

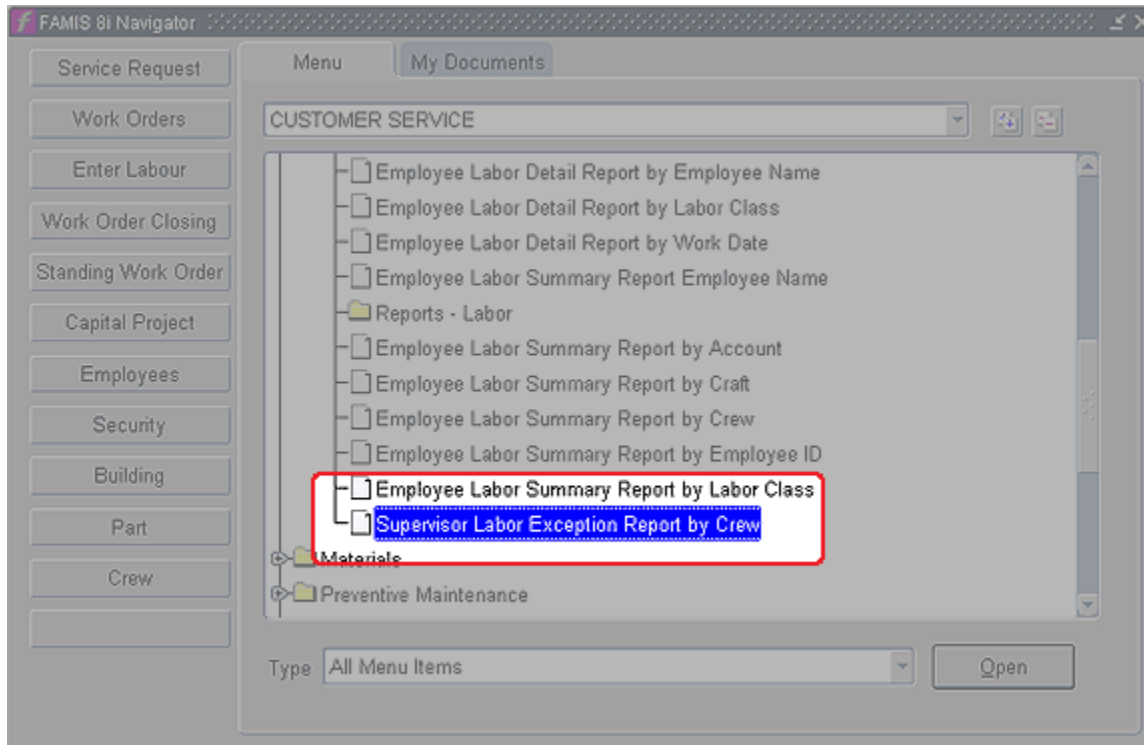
What you need to know:

- a. To document Standard Operating Procedures (SOPs) for running reports in the FAMIS application. (These are often called “canned” or “out of box” reports; they are not the same as Cognos reports.)

PROCEDURE

1. Open the Navigator folder that contains the report you wish to run.

FAMIS Navigator Window – Work Orders - Reports Folder – Supervisor Labor Exception Report by Crew



2. Double-click the report you wish to run, or select it and press the **Open** button. This will open a new browser window with a form containing the report fields.

Oracle Reports Window

http://rasoite.austin.utexas.edu/reports/rwservlet/setauth - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Internet Options Print Mail News RSS Feeds

Address http://rasoite.austin.utexas.edu/reports/rwservlet/setauth Go

Submit Query Reset

Parameter Value Input Form

Enter the parameter values

Crew

Beginning Work Date

Ending Work Date

Desname

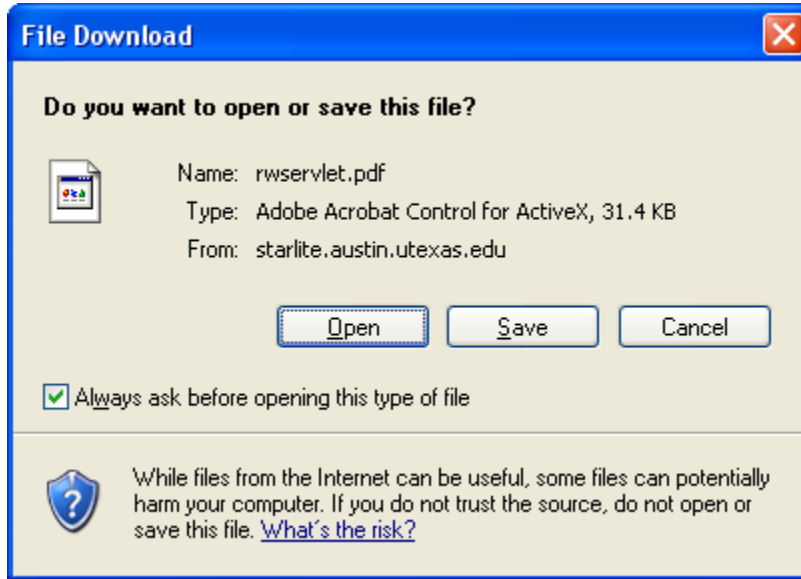
Destype

Orientation

Done Internet

- i) **Crew** – Enter the Crew number to report on.
Example: 031
- ii) **Beginning Work Date** – DD-MON-YYYY Enter the begin date for the report.
Example: 09-FEB-2007
- iii) **Ending Work Date** – DD-MON-YYYY Enter the end date for the report.
Example: 09-FEB-2007
- iv) **Desname** – Leave as default.
- v) **Destype** – Leave as default.
- vi) **Orientation** – Leave as default.
(1) Depending on the report you are running, you may have different values to enter.
- vii) Press the Submit Query button at the top of the form to run the report. The File Download page will open when the report is finished running.

File Download



- viii) Click on **Open** to open the report in Adobe Acrobat
- ix) Click on **Save** to save the report to your local machine or file share.
- x) Click on **Cancel** to cancel the report.

Note: If there is no data for the report, you will not see the above File Download form.