



## 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.

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