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

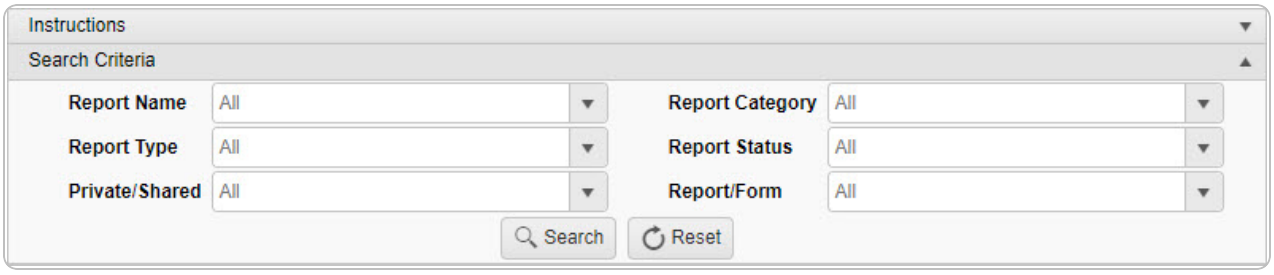
Reports Manager > View Reports > View Scheduled Reports page

Procedures

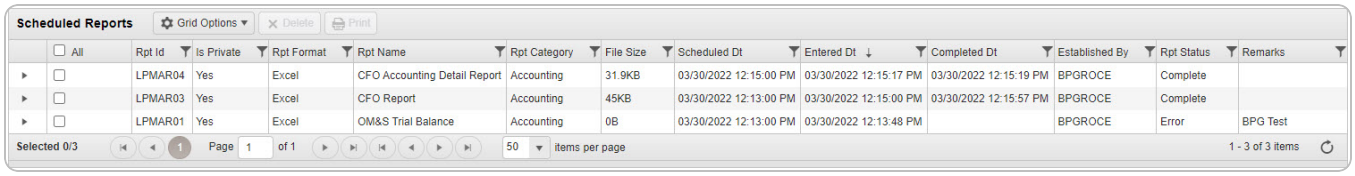
View a Scheduled Report

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *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.



2. Select Search to display the search results.



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.*

