



Search for a Reports Manager Report — Criteria - View

Overview

The Maintenance and Utilization module Reports Manager Search Criteria — View process provides the ability to view the reports from the Reports Manager.

Navigation

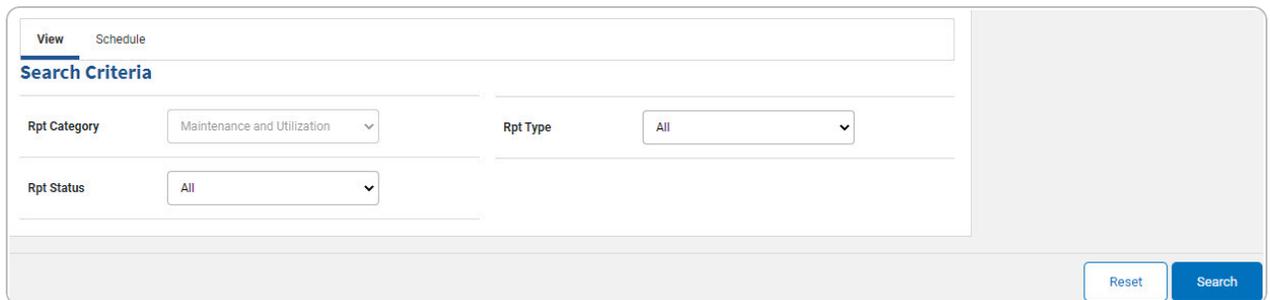
Forms-Reports > View Reports > Reports Manager Search Criteria — View page

Procedures

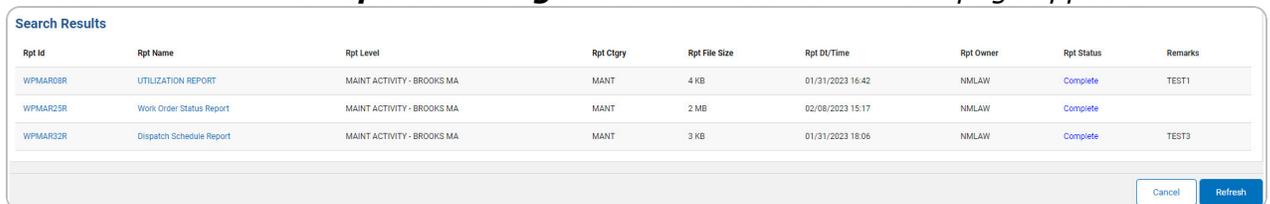
Search for a Reports Manager Report — Criteria - View

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

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



Select . The **Reports Manager Search Results — View** page appears.



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

-





OR

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





Search for a Reports Manager Report — Results - View

Overview

The Reports Manager Search Results — View process provides the ability to view the report(s) and the report details.

Navigation

Forms-Reports > View Reports > Reports Manager 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 IDWPHRR0102R 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

Overview

The Reports Manager Details — View process is view only and provides the ability to select a report to display the report details or to delete a report.

Navigation

Forms-Reports > View Reports > Reports Manager 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. Click to select the desired RPT ID. *The RPT ID is selected for viewing or deletion.*

Select	Rpt Id	Rpt Name	Rpt Level	Rpt Ctry	Rpt File Size	Rpt DU/Time	Rpt Format	Rpt Owner	Rpt Status	Remarks
<input type="checkbox"/>	WPMARBR	UTILIZATION REPORT	MAINT ACTIVITY - BROOKS MA	MANT	4 KB	01/31/2023 16:42	PDF	NMLAW	Complete	TEST1

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

View a Reports Manager Report





Delete a Reports Manager Report – View

Overview

The Reports Manager Delete – View process allows removal of a report.

Navigation

Forms-Reports > View Reports > Search Criteria > > Search Results > 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

Rpt Id	Rpt Name	Rpt Ctgry	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.*
4. Select . *The **Reports Manager Transaction Status – View** page appears.*

