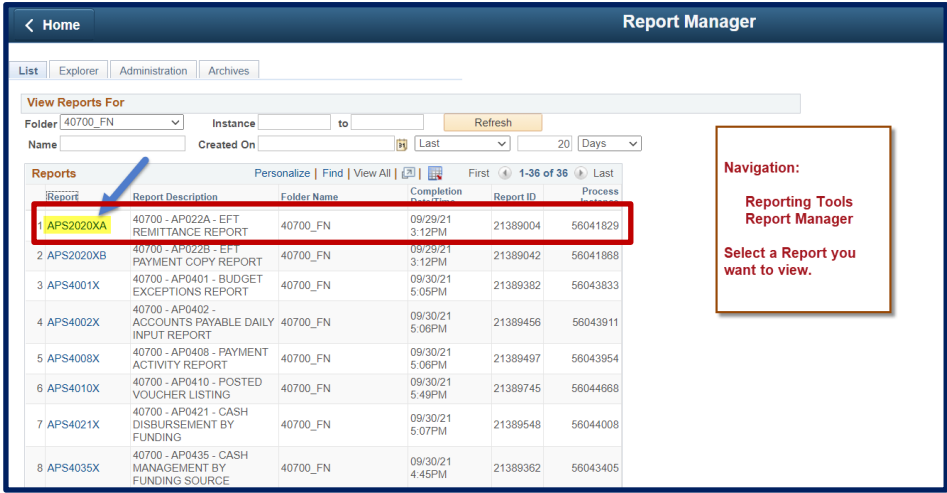
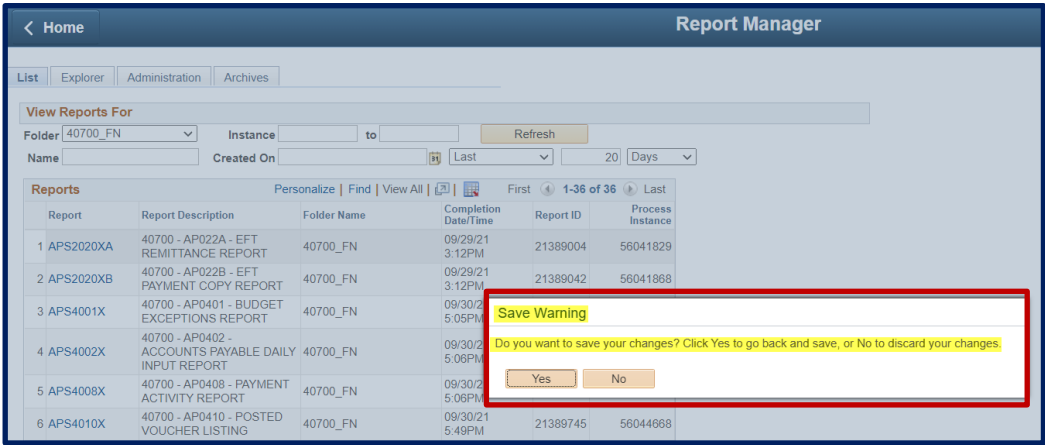
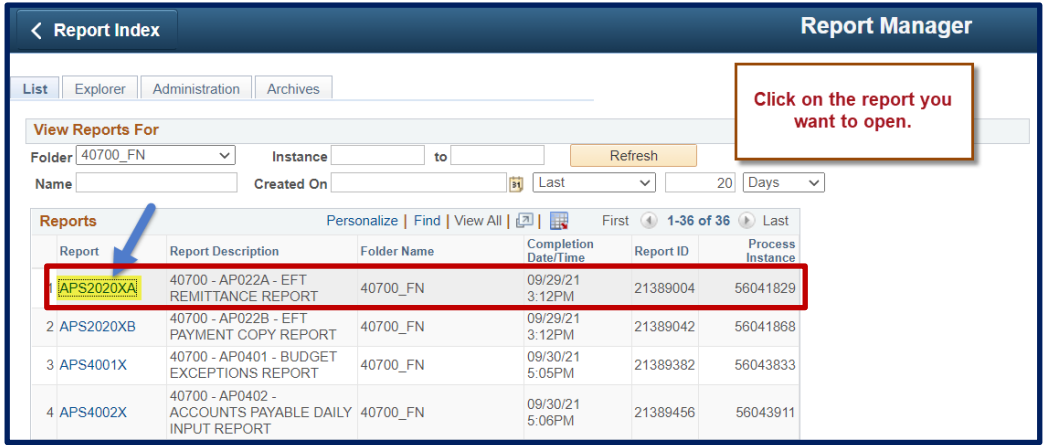
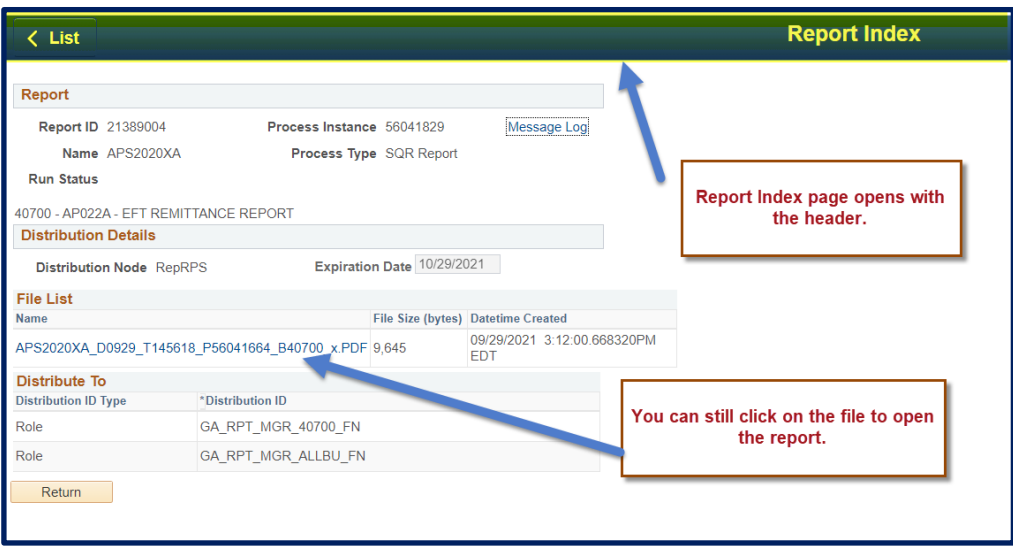


Report Manager – “Save” Warning Message

Step	Action
1.	Upon navigating to Report Manager click on the report you want to view. 
2.	After selecting the report, the system displays a “Save Warning” message. The message asks, “Do you want to save your changes?” ➤ Users have the option to click on [Yes or No]. 

Step	Action																																			
3.	If [No] is selected (<i>SAO recommended option</i>), the Report Index page opens without a header. Users are still able to open and view the file. Report Report ID 21389004 Process Instance 56041829 Message Log Name APS2020XA Process Type SQR Report Run Status 40700 - AP022A - EFT REMITTANCE REPORT Distribution Details Distribution Node RepRPS Expiration Date 10/29/2021 File List <table><thead><tr><th>Name</th><th>File Size (bytes)</th><th>Datetime Created</th></tr></thead><tbody><tr><td>APS2020XA_D0929_T145618_P56041664_B40700_x.PDF</td><td>9,645</td><td>09/29/2021 3:12:00.668320PM EDT</td></tr></tbody></table> Distribute To <table><thead><tr><th>Distribution ID Type</th><th>*Distribution ID</th></tr></thead><tbody><tr><td>Role</td><td>GA_RPT_MGR_40700_FN</td></tr><tr><td>Role</td><td>GA_RPT_MGR_ALLBU_FN</td></tr></tbody></table> Return Report Index Header is missing. You can still click the file to open the report.	Name	File Size (bytes)	Datetime Created	APS2020XA_D0929_T145618_P56041664_B40700_x.PDF	9,645	09/29/2021 3:12:00.668320PM EDT	Distribution ID Type	*Distribution ID	Role	GA_RPT_MGR_40700_FN	Role	GA_RPT_MGR_ALLBU_FN																							
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	Note: This has no impact to opening and viewing reports.																																			
