



Generating a Test Result Status Report (For School and Office Administration)

August 2021

Generating a Test Result Status Report

1. On the **Home** screen, select **“Reports”** from the **Module** drop-down box. A

The screenshot shows the eHR Home interface. At the top, the 'Module' dropdown menu is set to 'Home' and is circled in orange with the letter 'A'. Below the navigation bar, there are three main sections: 'System Messages' with a red alert for COVID-19 reporting, 'My Worklist' showing 23 pending cases, and 'Shortcuts' with buttons for 'Apply for Jobs', 'Apply for Programs', and 'COVID-19: Vaccination Status / Test Results Reporting'.

2. From the **Report Category** drop-down box, select the **“Employee Reports”** option and click on the **“Filter”** button. B

From the list, select **“Current Test Results Status Report (Salaried Only)”** and click on the **“Run Report”** button. C

The screenshot shows the 'Reports' page. The 'Report Category' dropdown is set to 'Employee Reports' and the 'Filter' button is circled in orange with the letter 'B'. Below the filter, there is a table of reports. The 'Current Test Results Status Report (Salaried Only)' is selected and circled in orange with the letter 'C'. A 'Run Report' button is also circled in orange with the letter 'C'.

Select	Details	Report Category	Description
<input type="radio"/>	Show	Employee Reports	89 Day Hires
<input type="radio"/>	Show	Employee Reports	Active Teachers Report
<input type="radio"/>	Show	Employee Reports	Annual Personnel Files
<input type="radio"/>	Show	Employee Reports	Average Salary for Employee Groups Report
<input type="radio"/>	Show	Employee Reports	BLS Report
<input type="radio"/>	Show	Employee Reports	Benefits Half Sheet
<input type="radio"/>	Show	Employee Reports	Cert Emp Count by Employee Type
<input type="radio"/>	Show	Employee Reports	Cert Sal Freq by Empl Type & Status
<input type="radio"/>	Show	Employee Reports	Classified Probationary Employees
<input type="radio"/>	Show	Employee Reports	Classroom Teacher and Secondary Counselor FTECount
<input type="radio"/>	Show	Employee Reports	Current Altres-Ceridian PCS Employees
<input checked="" type="radio"/>	Show	Employee Reports	Current Test Results Status Report (Salaried Only)
<input type="radio"/>	Show	Employee Reports	Current Vaccination Status Report (Salaried Only)
<input type="radio"/>	Show	Employee Reports	DOE Demographics Report
<input type="radio"/>	Show	Employee Reports	ELT Employee Comp Report for Budget

3. The following parameters are needed to generate the report:

- **Process Case Label** Enter a title for the report.
- **Location ID** This field should default to the location that you have access rights to. If it's blank, enter the ID number of the location you want the report to be generated for.

Tip: Click on the flashlight icon to search (by Location ID or Description) for the location(s) that you have access to.

Note: Currently this report only contains the statuses of salaried employees. A report that includes casual employees is being developed.

When you are ready, click on the “**Submit Parameters**” button. D

Return to Edit Reports >

Process Case Cancel Submit Parameters

Current Test Results Status Report (Salaried Only)

* Process Case Label:

Parameters

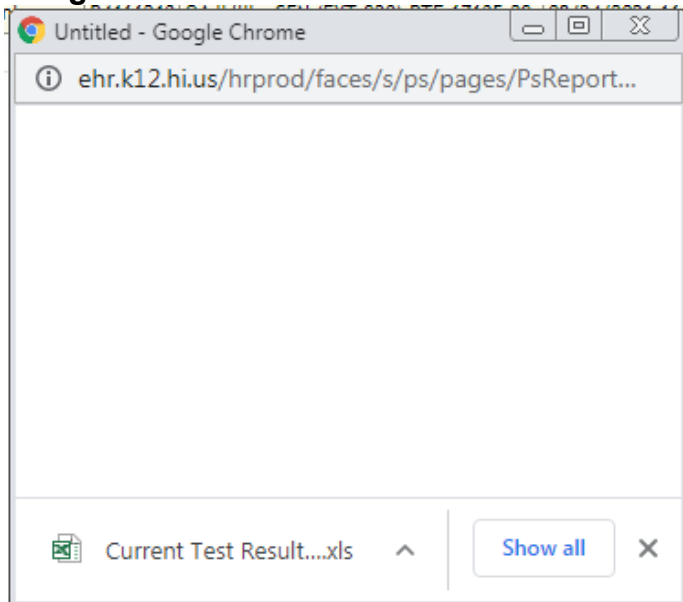
Prompt Text	Parameter Value
Location ID	<input type="text" value="203"/> Aliamanu Elem
Employee Type	Salaried Employee ▾
Report Output Type	XLS (XLS - Microsoft Excel Format)
Report Destination	STR (Stream Output to Screen)

D
Cancel Submit Parameters

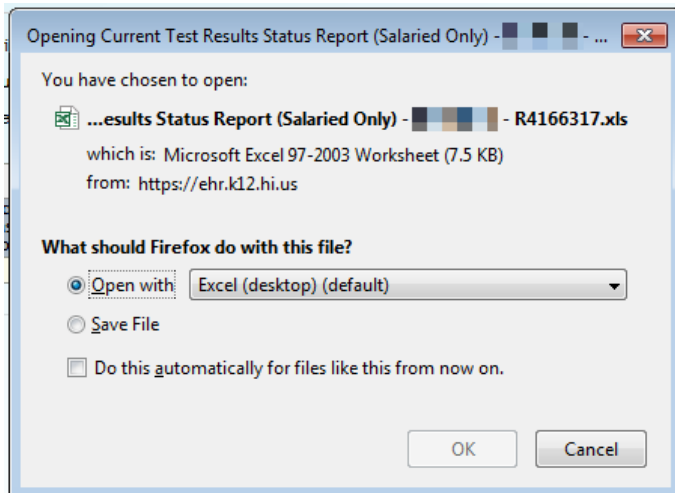
4. The report will be generated as a Microsoft Excel file in a new window or pop-up.

Depending on which internet browser you are using, you may see windows similar to the ones below:

Google Chrome:



Firefox:



Note: You may have to adjust your internet browser's settings to allow pop-ups.

5. Follow the on-screen prompts to open the file.
6. Click on the **"Run Reports"** tab to return to the **Reports** screen.