# Using the Reports Page

The *Reports* page includes three tabs—**Participation**, **Service Support**, and **Sample**—to help you select and generate samples reports, and to help you manage report distribution.

After report criteria is specified and the **RUN REPORT** button is clicked, the software provides notifications that the report request has been sent along with when the report completes.

Participation Tab Features and Functions

The **Participation** tab currently provides access to the Participation report via a thumbnail image as shown in the example below.
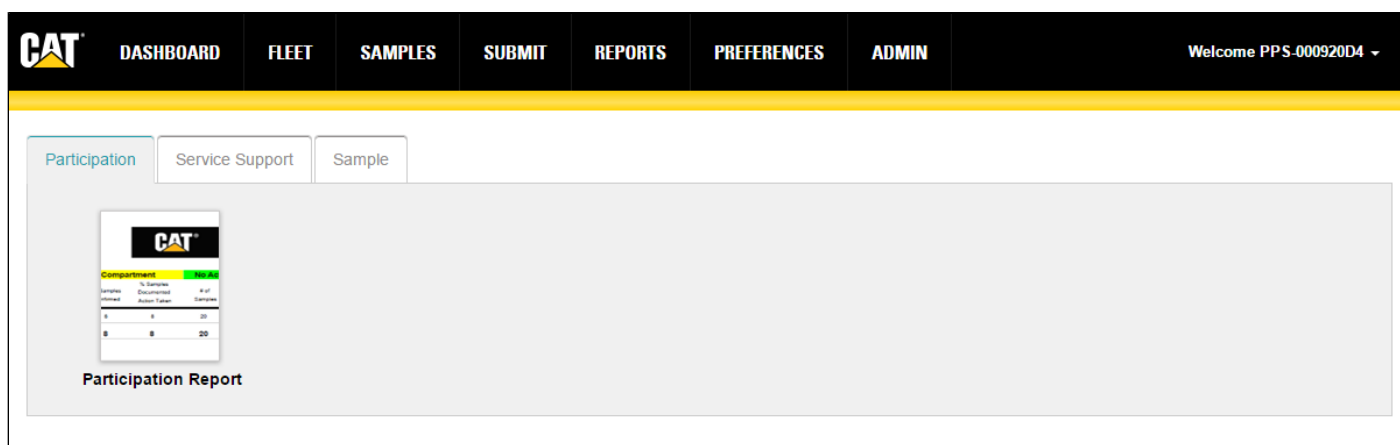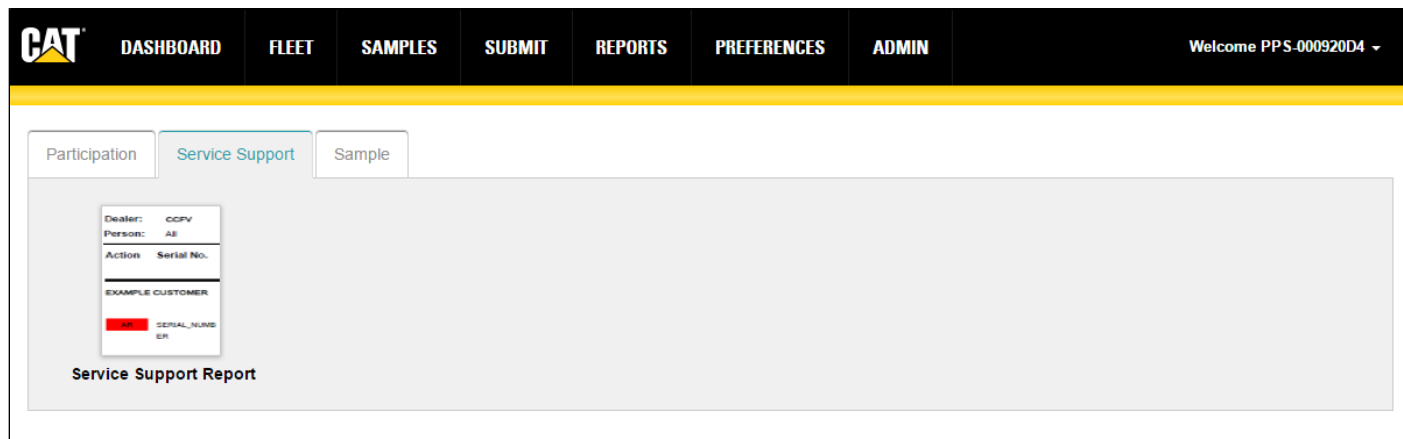

