

I-SUITE

4.9 –ITS: WORKING WITH REPORTS

OBJECTIVE

Upon completion of this unit, the trainee will be able to:

1. Prepare, view, and print reports.

I. INTRODUCTION:

- A. Prepare, view, and print reports.

II. EXERCISES

- A. To review and print a Commissary Authorization form.

1. On the **Reports** menu, click **Commissary Authorization**.
2. On the **Commissary Authorization** dialog box, perform one of the following
 - a. Click the **Request Number** drop-down arrow, and then click to select the **Request Number** of your choice.
 - b. Click the **Crew Name** drop-down arrow, and then click to select the **Crew Name** of your choice.
 - c. Click the **Person** drop-down arrow, and then click to select the **Person** of your choice.
3. Click the **Run Report** button.
4. To print the report, click the **Print Report** icon.

- B. To view and print a crew roster.

1. On the **Reports** menu, click **Crew Roster**.
2. On the **Crew Roster** dialog box, perform one of the following
 - a. Click the **Request Number** drop-down arrow, and then click to select the **Request Number** of your choice.
 - b. Click the **Crew Name** drop-down arrow, and then click to select the **Crew Name** of your choice.
3. Click the **Run Report** button.
4. To print the report, click the **Print Report** icon.

- C. To prepare a Shifts in Excess of Standard Hours report.

1. On the **Reports** menu, click **Shifts in Excess of Standard Hrs**.
2. On the **Shifts in Excess of Standard Hours Report** dialog box, perform one or more of the following, as appropriate

- a. Click the **Request Number** drop-down arrow, and then click to select the **Request Number** of your choice.
 - b. Click the **Person** drop-down arrow, and then click to select the **Person** of your choice.
 3. Click the **Start Date** drop-down arrow, and then click to select the **Start Date** of your choice.
 4. Click the **End Date** drop-down arrow, and then click to select the **End Date** of your choice.
 5. In the **Excess Hours** box, type the minimum total number of **Excess Hours** to be reported
 6. Under **Sort by**, click to select one of the following
 - a. Request #.
 - b. Person.
 - c. Total.
 7. Click the **Run Report** button.
 8. To print the report, click the **Print Report** icon.
- D. To view the Equipment Management Report.
1. On the **Reports** menu, click **Equipment Management**.
 2. To print the report, click the **Print Report** icon.
- E. To view the Contractor Debits Report.
1. On the **Reports** menu, click **Contractor Debits**.
 2. On the **Contractor Debits** dialog box, click the **Contractor** drop-down arrow, and then click to select the **Contractor** of your choice.
 3. Click the **Run Report** button.
 4. To print the report, click the **Print Report** icon.
- F. To view the Payment Summary of Equipment report.
1. On the **Reports** menu, click **Payment Summary of Equipment**.

2. On the **Payment Summary of Equipment Usage Report** dialog box, click the drop-down arrow, and then click to select the **Contractor** of your choice.
 3. Click the **Run Report** button.
 4. To print the report, click the **Print Report** icon.
- G. To view the Summary of Hours Worked report.
1. On the **Reports** menu, click **Summary of Hours Worked**.
 2. In the **Summarization of Hours Report** dialog box, perform one of the following
 - a. To obtain information for an individual, click the **Select Person** drop-down arrow, and then click to select the **Person** of your choice.
 - b. To obtain information for all personnel, click **Select All Personnel**.
 3. Click the **Run Report** button.
 4. To print the report, click the **Print Report** icon.