

## CM - Work in progress reports

KL Support - 2017-03-14 - [Campaign Managment \(CM\)](#)

### 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\\_ORG\\_1.0.pdf \(23.55 KB\)](#)