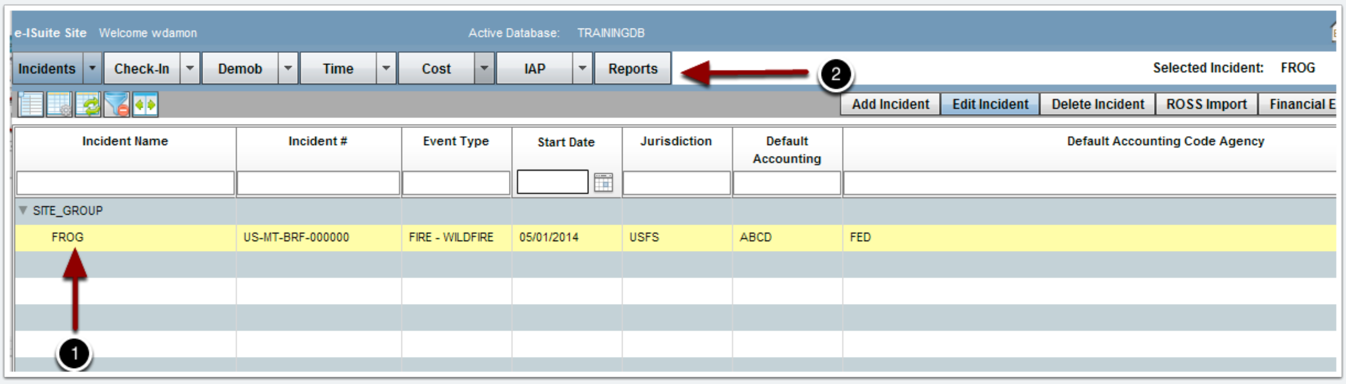
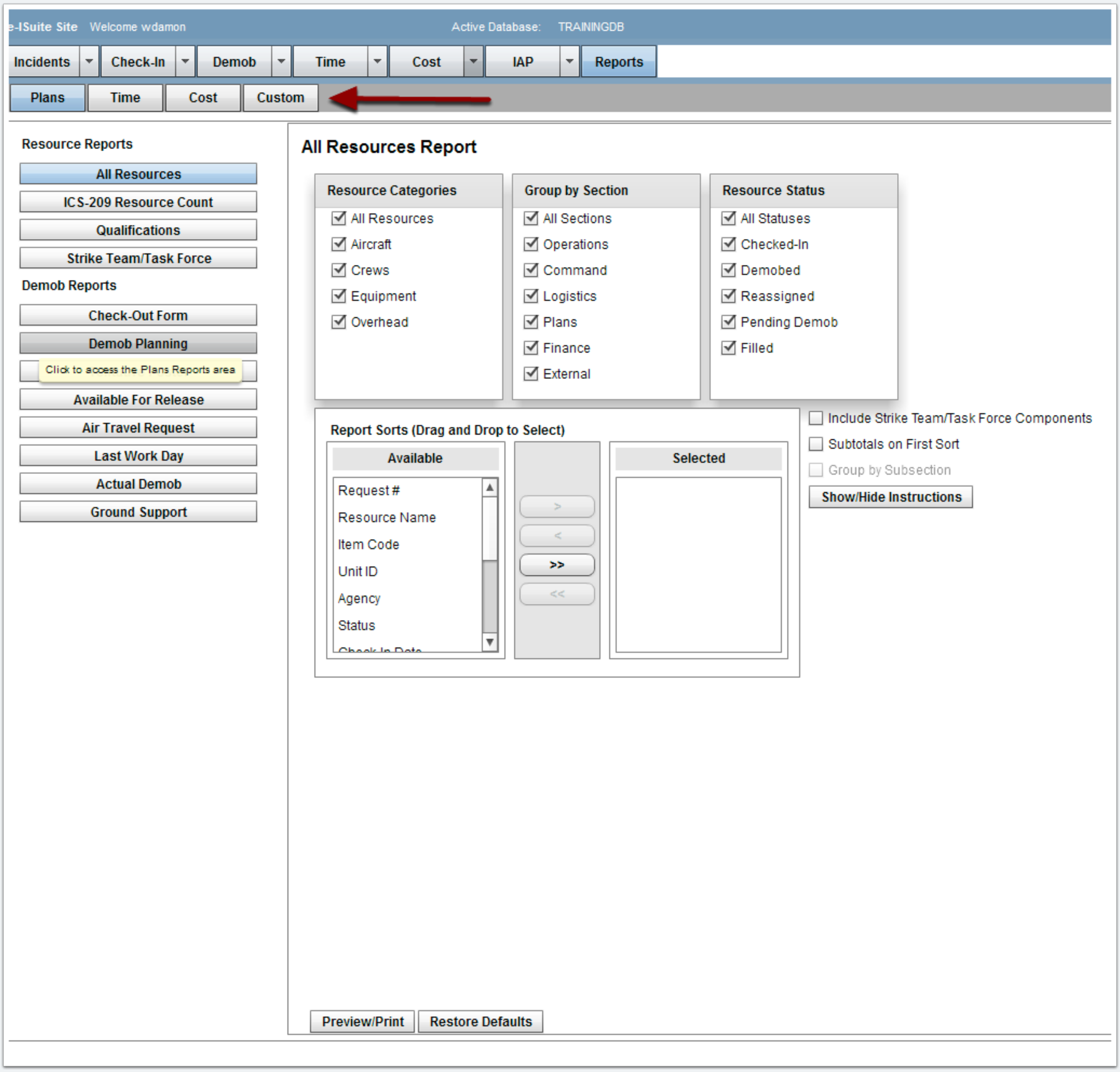
Producing a Custom Report (Simple List)

