Run a report

refers to:
person selector → reports tab
desktop form → reports tab
vacancies form → reports tab
temp desk form → reports tab
progress form → reports tab
placements form → reports tab
contact events form → reports tab

In order to run a report we need to choose some records beforehand.
This example uses the 'Person List (Basic)' report in the Person selector screen.

- Open the **Person** selector screen
- Type an **'A'** in the **Keyname** box and click **Find**, a list of people with surnames beginning with **A** is displayed.
- Use the search criteria to filter the records by **Registration Date**, input a date range and click on **Search**. A list of people who's surname begins with 'A', and who's 'Registration Date' is between the date range is displayed.
- With this list of records, click on the **reports** tab, scroll down to the report Person List (Basic), highlight it and click **Open**.
- Certain reports may require you to input parameters, If so prompted, fill in the required information, this may be a Date Range, Consultant, Branch ,Division or other type of entry. When all the required parameters are filled, the report will output onto the screen.

Note A TempDesk report takes it's records from the selected week.

Back to Online Users Guide
Back to Reports

From:
https://iqxusers.co.uk/iqxhelp/ - **IQX**

Permanent link:
https://iqxusers.co.uk/iqxhelp/doku.php?id=ug8-3&rev=1287570526

Last update: **2017/11/16 21:59**