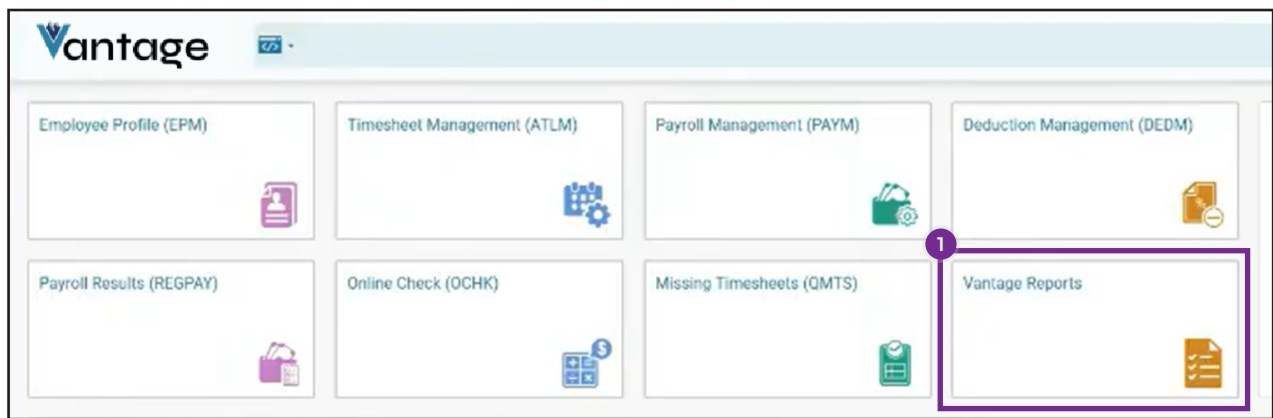
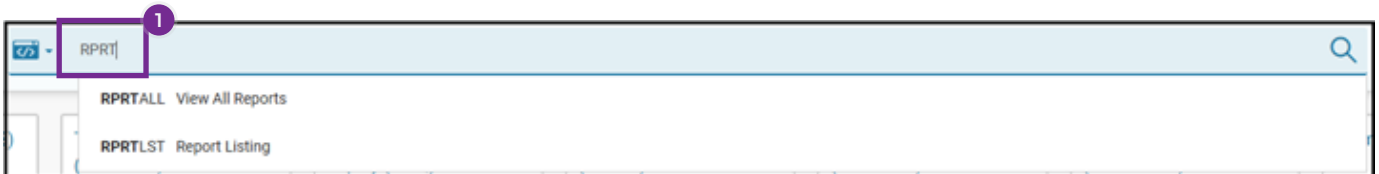





Running Reports

Instructions

1. From the **Global Navigation** search bar, type RPRT for **RPRT View All Reports** or select the **Vantage Reports** tile.



Navigation Tips:

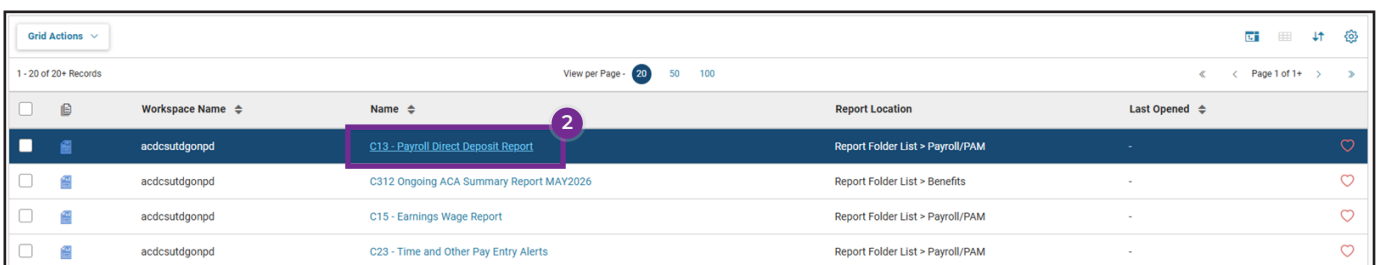
- Click on the **Home Page** icon  to return to your Vantage home page.
- Click **100**  to view the maximum number of results.
- Click the **heart icon**  to add a report to your favorites.

Search

- Use the **asterisk *** as a wildcard when searching.

Name

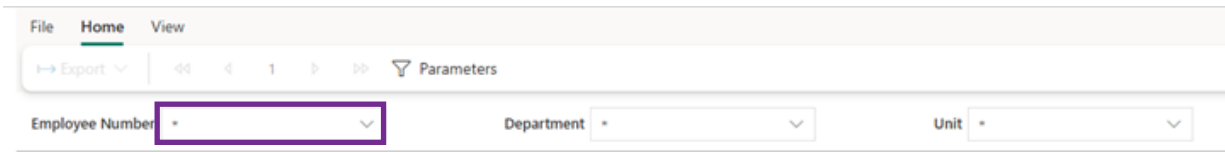
2. Click the **Report Name**.





Workspace Name	Name	Report Location	Last Opened
acdcsutdgonpd	C13 - Payroll Direct Deposit Report	Report Folder List > Payroll/PAM	-
acdcsutdgonpd	C312 Ongoing ACA Summary Report MAY2026	Report Folder List > Benefits	-
acdcsutdgonpd	C15 - Earnings Wage Report	Report Folder List > Payroll/PAM	-
acdcsutdgonpd	C23 - Time and Other Pay Entry Alerts	Report Folder List > Payroll/PAM	-

Navigation Tips:

- Click drop-down to enter parameters. Use asterisk * to return all results in that parameter



- Navigate forward or backward one page at a time 
- Navigate to the beginning or end of the report 

- Export

