

How TO: Generate Reports

The screenshot displays the AMS - KEOGH-SOFTWARE interface. At the top, a navigation bar includes 'File', 'View', 'Back', 'Forward', 'Refresh', 'Print', and 'Preview'. The 'Preview' button is circled in red, with an annotation: "Click the Preview button to see how the report will be displayed before printing".

The main area is titled 'Reports' and contains a left-hand navigation tree. The 'Reports' folder is expanded, showing a list of reports. The 'Time Taken' report 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 'Absence Control - Time Taken' report is selected, and its parameters are displayed on the right. The parameters include:

- From: 01/01/2008 To: 31/12/2008
- Include Absence Notes
- Print Employee Mode: Days Hours
- Extract By Dept/Grade | Extract By Employee | Report Paper Size
- Department: [dropdown] All Departments
- Grade: [dropdown] All Grades
- Order By: [dropdown menu]

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 (highlighted), and Grade / Employee Start Date. An annotation points to this menu: "The 'Order By' list offers the user a selection of options in order to decide how the data will be displayed in the report".

Another annotation points to the 'Print Employee Mode' options: "Every report has a selection of parameters available in order to define how the report will be generated".

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