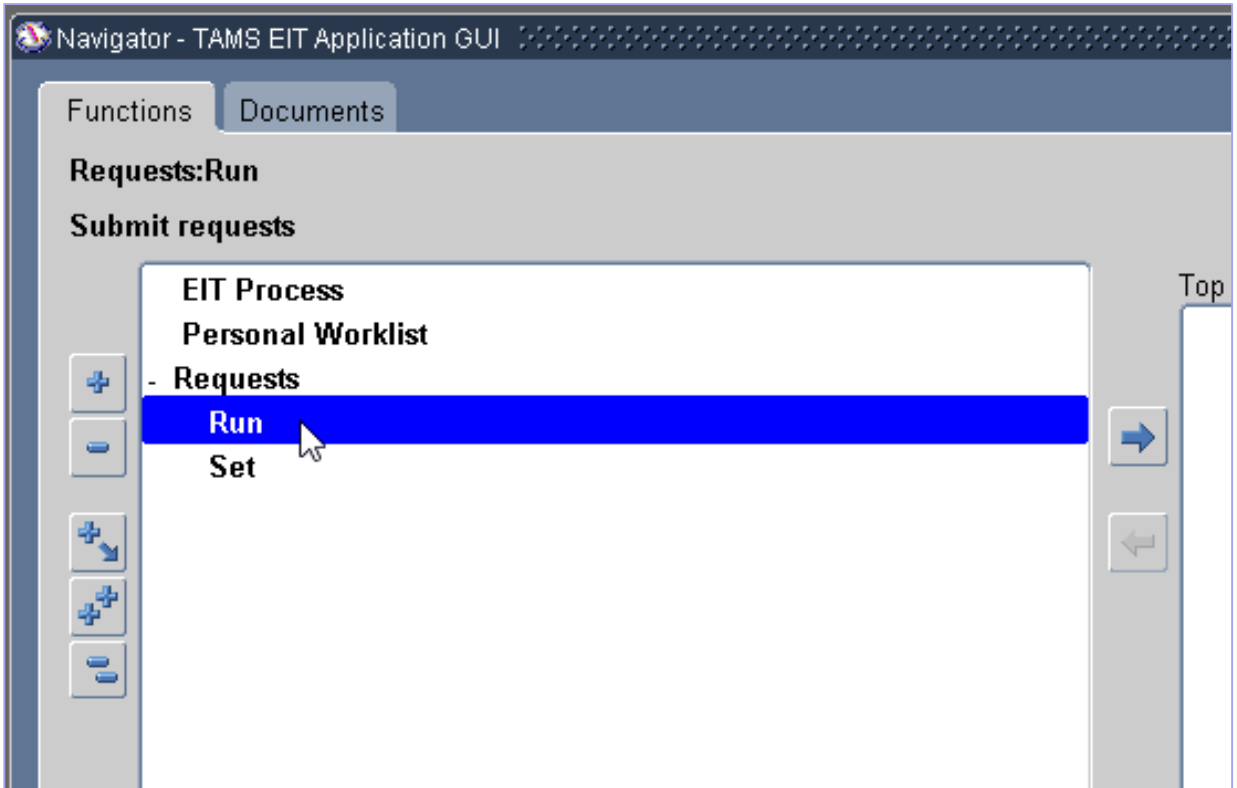