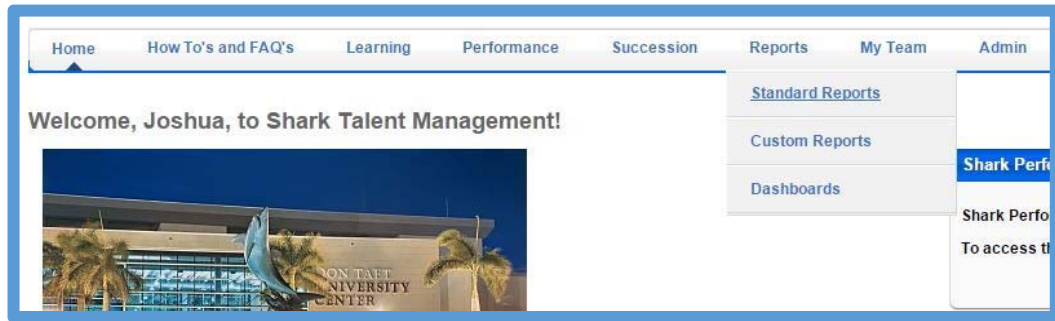


How Do I Generate a Goal Exception Report

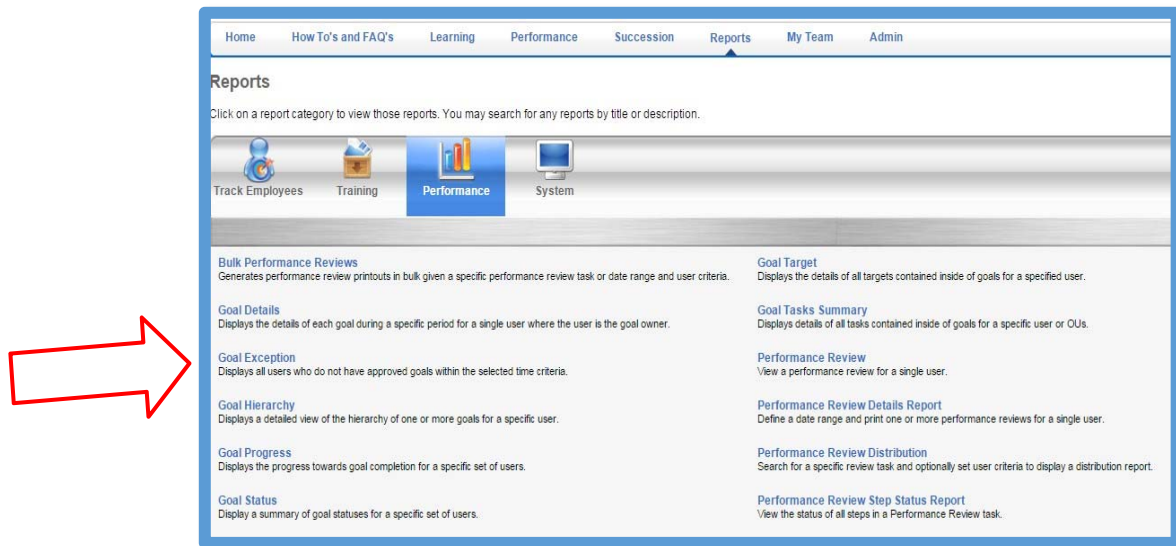
Click on Reports > Standard Reports



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

Goal Exception

User	User ID	Manager
Professional, Paul	pprof	Manager, Mary
Teacher, Molly	mteach	Manager, Mary
Technical/Associate, Patti	ptech	Supervisor, Suzie

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