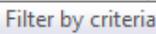


Running An External Request Data Report

The external request data report will provide user, request, vendor and financial data for external requests for a selected time period. You can filter the data by fields such as domain, user status and item needs. Report data can be viewed in HTML or PDF format or can be downloaded to CSV format for further analysis in other programs such as Excel. This procedure below illustrates how to report external request data for a specific month.

Step	Activity	View
1.	Click the Reports menu.	
2.	Click User Management to expand the list of reports.	
3.	Click External Request Data .	
4.	Enter report title, header and footer information, if desired. Select a report destination and a report format. Note: For our illustration here, we'll use the header to identify the filter criteria (all data for January 2008) and choose a Browser destination in a PDF format.	<p>Report Title: <input type="text" value="External Request Dat"/></p> <p>Report Header: <input type="text" value="January 2008 Data"/></p> <p>Report Footer: <input type="text" value="Report Run February"/></p> <p>Report Destination: <input checked="" type="radio"/> Browser <input type="radio"/> Local File</p> <p>Report Format: <input type="radio"/> XML <input type="radio"/> CSV <input type="radio"/> HTML <input checked="" type="radio"/> PDF</p> <p><input checked="" type="checkbox"/> Mask User IDs</p>
5.	Click the Filter by criteria icon to identify which users will be included.	<p>User: <input type="text"/> <input type="text"/> </p> <p>External Learning Request Status: <input type="text"/> <input type="text"/> </p>
6.	From the Domains drop-down list, choose Include Sub Domains .	<p>User Status: <input checked="" type="radio"/> Active <input type="radio"/> Not Active</p> <p>Domains: <input type="text" value="Starts With"/> </p> <ul style="list-style-type: none"> Exact Any Starts With Contains <li style="background-color: #e0e0e0;">Include Sub Domains
7.	Enter the name of the domain or sub domain you wish to include in the report.	<input type="text" value="Include Sub Domains"/> <input type="text" value="OCIO"/> 
8.	Click Submit Criteria .	

Running An External Request Data Report

- 9. Enter a Start and End date for your report.

Case sensitive search: Yes No

User: [Criteria Specified]  

Start Date between: (MM/DD/YYYY)

and: (MM/DD/YYYY)

- 10. Clear Vendor or Financial Data checkboxes if you do not wish to include this data. Vendor and Financial Data and checked by default.

Include Vendor Data

Include Financial Data

- 11. Click Run Report.



- 12. Wait for your report to appear.

January 2008 Data

External Request Data Custom

Request

User Name:	Sipho, Anita M	User ID:	*****
Vendor Name:	Other	Schedule Block Title:	IBM Microsoft Windows 2003 Server Performance Optimization
Course Objectives:	Windows 2003 Server Performance Optimization	Start Date:	1/8/2008 08:00 AM EST
Complete Date:	1/9/2008 04:30 PM EST	Training Purpose:	Improve Present Performance:
Training Source:	Government External:	Training Type:	Information Technology:
Special Interest:			

Vendor

Mailing Address - Street: 7100 HighLand Parkway Training Site Address - 8930 WARD PARKWAY