Step 1: Select an Incident or Incident Group and Click on Reports



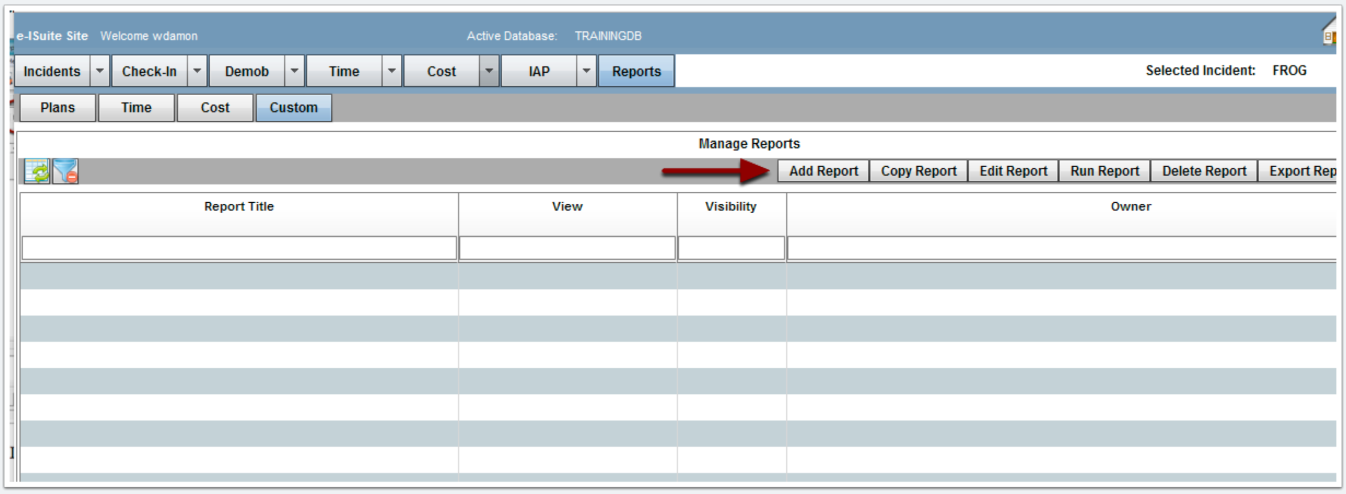
Producing a Custom Report (Simple List)

Step 2: Click on Custom



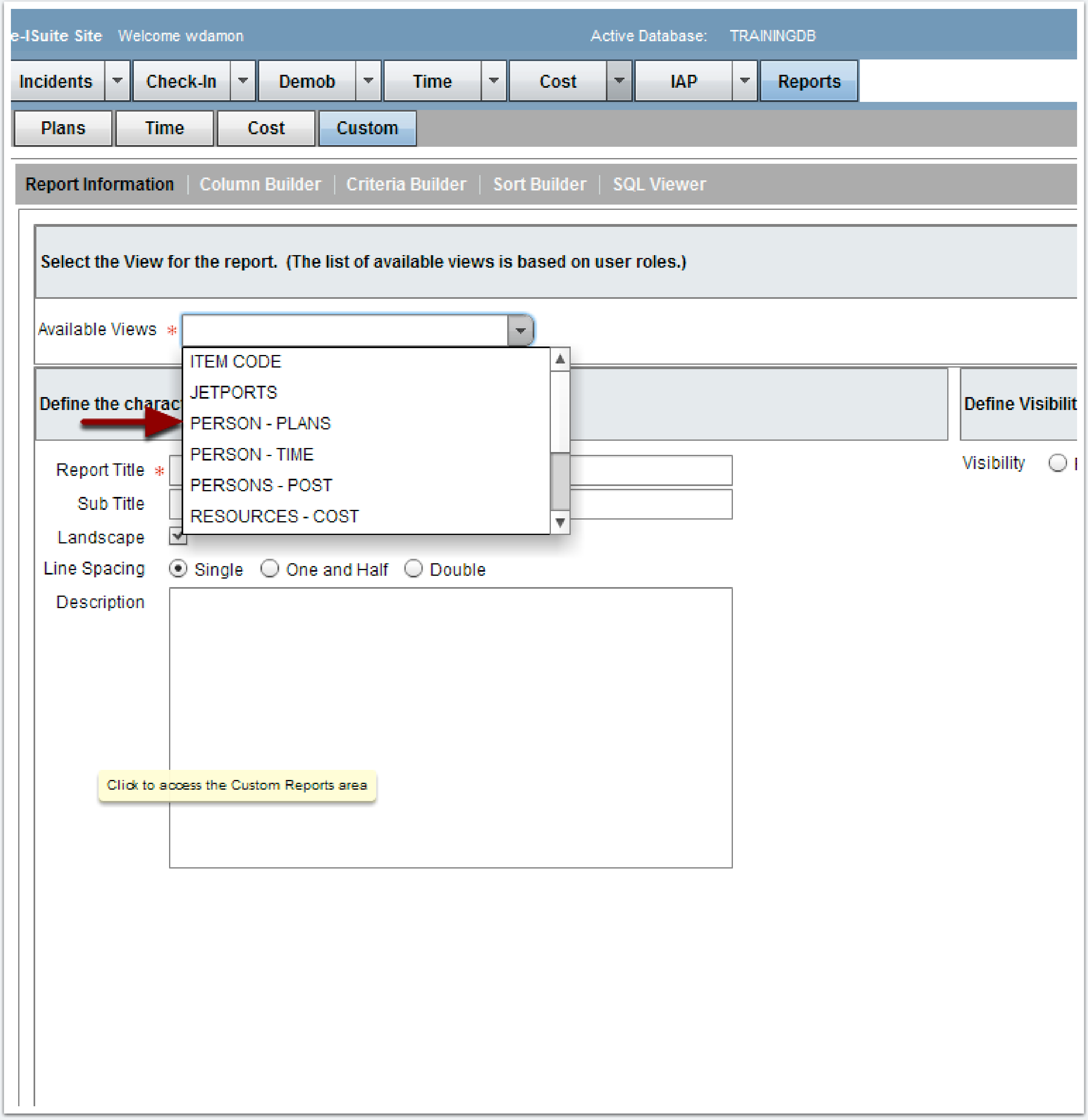
Producing a Custom Report (Simple List)

