



View Reports

Overview

The Warehouse Management module Report Manager View Reports process provides the ability to view current and previous versions of reports that were submitted by the individual user and authorized shared reports.

Navigation

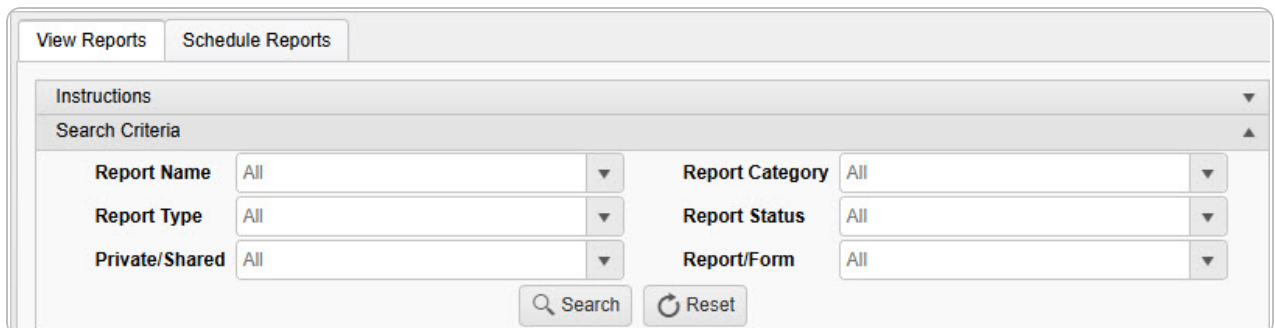
Report Manager > View Reports > Report Manager page

Procedures

Search for a 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.

1. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields.



The screenshot shows the 'View Reports' tab selected. Below it, the 'Search Criteria' section is expanded, showing several dropdown menus for filtering reports: Report Name, Report Type, Private/Shared, Report Category, Report Status, and Report/Form. All dropdowns are currently set to 'All'. At the bottom of the panel are 'Search' and 'Reset' buttons.

2. Select . The Search Results appear.

Scheduled Reports

Grid Options

	Download	Is Private	Rpt Format	Rpt Name	Rpt Category	File Size	Scheduled Dt	Entered Dt	Completed Dt	Established By	Rpt Status	Remarks
		Yes	Excel	QA/QC Totals - Inspection Type	Metrics	0B	01/12/2026 12:00:00 PM	01/12/2026 11:33:24 AM		BPGROCE	Queued	

1

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items per page

1 - 1 of 1 items





View a Report's Details

Select . The arrow changes to  and the Details grid opens.

Scheduled Reports

Grid Options

	Download	Is Private	Rpt Format	Rpt Name	Rpt Category	File Size	Scheduled Dt	Entered Dt	Completed Dt	Established By	Rpt Status	Remarks												
		Yes	Excel	QA/QC Totals - Inspection Type	Metrics	0B	01/12/2026 12:00:00 PM	01/12/2026 11:33:24 AM		BPGROCE	Queued													
	<table><tr><th>Parameter</th><th>Value</th></tr><tr><td>Report Format</td><td>Excel</td></tr><tr><td>Warehouse</td><td>CLJ IIF</td></tr><tr><td>Date From</td><td>1/1/2024</td></tr><tr><td>Date To</td><td>1/12/2026</td></tr><tr><td>Report By</td><td>Inspection Type</td></tr></table>												Parameter	Value	Report Format	Excel	Warehouse	CLJ IIF	Date From	1/1/2024	Date To	1/12/2026	Report By	Inspection Type
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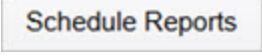
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1 - 1 of 1 items

View an Existing Report

1. Select the RPT ID hyperlink.
2. Follow the prompts provided by the computer. *The report opens outside of ELMS.*

View Scheduled Reports

Select . The **Schedule Reports** tab appears.

