

REQUESTING REPORTS

1. Select the **Reports** button [Alt + r] from the CASPER toolbar to access the **CASPER Reports** page (Figure 2-5).

Figure 2-5. CASPER Reports Page



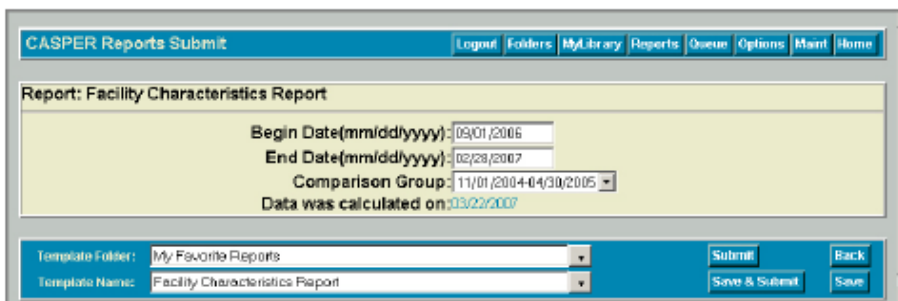
The *Report Categories* frame on the left lists the various report categories that are available to you. Some reports are restricted to specific users/user groups.

The frame on the right lists the reports available in the selected report category. This list may span multiple pages. Use the page number links at the bottom of the frame to navigate from one page to another.

2. To request a specific report, click the abbreviated report name displayed as a black underlined link in the right frame of the page.

The **CASPER Reports Submit** page (Figure 2-6) is presented for the selected report.

Figure 2-6. CASPER Reports Submit Page



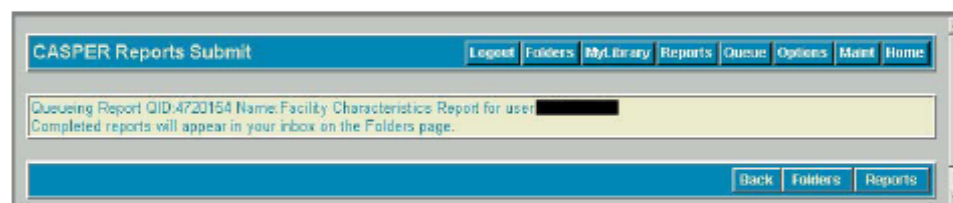
3. Select the desired report criteria. If another page of criteria selections exists, select the **Next** button to proceed to it. The **Back** button returns you to the previous page. When you are finished specifying all of the desired report criteria, select the **Submit** button.

NOTE: The criteria choices presented on the **CASPER Reports Submit** pages vary depending upon the specific report requested and the level of access assigned to you.

Refer to the individual report descriptions in subsequent sections of the **CASPER Reporting MDS Provider User's Guide** for report-specific criteria.

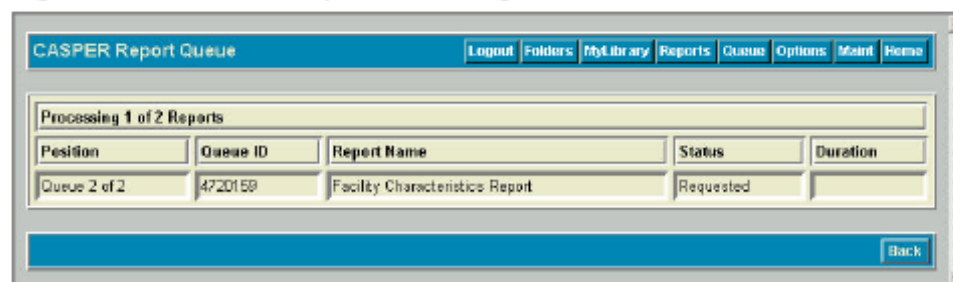
Following a report submission request, you receive verification that the report job was placed into the queue for processing (Figure 2-7).

Figure 2-7. CASPER Reports Submit Verification Page



4. If desired, select the **Queue** button [Alt + q] from the CASPER toolbar to view the status of a requested report. The **CASPER Report Queue** page (Figure 2-8) is presented.

Figure 2-8. CASPER Report Queue Page



The **CASPER Report Queue** page provides detailed information including the report's position in the queue, the corresponding Queue ID, the name of the requested report, the processing status, and the duration (or length of time) the report has been processing.