How to run a report without closing
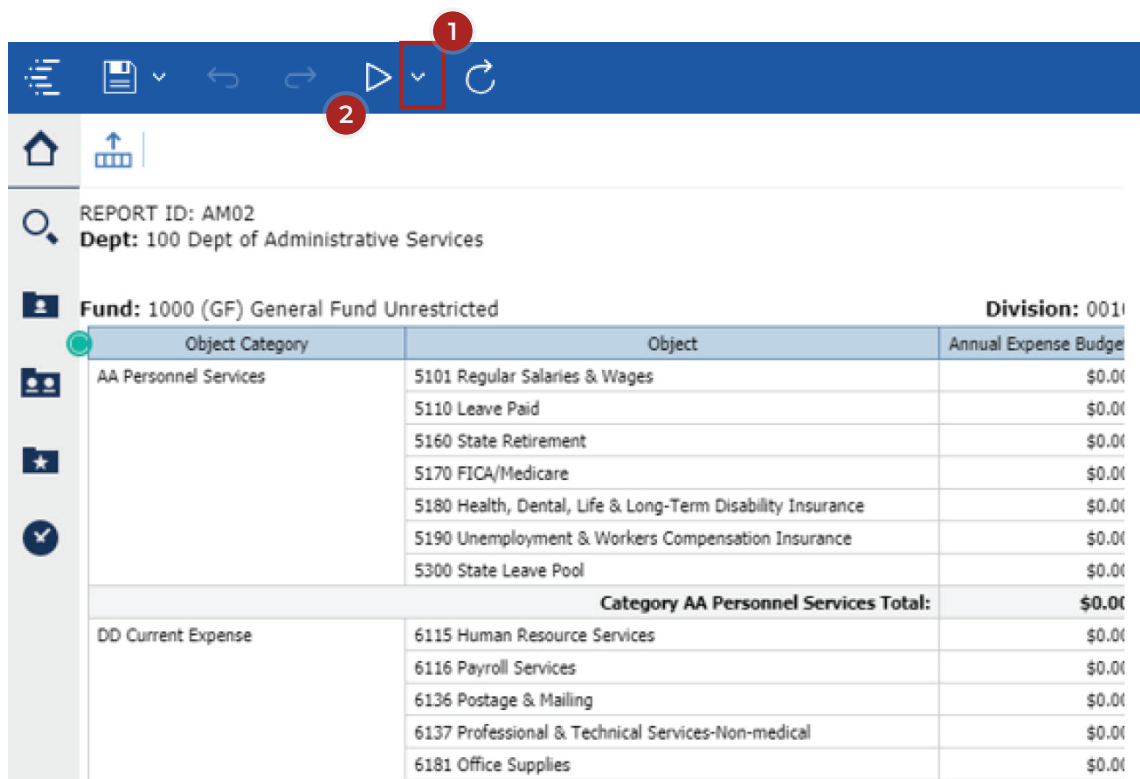
Instructions

If you're viewing report results, you can change some criteria and re-reun a report without complete closing it.

1. The drop-down icon (⌄) will allow you to change the format of the existing criteria (excel, pdf, etc.)

2. The **Run** icon (▷) will open the prompt page. There you can alter the criteria. This option returns you to the prompt page. Click **Finish** button, to re-run the report.

▷ ⌄   ↻

When you are viewing the results of your report, you can select either of these icons. You can either change the format of the existing results, or to re-run the same report and change the criteria.

REPORT ID: AM02
Dept: 100 Dept of Administrative Services

Fund: 1000 (GF) General Fund Unrestricted   **Division:** 001(

Object Category	Object	Annual Expense Budge
AA Personnel Services	5101 Regular Salaries & Wages	$0.0(
	5110 Leave Paid	$0.0(
	5160 State Retirement	$0.0(
	5170 FICA/Medicare	$0.0(
	5180 Health, Dental, Life & Long-Term Disability Insurance	$0.0(
	5190 Unemployment & Workers Compensation Insurance	$0.0(
	5300 State Leave Pool	$0.0(
	Category AA Personnel Services Total:	**$0.0(**
DD Current Expense	6115 Human Resource Services	$0.0(
	6116 Payroll Services	$0.0(
	6136 Postage & Mailing	$0.0(
	6137 Professional & Technical Services-Non-medical	$0.0(
	6181 Office Supplies	$0.0(