4.	If [Yes] is selected, users are returned to the List page. ➤ Click the [Save] button at the bottom of the page. <table><tbody><tr><td>32</td><td>GLS4070XA</td><td>40700 - GL04GA - G/L COMBINED DETAIL REPORT BY VOUCHER/PO</td><td>40700_FN</td><td>10/05/21 10:15AM</td><td>21390954</td><td>56047052</td></tr><tr><td>33</td><td>LDS1001X</td><td>40700 - LD0004 - LABOR DISTRIBUTION CHANGES</td><td>40700_FN</td><td>10/01/21 11:03AM</td><td>21390713</td><td>56046362</td></tr><tr><td>34</td><td>LDS7003X</td><td>40700 - LD0003 - LABOR DISTRIBUTION SUMMARY</td><td>40700_FN</td><td>10/01/21 11:03AM</td><td>21390714</td><td>56046363</td></tr><tr><td>35</td><td>LDS7015X</td><td>40700 - LD0210 - LABOR EXPENSE DETAIL BY DEPARTMENT</td><td>40700_FN</td><td>10/01/21 11:13AM</td><td>21390716</td><td>56046366</td></tr><tr><td>36</td><td>LDS8010X</td><td>40700 - LD0005 - CHARTFIELD VALIDATION</td><td>40700_FN</td><td>10/01/21 11:03AM</td><td>21390715</td><td>56046364</td></tr></tbody></table> Save List Explorer Administration Archives Click Save.	32	GLS4070XA	40700 - GL04GA - G/L COMBINED DETAIL REPORT BY VOUCHER/PO	40700_FN	10/05/21 10:15AM	21390954	56047052	33	LDS1001X	40700 - LD0004 - LABOR DISTRIBUTION CHANGES	40700_FN	10/01/21 11:03AM	21390713	56046362	34	LDS7003X	40700 - LD0003 - LABOR DISTRIBUTION SUMMARY	40700_FN	10/01/21 11:03AM	21390714	56046363	35	LDS7015X	40700 - LD0210 - LABOR EXPENSE DETAIL BY DEPARTMENT	40700_FN	10/01/21 11:13AM	21390716	56046366	36	LDS8010X	40700 - LD0005 - CHARTFIELD VALIDATION	40700_FN	10/01/21 11:03AM	21390715	56046364
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Step	Action
5.	Click on the appropriate report link  The screenshot shows the 'Report Manager' interface. At the top, there's a 'Report Index' tab and a 'Report Manager' header. Below the header, there are tabs for 'List', 'Explorer', 'Administration', and 'Archives'. A 'View Reports For' section includes a 'Folder' dropdown set to '40700_FN', an 'Instance' field, a 'to' field, a 'Refresh' button, and a 'Name' field. A 'Created On' field is set to 'Last' with a '20 Days' filter. A table of reports is displayed with columns: Report, Report Description, Folder Name, Completion Date/Time, Report ID, and Process Instance. The first row is highlighted with a red box and contains the report 'APS2020XA'. A blue arrow points to this report. A callout box with a red border says 'Click on the report you want to open.'
6.	The Report Index page opens with the Header. Users are still able to open and view the file.  The screenshot shows the 'Report Index' page. At the top, there's a 'List' tab and a 'Report Index' header. Below the header, there's a 'Report' section with fields for 'Report ID' (21389004), 'Process Instance' (56041829), 'Name' (APS2020XA), and 'Process Type' (SQR Report). There's a 'Message Log' link. Below this is the 'Run Status' section with the text '40700 - AP022A - EFT REMITTANCE REPORT'. A 'Distribution Details' section shows 'Distribution Node' (RepRPS) and 'Expiration Date' (10/29/2021). A 'File List' section shows a table with columns: Name, File Size (bytes), and Datetime Created. The first row contains the file 'APS2020XA_D0929_T145618_P56041664_B40700.x.PDF'. A blue arrow points to this file. A callout box with a red border says 'Report Index page opens with the header.' Another callout box with a red border says 'You can still click on the file to open the report.' <i>Note: This has no impact to opening and viewing reports.</i>
7.	End of Procedure.