Form 5 Print Report:

This is an Excel report of all Form 5's printed for a specific date range. The report includes Employee, Effective Date, Action as well as Form 5 comments.

Important Notes:

- **Report sort order:** The sort order is by HR Category (Classified and then Certificated if 'All' is chosen), Employee Name, Effective Date of action.
- The Report Output is automatically set for Excel and to save to the Database (DB).

Report Instructions:

Form 5 Print Report - Excel

1. Under *Module* drop down at the top of the page, select **Reports**.
2. Choose Report Category: **Employee Reports.**
3. Click Filter .
4. Select **radio** button for the *Form 5 Print Report.*
5. Click **Run Report** button.
6. Enter a **Process Case Label**.
7. The **Location ID** will default to the assigned location. Click on the flashlight to select a different Location ID.
8. Choose **HR Category.** The default is All employees.
9. Input **Form 5 Print From Date.**
10. Input **Form 5 Print To Date.**
11. Click Submit Parameters .
12. Your report will be listed in the *Report Cases* tab. Select the radio button next to the *Report Label* (name you gave your report).
13. Click **Download File** link. Your report will open in a separate window.