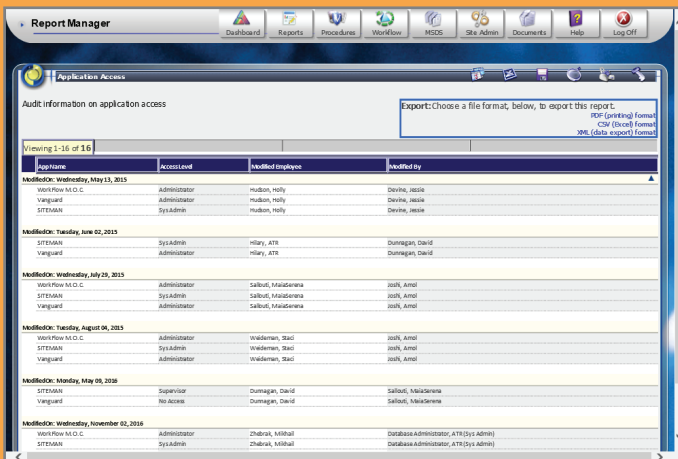


# REPORT MANAGER

Manage. Customize. Generate.



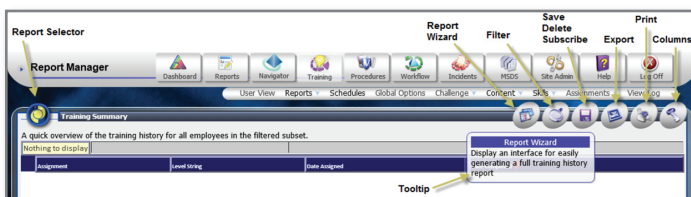
Report Manager is a central report generation and management module for ATR's PRiSM software suite. It allows greater flexibility and customization of reporting, and helps you get started by providing predefined reports for all PRiSM applications. Report Manager provides an intuitive, graphical interface that makes it easy to sort, filter, and reorganize your data to customize the information you want to report.



Report Manager features include publishing, subscribing, saving to PDF/Excel/XML, filtering, and aggregation. Access to features can be controlled through organizational roles and security levels.

## Interface

- You can get on board fast with Report Manager's control icons. Report Manager displays tooltips to help you understand your options.
- Right-click on column headings, group headings, or individual records to include or exclude report data and to sort data to meet your specific needs.
- Some predefined reports include built-in groupings of data. These reports offer the drill-down capability to let you view extra details.
- When a drill-down report is available, a tooltip lets you know what details you can view when you click a record in the report.



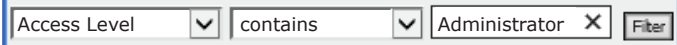
## Filters

Report Manager lets you specify filter criteria to help you display exactly the data you want in your report.

- Each filter you add filters the results of previous filters.
- Filters are joined by a Boolean "and" operator.
- Use string or date matching filters to limit the display to information of interest.
- Use grouping to reorganize the data using common headings and to reduce the number of columns.

When a column in the report includes dates, Report Manager provides date-related filter operators when you filter on that column. The date filter operators provide a flexible way for you to specify dates and date ranges to report exactly the information you want.

Filter: You can limit the items displayed on this report by specifying a condition below. Each condition you add is cumulative with previous conditions. If any conditions are active, you can click that condition to remove it from the filter, or you can press "Clear Filter" to remove all conditions



## Customization

- You can customize reports by dragging and dropping new columns, grouping data, and sorting the results.
- When you have customized the report to display the data you want, you can save the settings to recreate the report later.
- When you save a customized report, you can either save it for yourself or for all users.

## Publish and Share

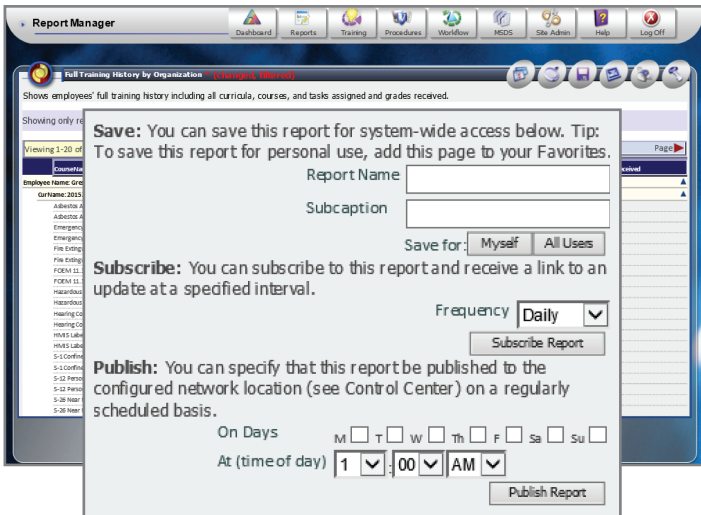
In addition to saving reports, Report Manager allows you to regularly publish and subscribe to reports so other users can view them.

