7   REPORTS

Accessing the Reports

The UI Reports application is designed to search the database for the data required for the UI reports, while satisfying the query parameters entered and displaying the contents found in the form of a formatted report.

The Reports menu option enables the state users to view the UI reports without having to use the Data Entry application. Anyone who has access to the state application menu can view the UI reports. To access the reports, choose the UIR option from the state Application Menu. Choose the Reports menu option from the UIR menu, as shown in Figure 7.1. The reports are divided into report categories.
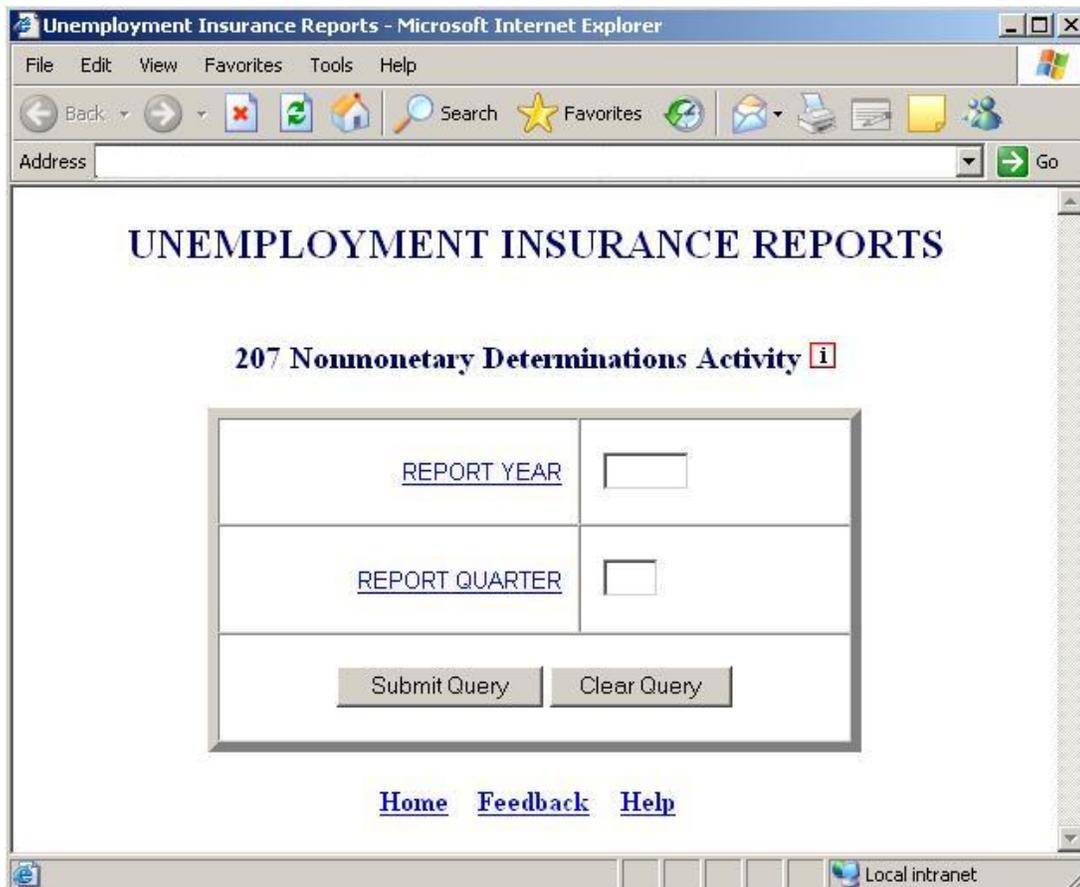

Figure 7.1 *UIRR - Reports Menu*

Report Query Screen

An example of a report query screen is shown in Figure 7.2.

Figure 7.2 *Report Query Screen*

The application query screen is comprised of four sections:

- **Query Fields**

  Query Fields allow the users to select or enter the query parameters. All the query input parameters are validated for proper format and value. Below are some examples of the query fields needed to generate a report:

  - *Report Year:* The Report Year is a query parameter which represents the year for which the application will search and find records.

  - *Report Quarter:* The Report Quarter is a query parameter which represents the quarter for which the application will search and find records.

  - *Report Month:* The Report Quarter is a query parameter which represents the month for which the application will search and find records.

- o *Report Week:* The Report Quarter is a query parameter which represents the week for which the application will search and find records.

- **Help Links**

   The query field names are the links to the respective field help files. Click on the field names to view the information regarding the query field name.

- **Action Buttons**

   The following buttons either submit the user's query request to the application or clear the selected query fields.

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

   - o *Clear Query:* Resets all the fields.

- **Text Links**

   The text links displayed at the bottom of the application query screen help the user to access additional actions:

   - o *Home:* Display the applications menu page.

   - o *Feedback:* Display the feedback contact information.

   - o *Help:* Display the current application help.

Report Output Screen

Clicking on the *Submit Query* button after entering the query parameters generates a report. A sample report is displayed in Figure 7.3.

Figure 7.3 *Report Output 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.