Clicking on the report thumbnail image opens a dialog box like the one shown below. Use the *Participation Report* dialog's fields to define the parameters for your report, including the email where the report will be sent when it has completed.
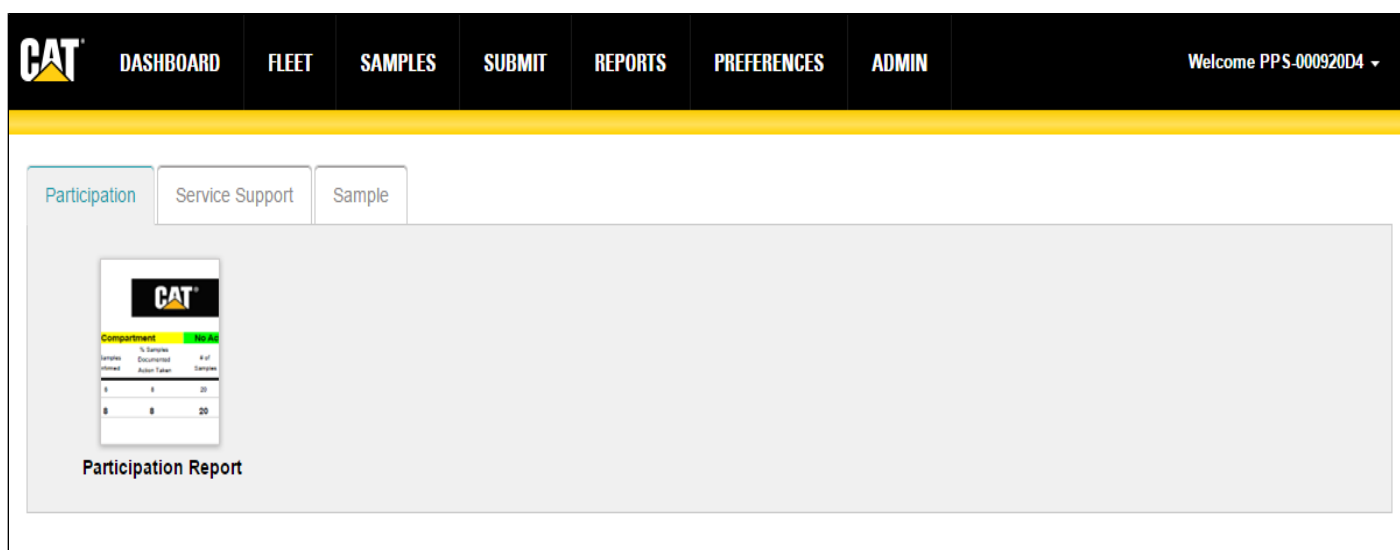
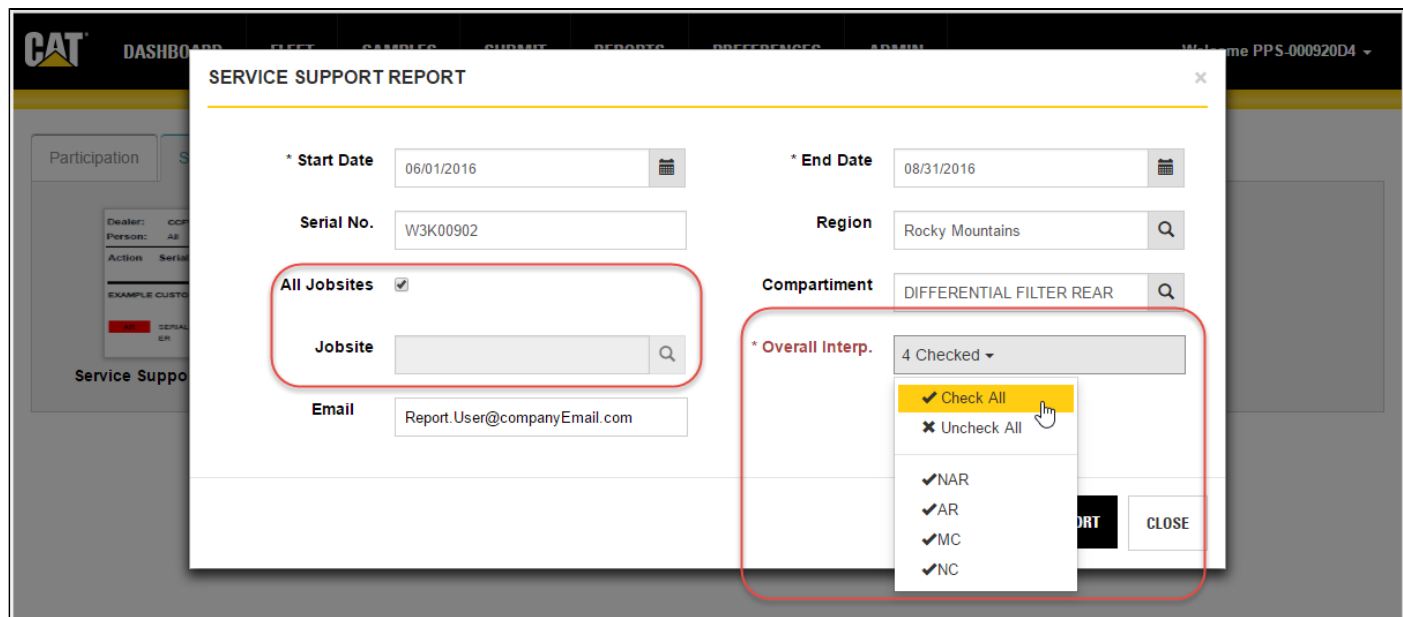## Service Support Tab Features and Functions

