MANT	2 MB	02/08/2023 15:17	NMLAW	Complete	
WPMAR32R	<a href="#">Dispatch Schedule Report</a>	MAINT ACTIVITY - BROOKS MA	MANT	3 KB	01/31/2023 18:06	NMLAW	Complete	TEST3

1.

**OR**

Click  to select the desired RPT ID. *The RPT ID is selected for viewing or deletion.*


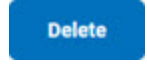
2.




Select . *The selected report appears in a new window.*

# Delete a Reports Manager Report – View

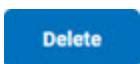
## Navigation

Forms-Reports > View Forms/Reports > Search Criteria >  > Search Results > RPT NAME hyperlink > Details >  (desired record) >  > Reports Manager Delete – View page

## Procedures



Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

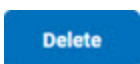
### Delete a Reports Manager Report

1. Click  to select the desired RPT ID. *The RPT ID is selected for viewing or deletion.*
2. Select . *The **Reports Manager Delete – View** page appears.*

To complete delete action, select Delete; otherwise, select Cancel

Delete					
Rpt Id	Rpt Name	Rpt Ctgr	Rpt Dt/Time	Rpt Owner	Rpt Status
WPMAR08R	UTILIZATION REPORT	MANT	1/31/2023 4:42:47 PM	NMLAW	Complete

3. *Verify the Delete grid.*
  - A. *Verify the RPT ID hyperlink. The selected report appears in a new window.*
4. Select . *The **Reports Manager Transaction Status – View** page appears.*