

Running a Standard Report in Advanced HR 2.0

Base Manager user roles or higher can view and run the available Standard Reports. This topic lists the high level steps only.

1. Navigate to **HR Admin – Reporting – Standard Reports**.
2. The system displays the **Standard Report List**.
3. Find the row for the report you want to run.
4. Click the green **Execute Report** button (right arrow).
5. The system displays the **Set Report Properties** screen.
6. Select the **Company**. You can select only one company.
7. Set the **Report Properties** fields which may vary depending on the type of report you want to run.
8. Click **Execute Report**. The report opens in a pop-up browser window. You can save the report by downloading it to your device in a variety of file formats.

Note: Make sure your Browser settings are configured to allow pop-ups, otherwise the report will not run.