Step 3: Click on Add Report



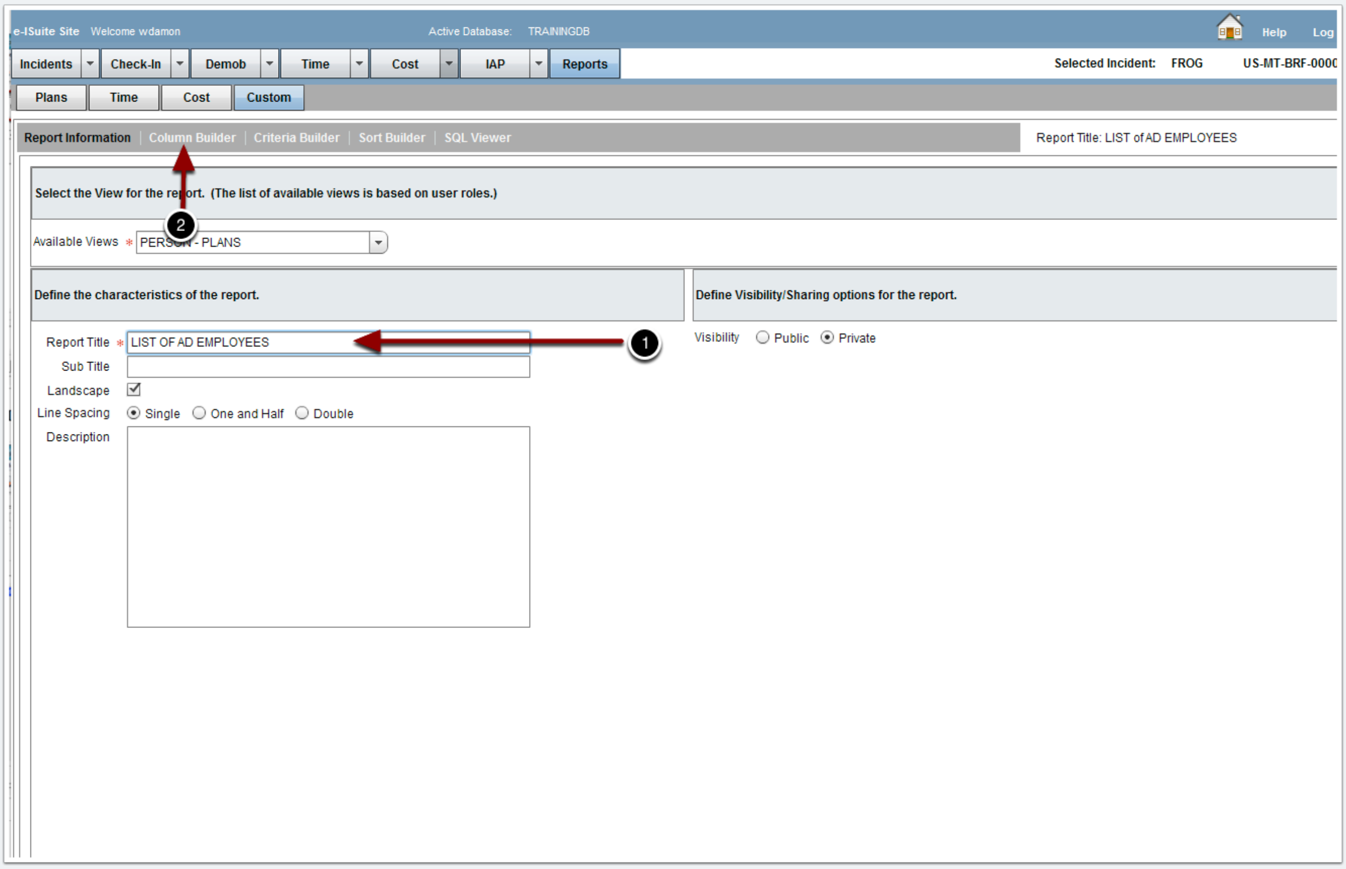
Producing a Custom Report (Simple List)

Step 4: Select a View (in this case, PERSON - PLANS)



