



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

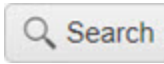
All

Report/Form

All

Search

Reset

- Select  to display the search results.

Scheduled Reports												
Grid Options Delete Print												
	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

Selected 0/3

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Print 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

Grid Options
Delete
Print

	Rpt Id	Is Private	Rpt Format	Rpt Name	Rpt Category	File Size	Scheduled Dt	Entered Dt	Completed Dt	Established By	Rpt Status	Remarks
☐	LPMAR03	Yes	Excel	CFO Report	Accounting	0B	07/15/2026 11:50:00 AM	07/15/2026 11:53:37 AM		GROCEBP	Queued	

Details

Grid Options

Parameter	Value
Report Format	Excel
Tier Level	ICP
Report Type	ICP
Program/Division/ICP	Bingo Support
Fiscal Year	2025
Quarter	0

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