How Do I Generate a Goal Exception Report

Click on Reports > Standard Reports

In the Reports menu, click the Performance icon

Click on the Goal Exception report

In the Report Criteria section, make sure the date filters represent the current fiscal year.
At the bottom of the screen, in the Output section, select either Printable Version or Export to Excel for your results

<table>
<thead>
<tr>
<th>User</th>
<th>User ID</th>
<th>Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional, Paul</td>
<td>pprof</td>
<td>Manager, Mary</td>
</tr>
<tr>
<td>Teacher, Molly</td>
<td>mteach</td>
<td>Manager, Mary</td>
</tr>
<tr>
<td>Technical/Associate, Patti</td>
<td>ptech</td>
<td>Supervisor, Suzie</td>
</tr>
</tbody>
</table>

**Report Criteria**

- **Date Criteria:** 7/1/2014 - 6/30/2015
- **Include Shared:** No
- **Include Pending:** Yes
- **Report Generated By:** Manager, Mary
- **Report Date:** 6/9/2015