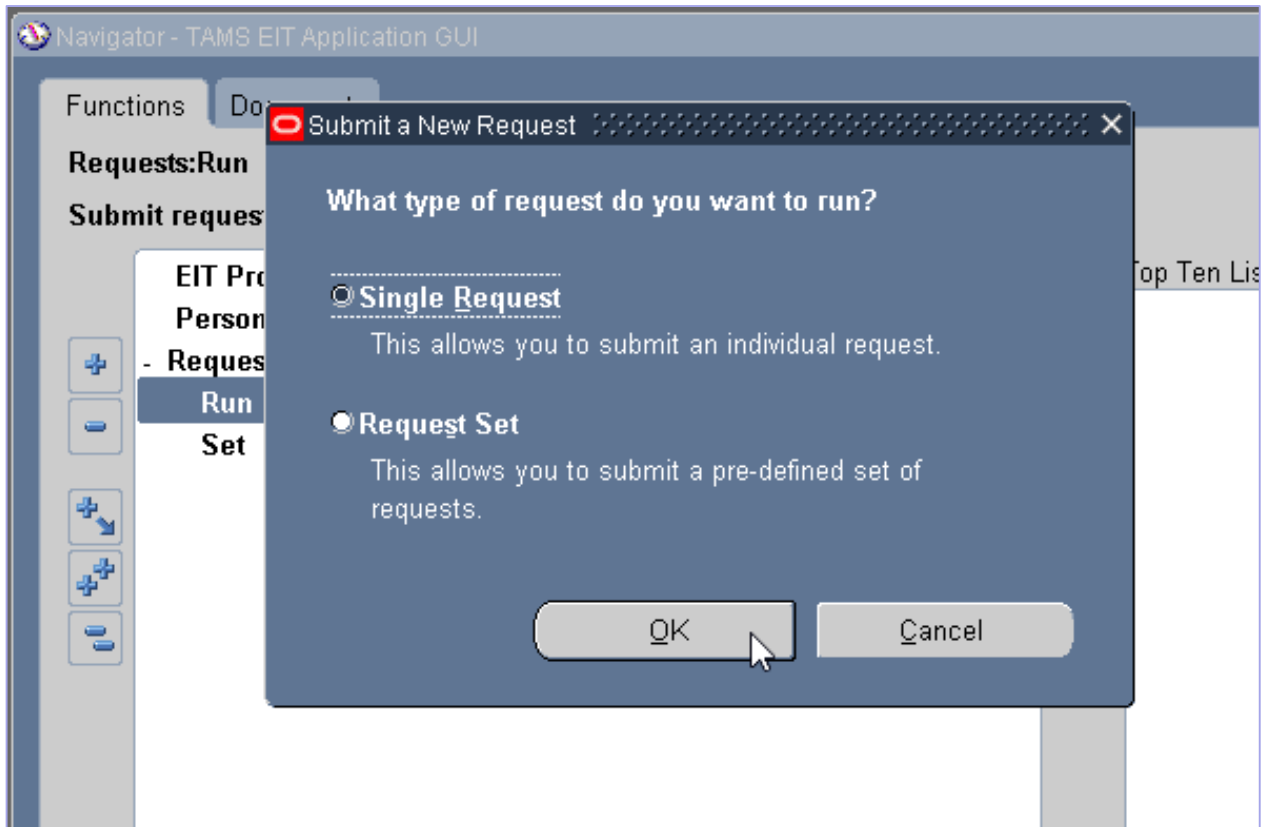# HOW TO RUN A REPORT

