



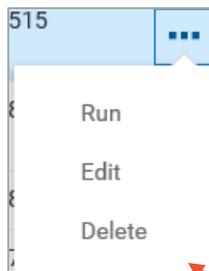
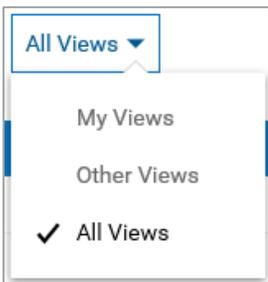
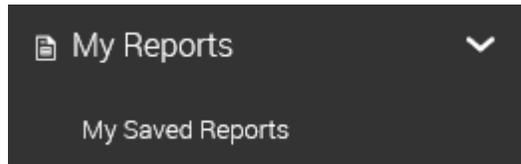
Job Aid

# Accessing My Saved Reports

Use the **My Saved Reports** screen to access all reports you save throughout the application.

## Accessing My Saved Reports

- 1 Click **Show Menu**.
- 2 Navigate to **My Info tab > My Reports > My Saved Reports**.



← My Saved Reports

Page 1 of 1 | 1 - 11 of 11 Rows | All Views

Search Name, Category, Tag

Saved As	Report Name	Category	Created By	Date Created	Description	Tag	Report ID	
Default	Earnings Codes		Max Blackburn	04/19/2018			53501507	...
Default	View All Payrolls	Payroll	Max Blackburn	04/19/2018			53501515	...
Employees by Cost Center	Employee List		Max Blackburn	12/06/2018	Grouped by cost center	Cost Center	53860694	...
Employees by Last Name	All Timesheets	Timesheets	Carlos Hudson	12/09/2018	Sort by last name		53860709	...
My Default	Earnings	Employee Payroll Maintenance	Max Blackburn	10/18/2018			53766882	...
Training	Account Info	Audit Trail	Max Blackburn	12/10/2017			53495456	...

- A View:** Select All Views, My Views, or Other Views. You may or may not have access to other user's reports.
- B Ellipsis:** Click to display a menu with options to Run, Edit, or Delete a saved view. You can only edit or delete your own views. Views owned by others are run only.
- C Report links:** Click to run the saved report.
- D Search:** Search for a report view by name, category, or tag.