



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

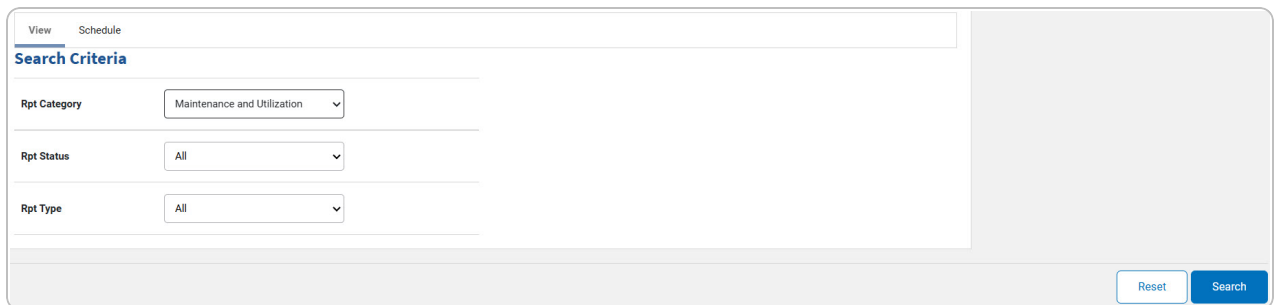
Forms-Reports > View Reports > Reports Manager Search Criteria — View page

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 [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.



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

Search Results								
Rpt Id	Rpt Name	Rpt Level	Rpt Ctgry	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

- 2.





OR

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





Search for a Reports Manager Report — Results - View

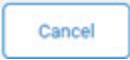
Overview

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 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

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.*

Details

Show Selected

Select	Rpt Id	Rpt Name	Rpt Level	Rpt Ctry	Rpt File Size	Rpt DTime	Rpt Format	Rpt Owner	Rpt Status	Remarks
☐	WPMAR08R	UTILIZATION REPORT	MAINT ACTIVITY - BROOKS MA	MANT	4 KB	01/31/2023 16:42	PDF	NMLAW	Complete	TEST1

Cancel

Delete

Deselect All

Select All

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	11/31/2023 4:42:47 PM	NMLAW	Complete

3. *Verify the Delete grid.*
4. Select . *The **Reports Manager Transaction Status — View** page appears.*

