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_QRG_1.0.pdf (23.55 KB)