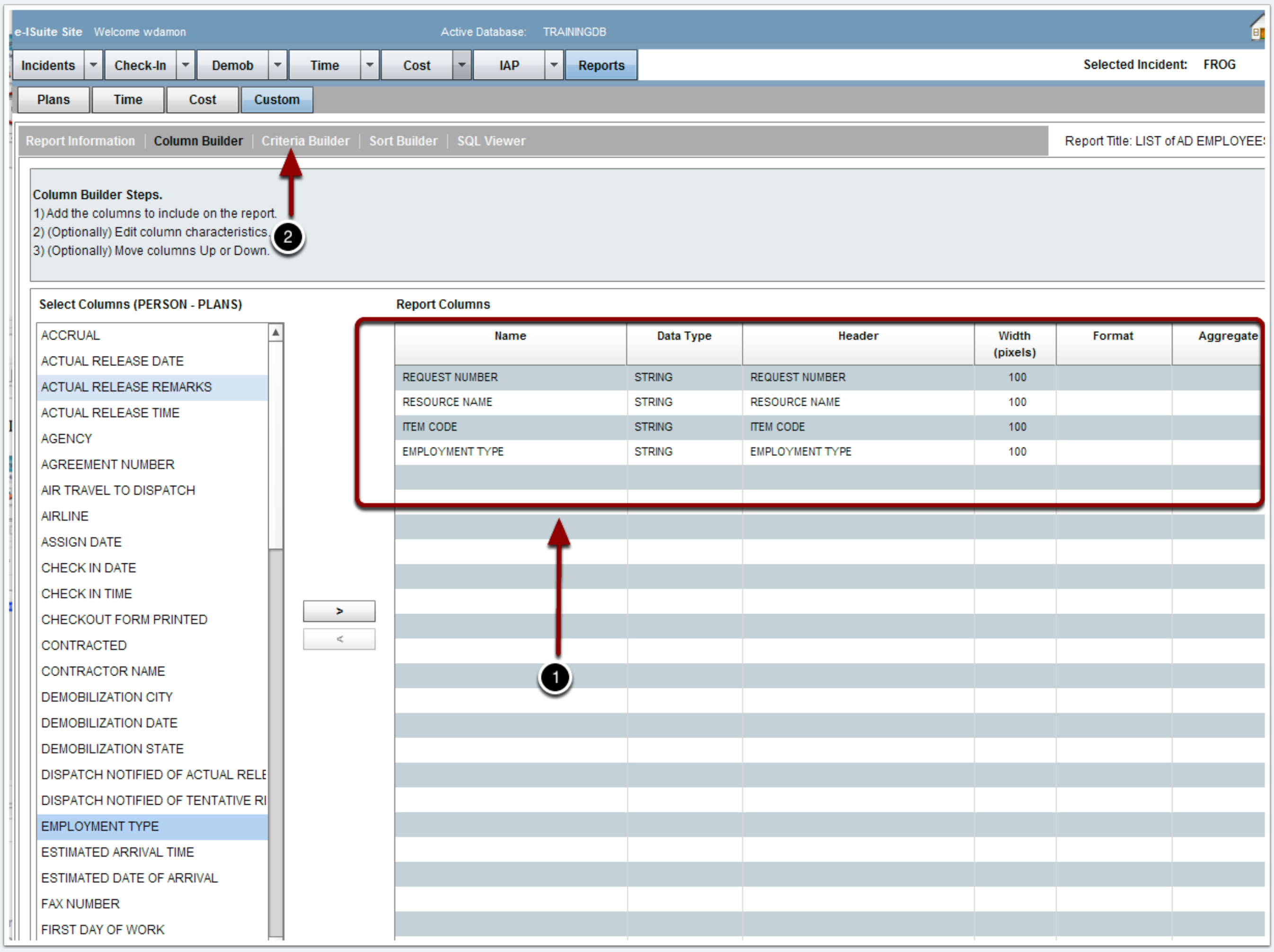
Producing a Custom Report (Simple List)

Step 5: Give the Report a Title and Click on Column Builder



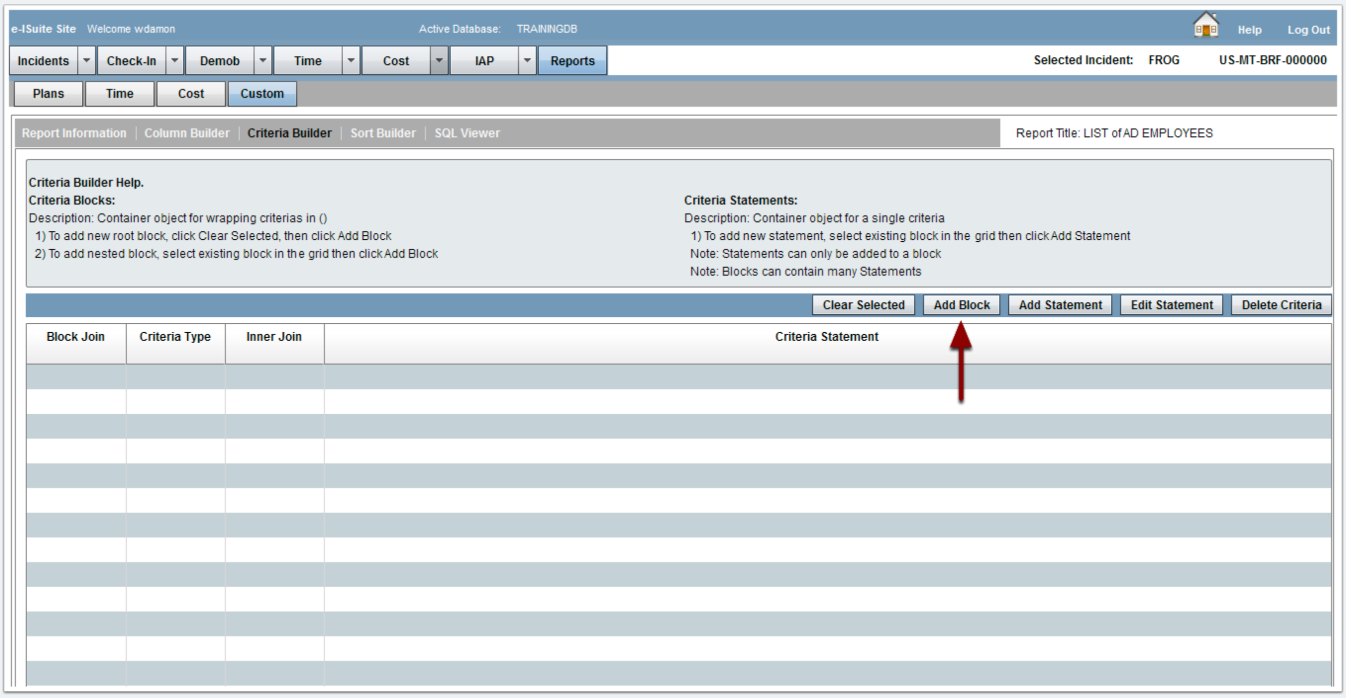
Producing a Custom Report (Simple List)

