

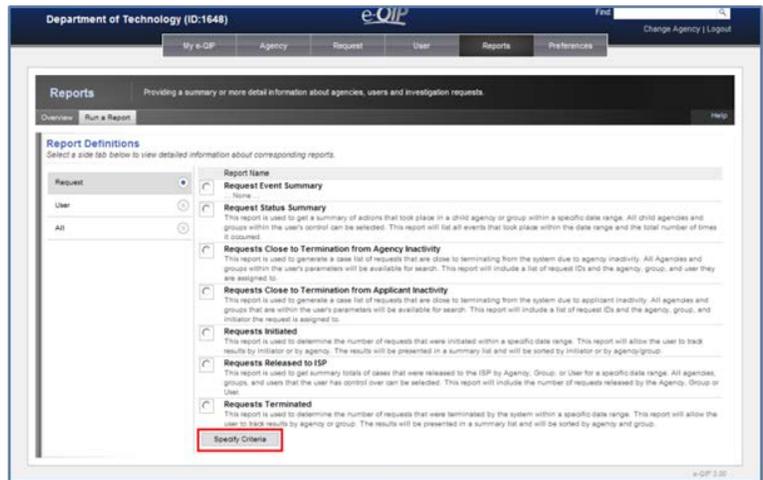
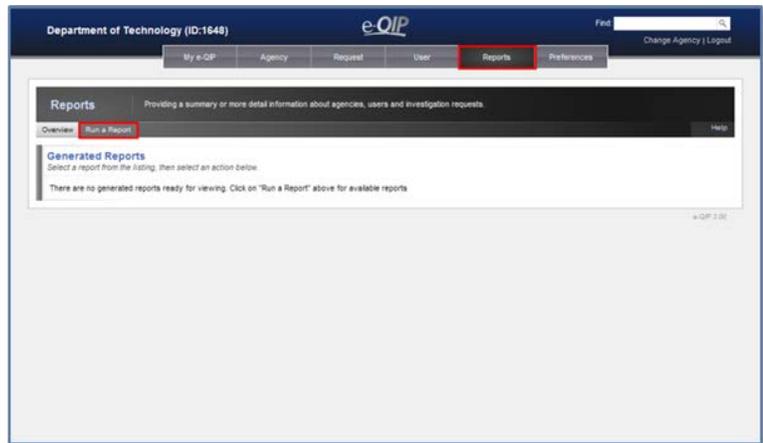


Running Reports

Running e-QIP Reports

For all e-QIP Roles, except Agency Administrator

1. Access the **Reports** page by selecting **Reports** in the top navigation bar
2. Select **Run a Report** in the **Reports** navigation bar
3. Select the report you want to run
4. Click **Specify Criteria**



5. Enter a name for the report
6. Select other criteria for the report as desired

Note: You can select an output for the report as either an HTML web page format, or a .CSV file. CSV (comma separated value) files can be exported into a Microsoft Excel spreadsheet.





Running Reports

7. If needed, select criteria for scheduling the report:
 - a. Select the date and time you would like the report generated
 - b. Select the frequency for the report
8. Click **Submit Request for Report**

The report is scheduled and is displayed on the **Reports Overview** page as well as under **Pending Reports** on the **My e-QIP** page.

Viewing the Report

When the report has been generated it will display under **Ready to View** on the **My e-QIP** page.

Select the report title to view the report.

For Business Managers Only

Running an e-QIP Standard Report

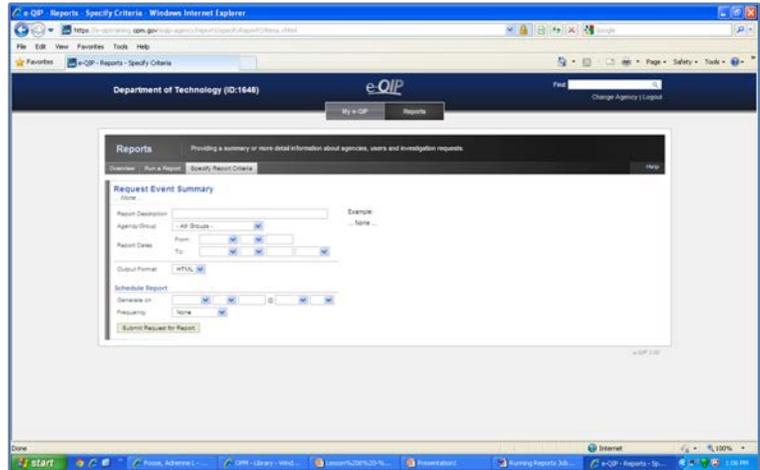
Business Managers have four standard reports they can specifically run:

- Request Event Summary
- Request Status Summary
- Request Initiated
- Request Released to ISP



