



# 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.

- 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



- Select  to display the search results.

Scheduled Reports												
<input type="checkbox"/> All <input type="checkbox"/> LPMAR04 <input type="checkbox"/> LPMAR03 <input type="checkbox"/> LPMAR01												
Rpt Id	Is Private	Rpt Format	Rpt Name	Rpt Category	File Size	Scheduled Dt	Entered Dt	Completed Dt	Established By	Rpt Status	Remarks	
	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		
	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		
	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	





### 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												
	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	
<div> <b>Details</b> Grid Options </div> <div> Parameter Value  Report Format Excel  Selected 0/1 </div> <div> Page 1 of 1  50 items per page  1 - 1 of 1 items </div>												
<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
<div> Selected 0/3  Page 1 of 1  50 items per page  1 - 3 of 3 items </div>												