Step 6: Select the Columns for the Report - then Click on Criteria Builder

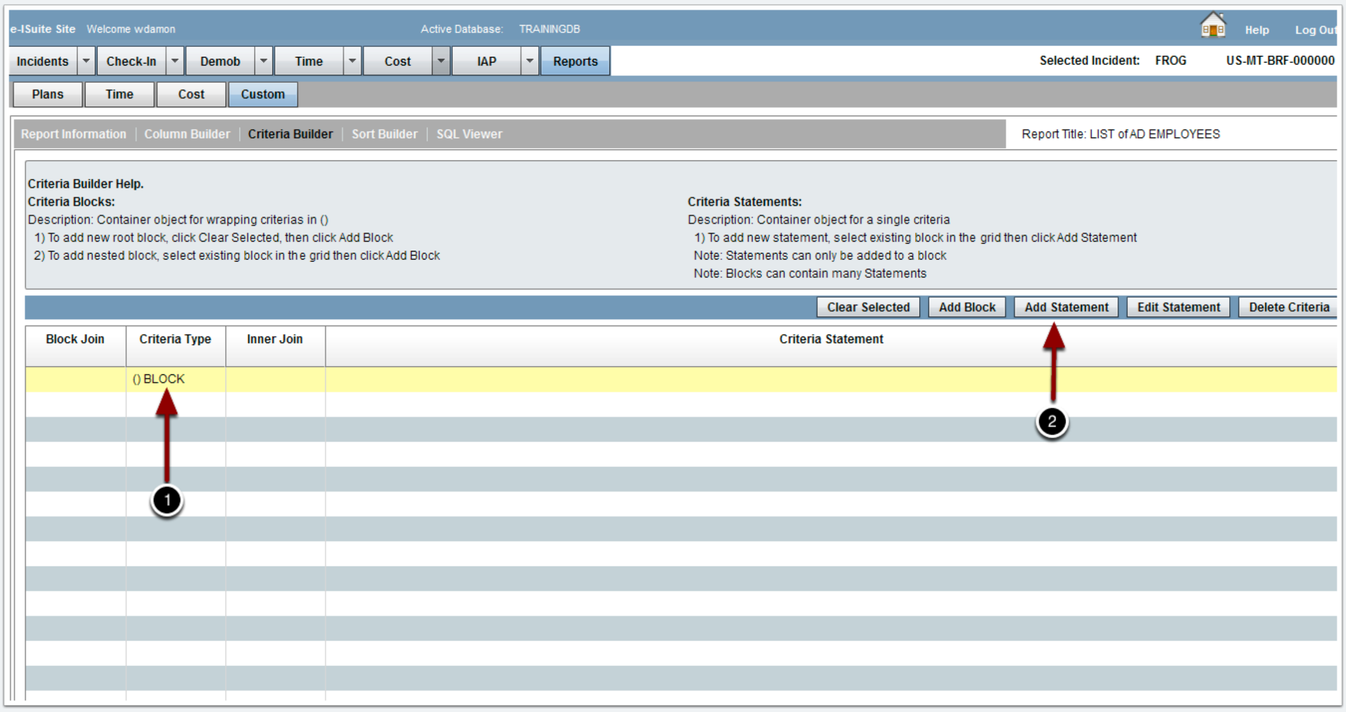


Producing a Custom Report (Simple List)

Step 7: Click on Add Block to add a block for your Criteria Statement(s)



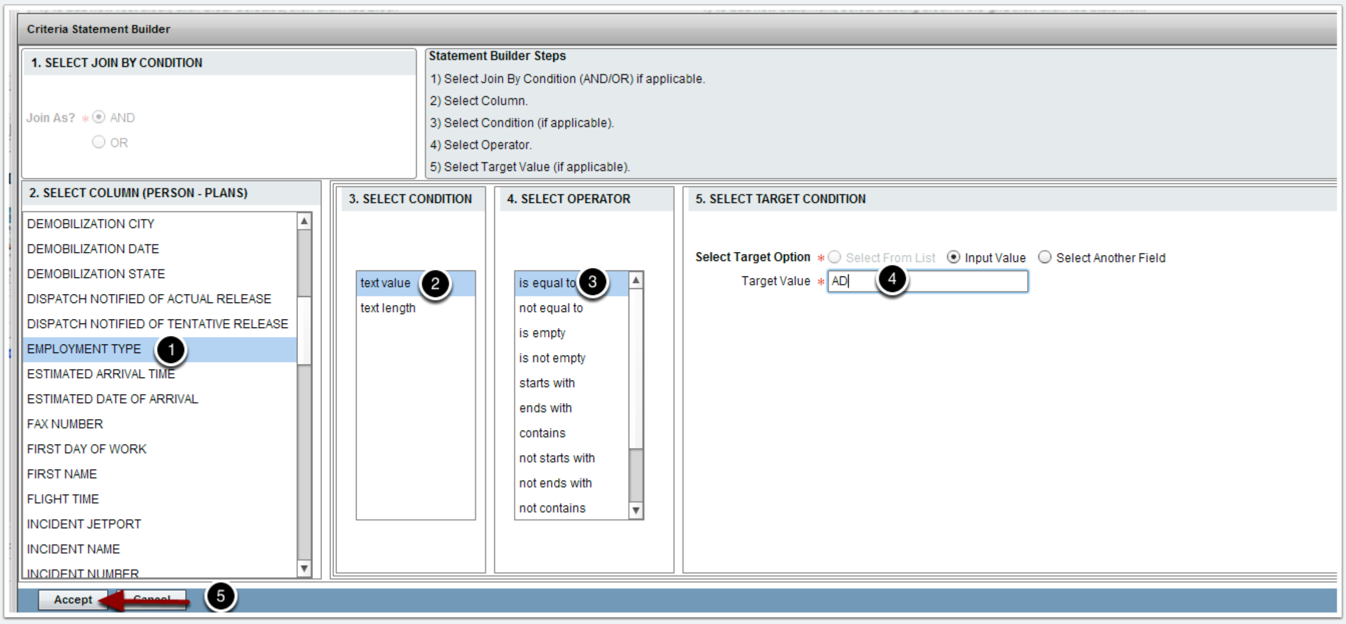
Step 8: Select the Block and Click on Add Statement