Request Event Summary

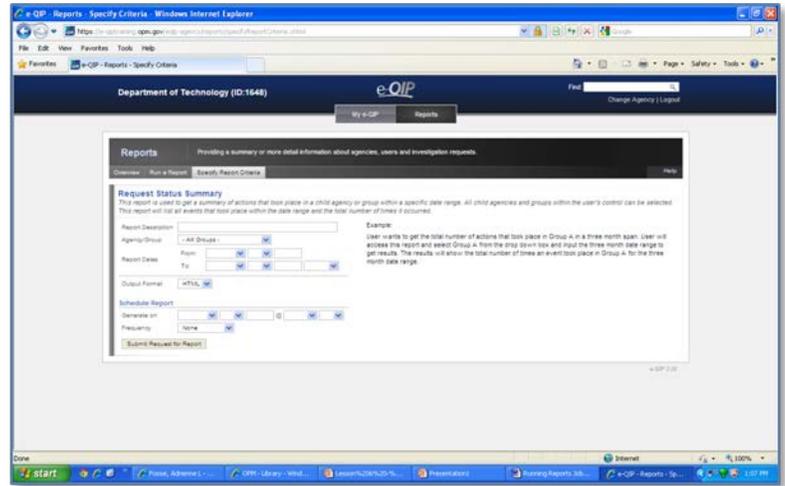
This report will show the number of requests in each of e-QIP's possible statuses for the agency or group selected within a selected date range.



Request Status Summary

This report will provide a summary of statuses that took place in a child agency or group within a specific date range. All child agencies and groups within the user's control can be selected.

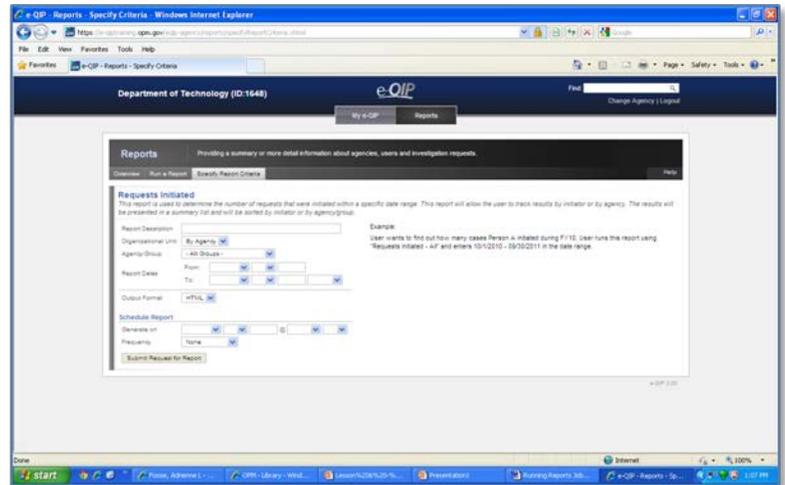
This report will list all statuses that took place within the specified date range and the total number of times it occurred.



Requests Initiated

Use this report to determine the number of requests that were initiated within a specific date range.

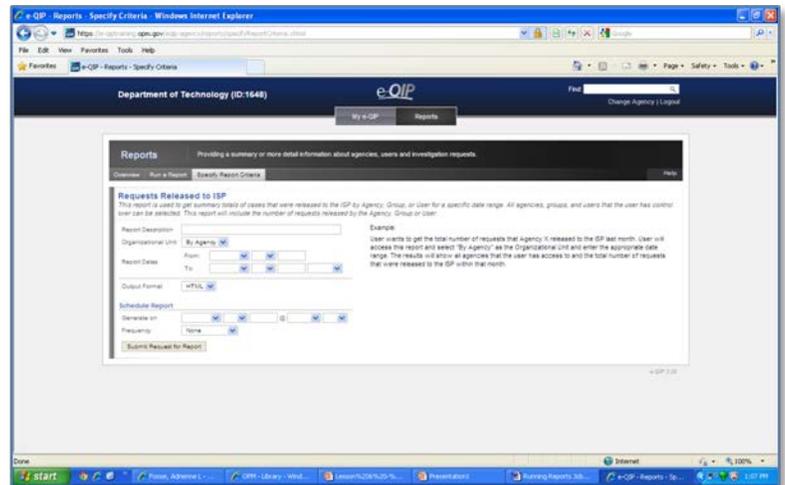
This report will enable you to track results by initiator or by agency. The results are presented in a summary list, sorted by initiator or by agency/group.



Requests Released to ISP

Use this report to get summary totals of cases that were released to the ISP by Agency, Group, or User for a specific date range. All agencies, groups, and users you have control over can be selected.

This report will include the number of requests released by the Agency, Group, or User.



Note: The only output for these Business Manager reports is the HTML format which opens in a new browser window.

These reports can be programmed to run at a specific time and will appear under Reports as either Pending or Generated Reports.

