3   REPORT TIMELINESS

Accessing the Report Timeliness Application

The Report Timeliness application is a management tool that enables your state to keep track of the timeliness status of reports submitted to the National Office. This application also informs users which report(s) need to be entered and transmitted within selected time periods.

To access the Report Timeliness application, choose the UIR option from the state Application Menu. Choose the Report Timeliness menu option from the UIR menu as shown in Figure 3.1.
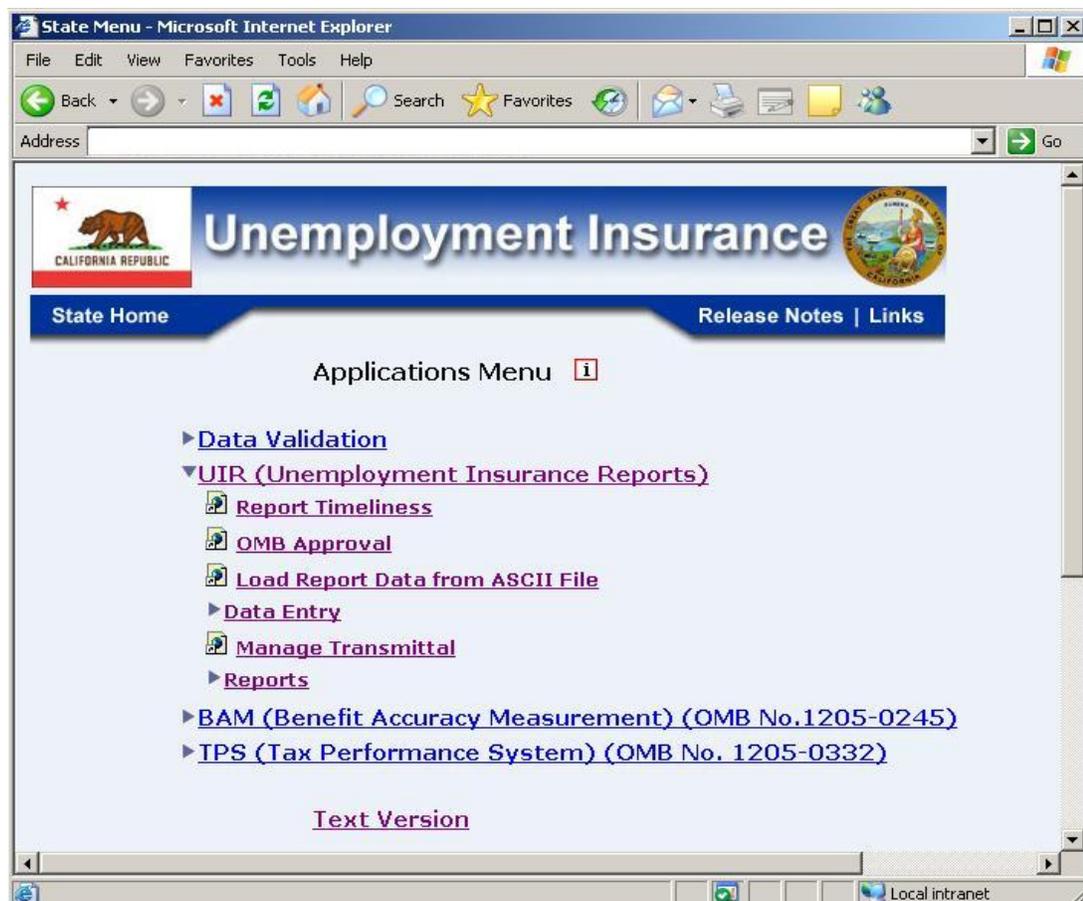

Figure 3.1 *UIR Menu*

Report Timeliness Screen

The Report Timeliness query screen appears in a new window, as shown in Figure 3.2.

Figure 3.2 *Report Timeliness Query Screen*

The application query screen is comprised of four sections:

- **Query Fields**

  Query Fields allow users to select or enter the query parameters. All query input parameters are validated for proper format and value. This application has the following query fields:

  o *Beginning/Ending DueDates, Beginning/Ending Period Ending Dates:* Represents a date range. Each report within UIR has a date identifier and is due within a fixed time period. The Beginning Due Date / Beginning Period Ending Date sets the initial time range for which the application will search and find reports which were submitted promptly or late. In contrast, the Ending Due Date / Ending Period Ending Date sets the ending time range for these same search criteria.

  o *Report Name:* This is a menu selection of the Report Names for all the required reports submitted by the state workforce agencies. The default option is 'All'.

o   *Report Option:* Represents criteria for promptness. The options include the following:

   ▪ Missing: A report that has not been created, the system found no record.