How to Run a Report

- From your Navigator, click Requests, then double-click Run

How to Run a Report

- When the Submit a New Request box opens, accept the default of Single Request and click OK

How to Run a Report
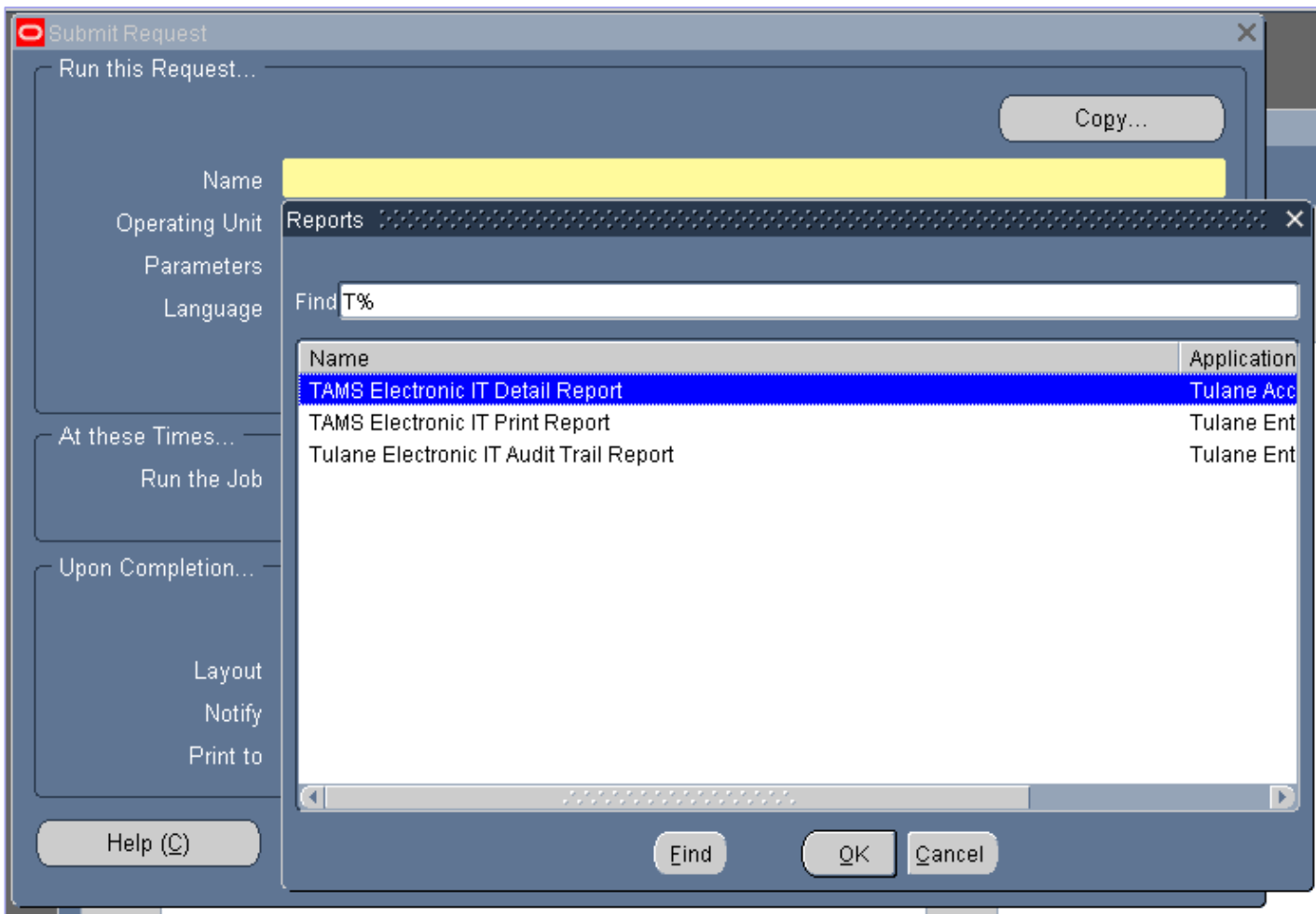

- When the Submit Request box opens, click the List of Values button located a the end of the Name field

How to Run a Report

- Choose the report you want to run from the list by double-clicking on the report name
    - TAMS Electronic IT Detail Report: Shows detailed information, including workflow, in columns; opens in Excel
    - TAMS Electronic IT Print Report: A formatted pdf copy of the IT including the header information and distribution lines
    - Tulane Electronic IT Audit Trail Report: A pdf report that shows the audit trail of an IT at the time the report is run

