

Policy & Procedure Document

Last Modified: 09/11/2006
Reviewed for Version: SiteManager 3.7

SECTION: 1100 - Materials Management

ITEM NUMBER: 1106.13

ITEM: VIEW SAVED REPORTS

REVISED: 09/11/2006

SCOPE:

To establish the policy and procedure for using the View Saved Reports functionality in the Materials Management portion of SiteManager.

GENERAL:

View Saved Reports is a search facility to locate previously saved SiteManager reports and view or print them. The View Saved Reports (PSR) icon appears in several different locations of the Materials Management area, but it serves the same purpose in all. After generating a built in report, users may select a save command, give the report a file name and designate the storage drive and folder for the file. SiteManager saves built in reports using a default **.PSR** extension.

Although access to particularly located icons may vary, all SiteManager users have access to the functionality by having access to the icon in some location.

Note: Limited testing has indicated that View Saved Reports does not work for all built in reports. Users needing to save a report using the .psr extension should test the View Saved Reports feature before relying on this functionality. Refer to the specific report's policy and procedure for optional methods of saving or exporting reports.