



Schedule Forms and Reports

1. Select **Schedule Reports** from the **Forms/Reports** menu.
 The **Reports Manager Search Results** page displays a list of reports available for processing.
2. Select the **Rpt Id** hyperlink of the appropriate report to process.

View Schedule Search Results			
Rpt Category		All	
Rpt Id	Rpt Name	Rpt Type	Rpt Ctrgy
WPMAR08R	UTILIZATION REPORT	Online - User Initiated, ...	Maintenance and Utilization
WPMAR04R	WORK ORDER	User Initiated - All User ...	Maintenance and Utilization

4. The **Submit/Schedule** page displays. This page is divided into two sections:
 - A. General Attribute section, which is standard for all reports.
 - B. Specific Attribute section, which is different for each report.
5. For the General Attributes, accept the defaults or change the **Privacy Type** and **Schedule Dt**. Enter any optional **Remarks**.
6. For the Specific Attributes, enter appropriate data as needed.
7. Select the **Submit** button.

WORK ORDER - Submit/Schedule

* Rpt Format: PDF - Adobe Acrobat Document (5) Privacy Type: Private

Schedule Dt: 10/28/2011

Remarks: [Text Field]

WORK ORDER

*Work Order Id(s): [Text Field] (6)

Task(s)

Part(s)

Tool(s)/Equip

Labor

Cert(s)

(7) Submit Cancel





View Forms and Reports

1. Select **View Reports** from the **Forms/Reports** menu.
2. Accept all default values.
3. Select the **Search** button. The **Search Results** page displays.

The screenshot shows a search form with the following fields and buttons:

- View Schedule** (tabs)
- Search Criteria** (header)
- Rpt Category**: Maintenance and Utilization
- Rpt Status**: All (dropdown menu)
- Rpt Type**: All (dropdown menu)
- Search** button (circled with 3)
- Reset** button

Search Results

Rpt Id	Rpt Name	Rpt Level	Rpt Ctry	Rpt File Size	Rpt Dt/Time	Rpt Owner	Rpt Status	Remarks
WPMAR04R	WORK ORDER	MAINT ACTIVITY - MIDWEST MAINT	MANT	109 KB	10/31/2011 10:06	MOBRIAN	Complete	

Refresh Cancel

4. If the **Rpt Status** does not show *Complete*, select the **Refresh** button.
5. Select either the **Rpt Id** hyperlink for the most recent report or the **Rpt Name** hyperlink for all reports submitted. If the **Rpt Name** is chosen, select the report to view.
6. Review the displayed report.