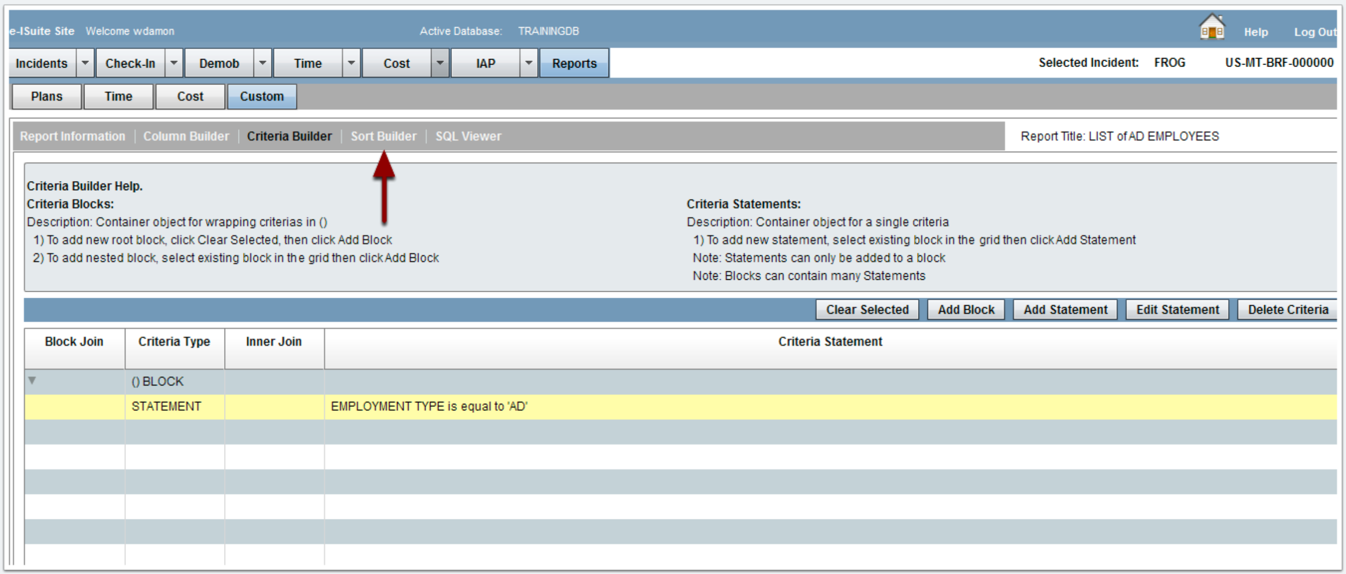
Producing a Custom Report (Simple List)

Step 9: Use the Criteria Builder to Define Criteria for the Report

1. Select the Column for the Criteria
2. Select the Condition (Usually text value)
3. Select the Operator (is equal to)
4. Enter the Target Condition (AD, without quotes)
5. Click on Accept

