

# How TO: Generate Reports

The screenshot shows the AMS Reports interface. At the top, a menu bar includes File, View, Back, Forward, Refresh, Print, and Preview. The Refresh, Print, and Preview buttons are circled in red, with an annotation: "Click the Preview button to see how the report will be displayed before printing".

Below the menu bar is the "Reports" section. On the left is a tree view of all reports. The "Reports" folder is expanded, showing a list of reports. "Time Taken" is circled in red, with an annotation: "List of all the AMS Reports available (customised reports can be generated using our Report Builder add-on)".

The main area displays the "Absence Control - Time Taken" report. The title "Absence Control - Time Taken" is circled in red, with an annotation: "Name of the current report being generated".

The report parameters are shown below the title. The "From" date is 01/01/2008 and the "To" date is 31/12/2008. There are checkboxes for "Include Absence Notes" and "Print Employee Mode". Radio buttons are selected for "Days" and "Hours". There are tabs for "Extract By Dept/Grade", "Extract By Employee", and "Report Paper Size".

The "Department" and "Grade" fields are dropdown menus. There are checkboxes for "All Departments" and "All Grades".

The "Order By" dropdown menu is open, showing options: "Department / Employee Number", "Department / Employee Name", "Department / Employee Start Date", "Grade / Employee Number", "Grade / Employee Name", and "Grade / Employee Start Date". "Grade / Employee Name" is selected. An annotation points to this list: "Every report has a selection of parameters available in order to define how the report will be generated".

Another annotation points to the "Order By" list: "The 'Order By' list offers the user a selection of options in order to decide how the data will be displayed in the report".