- Report Manager creates the report dynamically when you click the link.
- When you subscribe to a report, the system will automatically send a link to the specific report regularly. Report Manager creates the report dynamically when the link is clicked.
- When you publish a report, it is saved to a network location for viewing/download by all users with access. This allows for the comparison of multiple data snapshots over time.
- You can export the results of any report to the following file formats: CSV, XML, or PDF.

# REPORT MANAGER

Manage. Customize. Generate.

Report Manager helps you work smarter by centralizing all reporting data, and gives you the power to analyze the information most important to you. Save time by removing the hassle of manually generating recurring reports. Reduce risk through new insights gained from your custom data views.



## Key Features

- Filter:** Use a comprehensive selection of filter options to drill down to the information you need.
- Customize:** Sort, filter, aggregate, and customize data in the best way for you. ATR Customer Service will help understand your reporting needs, then configure Report Manager according to the identified reports.
- Share:** Publish reports to network locations on a recurring basis, subscribe yourself or others to reports, and generate reports in a variety of useful formats.

## Excel

App Name	Access Level	Modified Employee	Modified By
WorkFlow M.O.C.	Administrator	Hudson, Holly	Devine, Jessie
SITEMAN	Sys Admin	Hudson, Holly	Devine, Jessie
Vanguard	Administrator	Hudson, Holly	Devine, Jessie
SITEMAN	Sys Admin	Hilary, ATR	Dunnagan, Dav
Vanguard	Administrator	Hilary, ATR	Dunnagan, Dav
WorkFlow M.O.C.	Administrator	Sallouti, MaiaSerena	Joshi, Amol
SITEMAN	Sys Admin	Sallouti, MaiaSerena	Joshi, Amol
Vanguard	Administrator	Sallouti, MaiaSerena	Joshi, Amol
WorkFlow M.O.C.	Administrator	Weideman, Staci	Joshi, Amol
SITEMAN	Sys Admin	Weideman, Staci	Joshi, Amol
Vanguard	Administrator	Weideman, Staci	Joshi, Amol
SITEMAN	Supervisor	Dunnagan, David	Sallouti, MaiaS
Vanguard	No Access	Dunnagan, David	Sallouti, MaiaS
WorkFlow M.O.C.	Administrator	Zhebrak, Mikhail	Database Adm
SITEMAN	Sys Admin	Zhebrak, Mikhail	Database Adm
Vanguard	Administrator	Zhebrak, Mikhail	Database Adm

## PDF

**Application Access**

App Name	Access Level	Modified Employee	Modified By	Modified On
WorkFlow M.O.C.	Administrator	Hudson, Holly	Devine, Jessie	Wednesday, May 13, 2015
SITEMAN	Sys Admin	Hudson, Holly	Devine, Jessie	Wednesday, May 13, 2015
Vanguard	Administrator	Hudson, Holly	Devine, Jessie	Wednesday, May 13, 2015
SITEMAN	Sys Admin	Hilary, ATR	Dunnagan, Dav	Wednesday, May 13, 2015
Vanguard	Administrator	Hilary, ATR	Dunnagan, Dav	Wednesday, May 13, 2015
WorkFlow M.O.C.	Administrator	Sallouti, MaiaSerena	Joshi, Amol	Monday, May 04, 2016
SITEMAN	Sys Admin	Sallouti, MaiaSerena	Joshi, Amol	Monday, May 04, 2016
Vanguard	Administrator	Sallouti, MaiaSerena	Joshi, Amol	Monday, May 04, 2016
WorkFlow M.O.C.	Administrator	Weideman, Staci	Joshi, Amol	Wednesday, November 02, 2016
SITEMAN	Sys Admin	Weideman, Staci	Joshi, Amol	Wednesday, November 02, 2016
Vanguard	Administrator	Weideman, Staci	Joshi, Amol	Wednesday, November 02, 2016
SITEMAN	Supervisor	Dunnagan, David	Sallouti, MaiaS	Wednesday, November 02, 2016
Vanguard	No Access	Dunnagan, David	Sallouti, MaiaS	Wednesday, November 02, 2016
WorkFlow M.O.C.	Administrator	Zhebrak, Mikhail	Database Adm	Wednesday, November 02, 2016
SITEMAN	Sys Admin	Zhebrak, Mikhail	Database Adm	Wednesday, November 02, 2016
Vanguard	Administrator	Zhebrak, Mikhail	Database Adm	Wednesday, November 02, 2016

Application Access 6/29/2017 12:09:20 PM Page 1 of 1

## XML

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      <field name="Employee">Joshi, Amol</field>
    </record>
  </data>
</report>
```



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