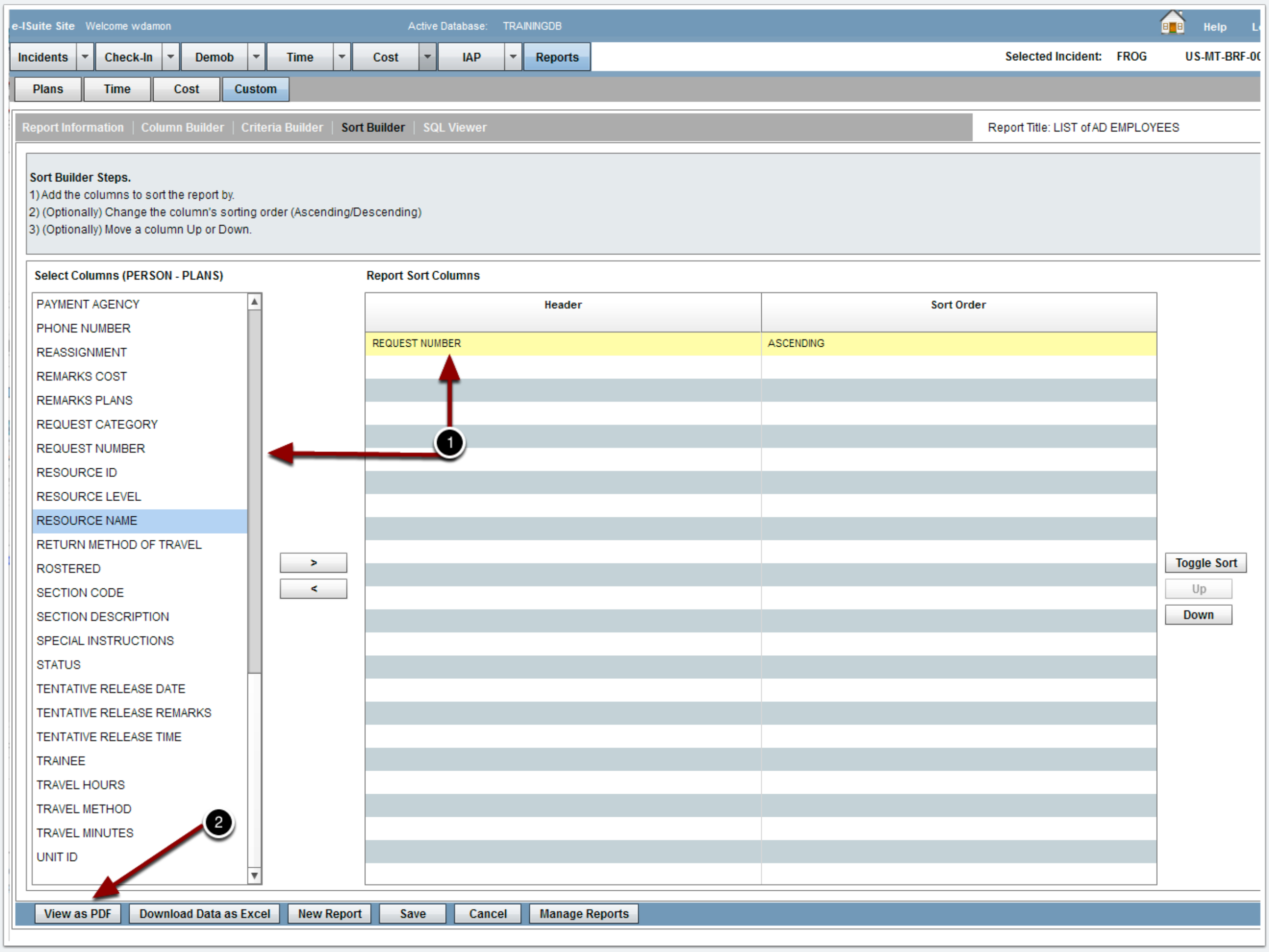


Step 10: Click on Sort Builder to Specify Sort Options

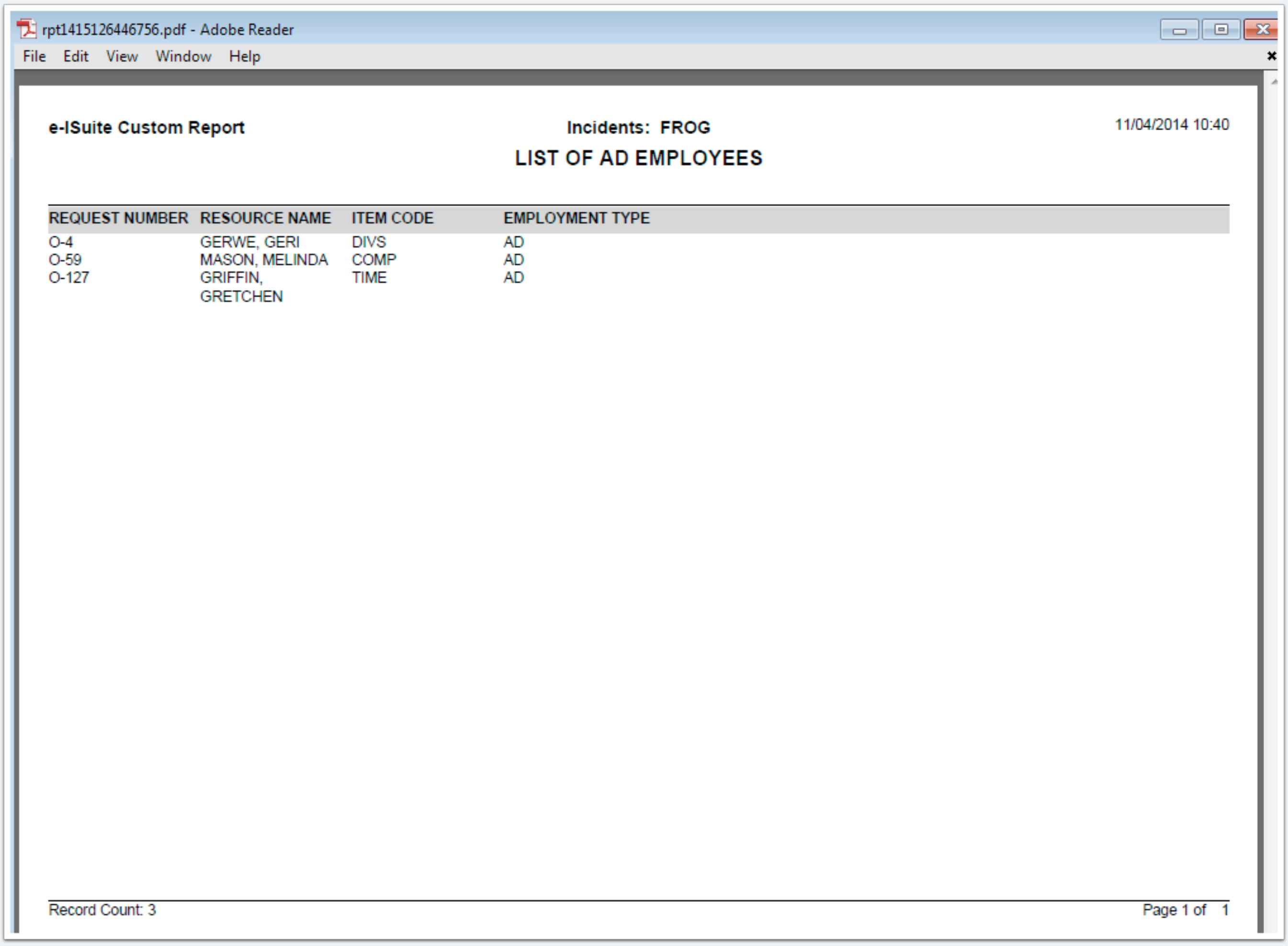


Producing a Custom Report (Simple List)

Step 11: Select Sort Fields for the Report and Click on View as PDF to View/Print the Report



Step 12: View or Print the Report from the PDF Reader Application



e-ISuite Custom Report — Incidents: FROG — 11/04/2014 10:40

