

😰 Finished Reports

1. **Click** on Reports Wizard Group.

2. *Click* on Finished Reports Wizard. *Finished Reports: Display Finished Reports screen displays.*

- 3. **Select** the report you wish to view/print.
- 4. *Click* on the View button. *Finished Reports: View Finished Report screen displays.*
- Uncheck View Log Option. Change format allows you to change the margins for the INFOhio reports. This is turned on in properties. *Click* OK

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Report name

OH Overdue Desk List OH-INFOhio Vendor Load Report

Step 5) Checkout to MISSING Step 5) Checkout to MISSING

View

Finished

- The report will open in your designated view/print application. (If the report does not open review your manual for set up.) View or Print your report from this screen.
- 7. Close the report document when you have completed your task.

Owr	ner	Status	Completed «
LM_BONNIE		ок	7/15/2005,11:21
LM_BONNIE		ок	7/13/2005,16:50
LM_BONNIE		ок	6/8/2005,15:16
LM_BONNIE		ок	6/8/2005,15:10
Print Email Remove Ownership Close			
Finished Reports : View Finished Reports $ \square$ \times			
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٦.	<	 Change format	Cancel