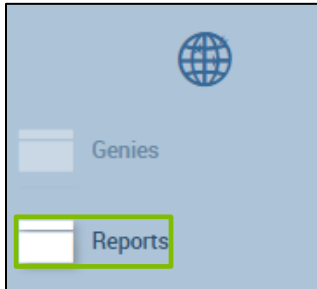
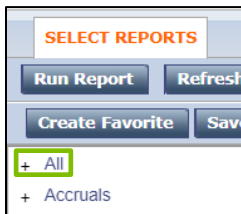


Running MyTimeStamp Detail Report

- 1 From the Related Items pane, click **Reports**.



- 2 Under Select Reports, click **All**.



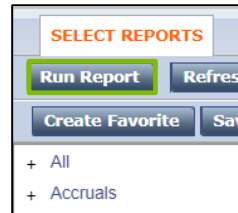
- 3 Click **UAB MyTimeStamp Detail**.



- 4 Review the report criteria and make changes if applicable.

A screenshot of the 'UAB MYTIMESTAMP DETAIL' report criteria form. It includes fields for 'Description', 'People' (set to 'All Home'), 'Time Period' (set to 'Current Pay Period'), 'ATK_Show_Summary' (set to 'No'), and 'Output Format' (set to 'Adobe Acrobat Document(.pdf)'). There are also 'Edit' and 'New' buttons.

- 5 Click **Run Report**.



- 6 The report status is Waiting. Click **Refresh Status**.

SELECT REPORTS		CHECK REPORT STATUS	
View Report	Refresh Status	Delete	
Name	Search		
Report Name	Format	Status	
UAB MyTimeStamp Detail	pdf	Waiting	

- 7 Once the status is Complete, select the report and click **View Report**.

SELECT REPORTS		CHECK REPORT STATUS	
View Report	Refresh Status	Delete	
Name	Search		
Report Name	Format	Status	
UAB MyTimeStamp Detail	pdf	Complete	

- 8 A PDF is downloaded onto your computer. Click on it, and the report is opened in a new browser tab.