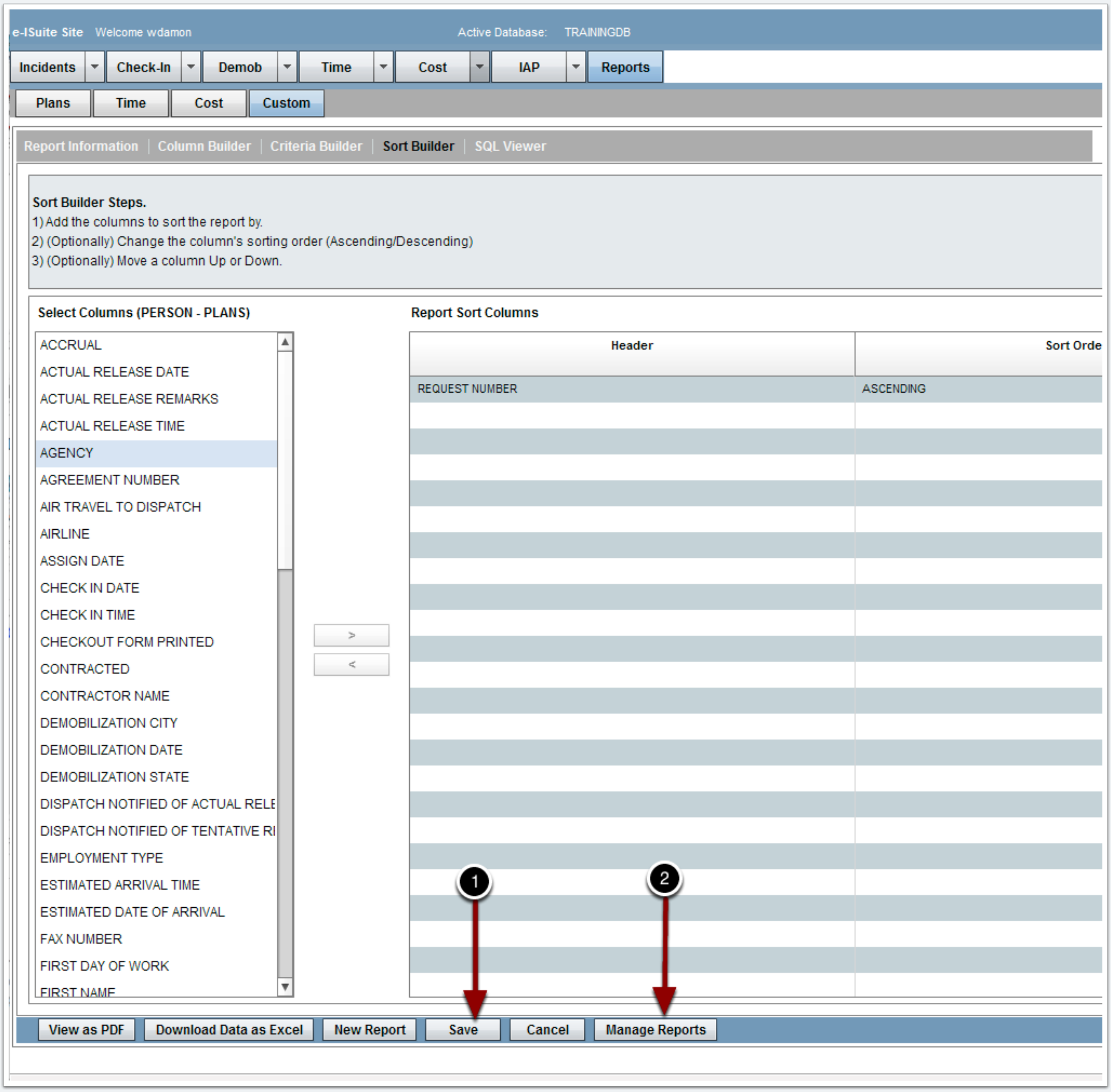
LIST OF AD EMPLOYEES

REQUEST NUMBER	RESOURCE NAME	ITEM CODE	EMPLOYMENT TYPE
O-4	GERWE, GERI	DIVS	AD
O-59	MASON, MELINDA	COMP	AD
O-127	GRIFFIN, GRETCHEN	TIME	AD

Record Count: 3

Page 1 of 1

Step 13: Save the Custom Report and Click on Manage Reports



Step 14: The Custom Report is saved as a Private Report with a Title of LIST OF AD EMPLOYEES