The **Service Support** tab helps you create and schedule report options for the Service Support report.

Click on the Service Support report thumbnail to open a dialog box like the one shown below. Use the *Service Support Report* dialog's fields to define the parameters for your report, including the email where the report will be sent when it has completed.

Note that checking the **All Jobsites** box renders the **Jobsites** field inactive.

If you try to generate a report without providing information for a required field, the report will not generate and the dialog box will appear with the field needing information displayed in red as shown in this example.


Sample Tab Features and Functions

The **Sample** tab helps you create and schedule report options for the Sample Turnaround and the Sample Ship Summary reports.
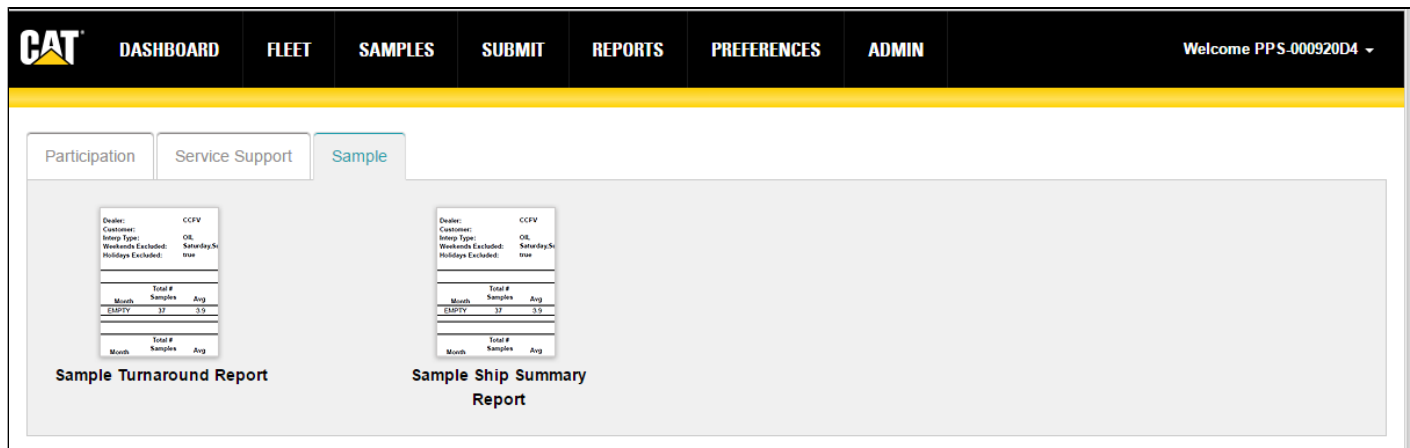
Click on the Sample Turnaround Support report thumbnail to open a dialog box like the one shown below. Use the *Sample Turnaround Report* dialog's fields to define the parameters for your report, including the email where the report will be sent when it has completed.
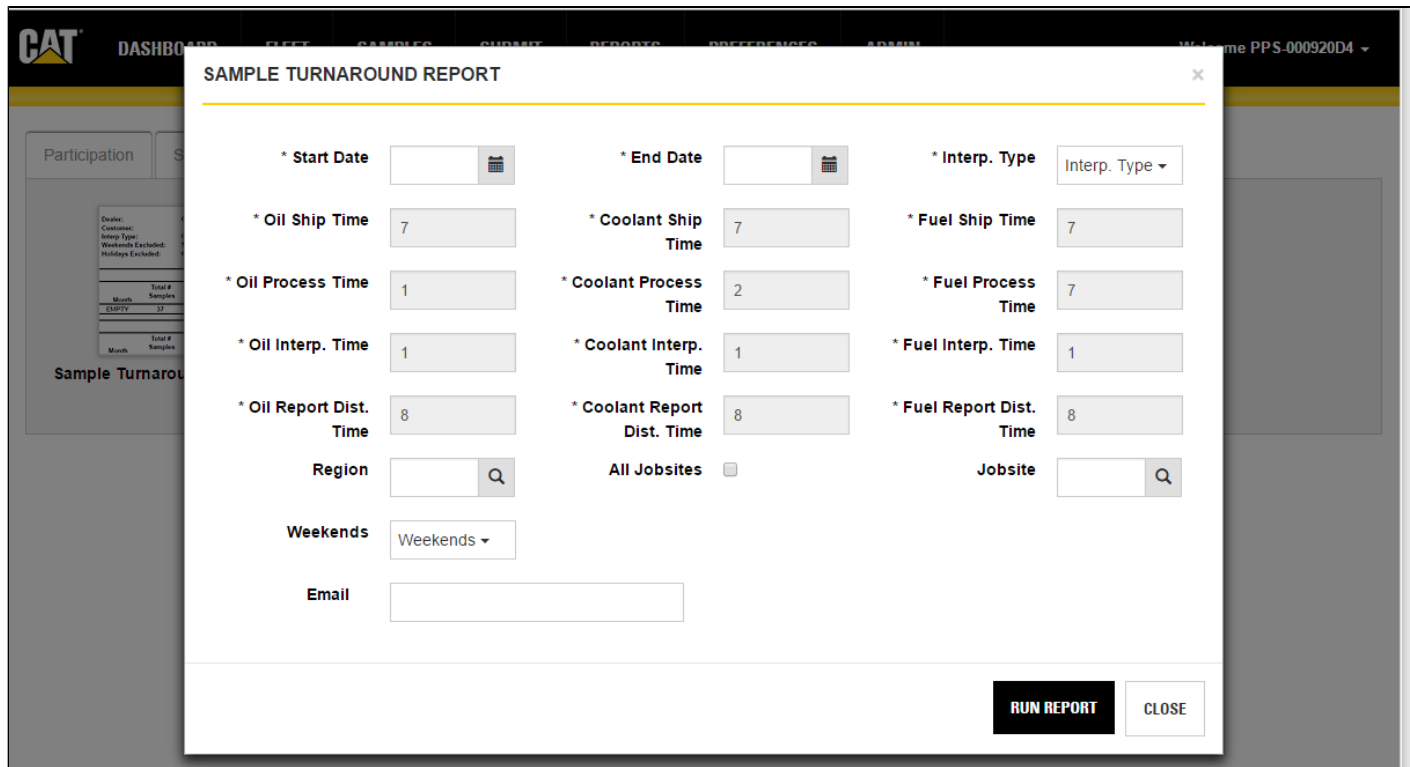
Click on the Sample Ship Summary report thumbnail to open a dialog box like the one shown below. Use the *Sample Ship Summary Report* dialog's fields to define the parameters for your report, including the email where the report will be sent when it has completed.

SAMPLE SHIP SUMMARY REPORT

* Start Date

* End Date

Region

Jobsite

All Jobsites ☐

Format

PDF ▼

Email

RUN REPORT   CLOSE