   ▪ Not Prompt: Displays timeliness information about report(s) within the range of dates you specified that has been sent after the Report's due date or that were never sent. There are four status categories of reports which are not classified as prompt:

      1. Late, Sent - A report was sent late, after its due date.
      2. Revised, Not Sent - A revised report was found, but has not been sent.
      3. Not Sent - A report exists, but has not been sent, after its due date.
      4. Missing - A report that has not been created, the system found no record.

   ▪ Prompt: Displays timeliness information about report(s) due within the range of dates you specified that have been sent on, or prior to, the report's due date.

   The default option is 'Missing'.

- **Help Links**

  The query field names are the links to the respective field help. Clicking on the field names will open a new window to view the information regarding the query field name.

- **Action Buttons**

  The following buttons either process the user's query request or reset the query fields:

  o   *Submit Query:* Processes the user's query and generates the Report Timeliness report for the selected report(s).

  o   *Clear Query:* Resets all the fields to its default values.
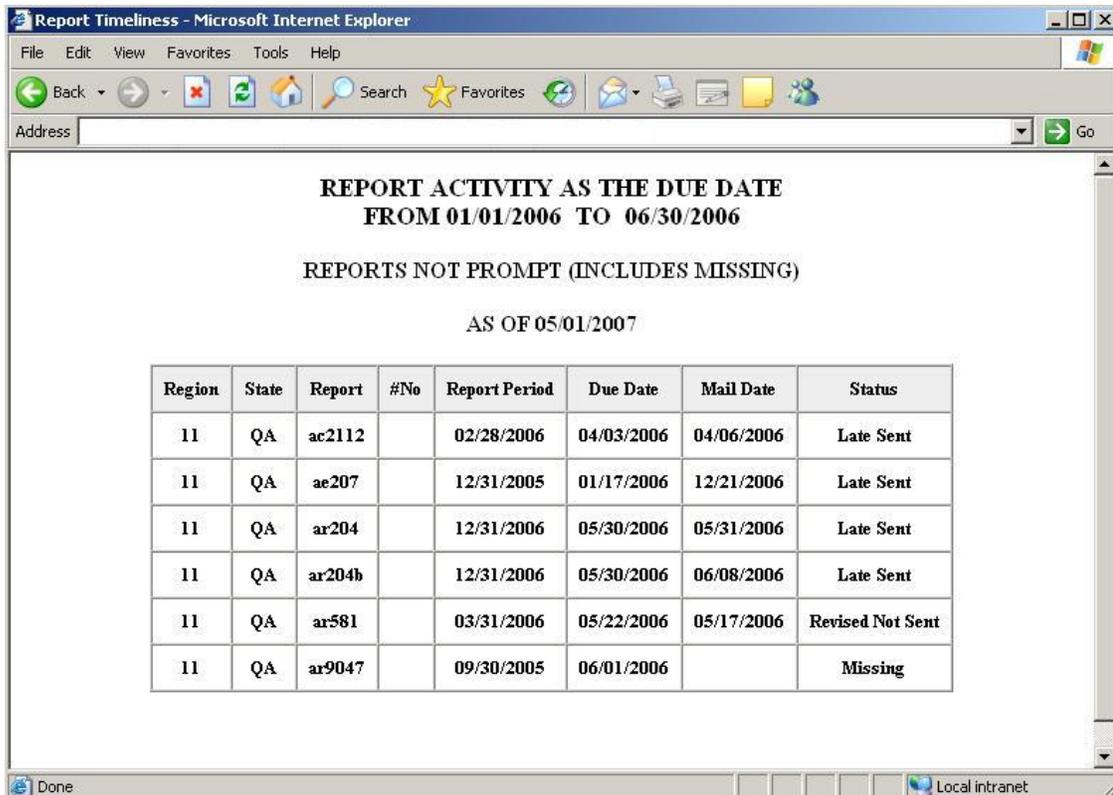
- **Navigation Bar**

  The Navigation Bar displayed at the bottom of the application screen helps the user to access one of the following:

  o   *Home:* Display the applications menu page.

  o   *Feedback:* Display the feedback contact information.

  o   *Help:* Display the current application help

Report Timeliness Report Screen

When you click the *Submit Query* button after entering the query parameters, a report is generated. A sample report is displayed in Figure 3.3.

Figure 3.3 *Report Timeliness Report Screen*

The user can use the browser **File** menu and choose:

- *Print:* To print the report.

- *Save As:* To save the report.

The user can exit the application by closing the web browser.