

# Reports Main Screen

Change to list view.

Search for specific reports

Report Categories

Reports you've saved as favourites

Reports you've run recently

Search

Categories

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- CAW CAPACITY RELEASE 3
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Favorites

View All Favorites

Recents

- MEASUREMENT INFORMATION (EXTERNAL) 18

1 - 6 of 25 items

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# Add to your Favourites

Reports

qptm dash > reports

Darcy McFarlan

Scheduler

- AGGREGATE LOCATION DAILY (EXTERNAL) (RPT\_ALRX08)
- AGGREGATE LOCATION DAILY (EXTERNAL - EXPORT) (RALRX08\_EX)
- AGGREGATE LOCATION MONTHLY (EXTERNAL - EXPORT) (RALRX08\_EX)
- AGGREGATE LOCATION MONTHLY (EXTERNAL) (RPT\_ALRX08)
- ALLOCATED-TO-SCHEDULED COMPARISON (CONTRACT SUMMARY) (EXTERNAL) (RPT\_ALRX51)

**STEP 1**  
Click on to add a report to your favourites.

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# Add to your Favourites

Add Favorite Process



<input type="text" value="Favorite Name"/>	PRODUCTION MONTH
ACCOUNTING MONTH	AGGREGATE LOCATION
OPERATOR	*REPORT EXPORT FILE TYPE Adobe Acrobat
REPORT EXPORT MODE PARAM VIEW / FILE	RPT_PRINTER_CODE
ADDITIONAL EMAILS or FAX PARAM (M)	Report Email Subject
Report Email Body	

(M) - Multiple value input. Use ';' to separate values.

Favorites

LOCATION SUMMARY

PREVIOUS RUN PARAMETERS    DEFAULTS    CANCEL    **ADD**

## STEP 2

Give this report a name (Eg/Location Summary). You can also fill in any other common parameters that you will always use to run this report. Once all parameters are in, click **ADD**.

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