How to Run a Report
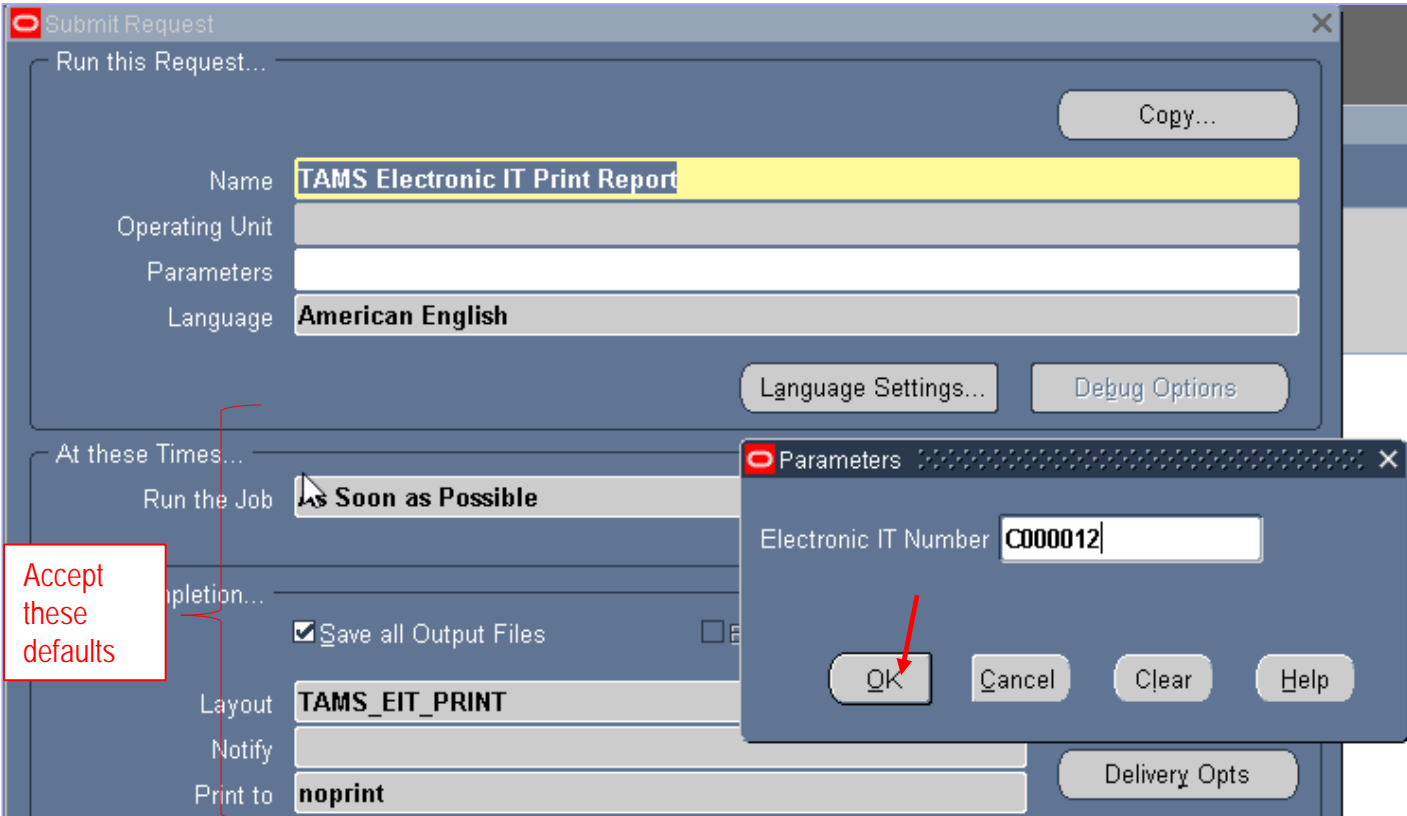
- Once you choose the report, the Parameters box will open allowing you to search on certain parameters depending on which report you are running
- If you leave the Parameters field(s) blank, your unfiltered search will pull up all ITs that you have touched (initiated, approved or serviced)
- After completing the parameters, click OK on the Parameters box

How to Run a Report

- Once you have selected your desired parameters, click the Submit button to run your report

How to Run a Report

- When the Requests box opens, check the Phase and Status of your request
  - Most recent requests will be at the top of the list
  - Phase must be Completed and Status must be Normal before you can open your report
- Click the Refresh Data button until the Phase is Completed and the Status is Normal

How to Run a Report

- When the Phase is Completed, click the View Output button to open your report

How to Run a Report

Do you want to open or save **TAMS_Electronic_IT_Print_Repor_110318.pdf** (2.98 KB) from **ebstest.tulane.edu**? | Open | Save ▼ | Cancel

- You will be prompted to either open or save your report
- Depending on which report you ran, the report will automatically open in the appropriate format (PDF or Excel)