

## CM - Work in progress reports

KL Support - 2017-03-14 - Campaign Management (CM)

### **AT A GLANCE:**

- 01.** Select reports
  - 02.** Select job reports
  - 03.** Select jobs report
  - 04.** Enter into and select report options
  - 05.** Select run report (Excel)
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### **01. SELECT REPORTS**

Select Reports from the top of the screen.

### **02. SELECT JOB REPORTS**

Select Job reports from the available options.

**Note:** other report options can be selected in this area as required.

### **03. SELECT JOBS REPORT**

Select jobs report from the list of available reports.

**Note:** other report options can be selected in this area as required.

### **04. SELECT REPORT AND ENTER REPORT OPTIONS Select the required client from the drop down list.**

Select the required job group.

Enter a date range and select a status (division) if required.

Select show closed jobs if they are required and choose order by options.

### **05. SELECT RUN REPORT (EXCEL)**

From the bottom of the screen, select Run report (Excel).

Your report will be generated and will automatically download to your desktop.

SEE ATTACHMENT BELOW:

## Attachments

- [06\\_WL019\\_A\\_Reports\\_QRG\\_1.0.pdf \(23.55 KB\)](#)