

### **P.A.R.I.S. Custom Reporting Module**

1. Log into PARIS
2. Select PARIS "Reports" on the top menu bar
3. Select "Reports"
4. Select "Reporting"
5. Select "Custom Reports"
6. Select "Create New Report"
7. Select "Next"
8. Select "Report Type" (Note: Field selection can differ depending whether the requisition has been approved, awarded, or received)
9. Select the desired fields to be displayed in the report by dragging them into "Report to Contain" Area
10. Select "Next" when all fields have been selected.
11. Select the order of the fields to be displayed in the report dragging them into "Report will be sorted" Area. (Note the previously selected fields can be viewed by dragging the Sort window out of the way).
12. Select "Next" when all fields have been selected to be sorted.
13. Choose the fields to be used as filters for the report by using the down arrows in the columns to the right of the "Find" text. For example to filter for all reports in PARIS that were created after 12/10/2003, Select "Date Created" "Is Greater Than" "12/10/2003" (If no filters are selected, PARIS will return all requisitions containing the selected fields. Double-clicking the hourglass icon in the filter data field will help to ensure the correct format is used for the filter.)
14. Use the "And" "Or" circles to select additional filters if needed.
15. Select "Next" to run the report.
16. Right Mouse click to save the report. (Save Report" allows you to save the report in your personal PARIS account. "Save as" allows you to select a remote file location. Reports can be saved in a variety of file formats including Text, Excel, Dbase and SQL.)
  - You can Run or modify a saved report anytime you use the custom report module by selecting "Open Saved Report."
  - You can print the report directly from PARIS. (Use the mouse to adjust the column to avoid printing blank pages or pages with only a single column)
  - Contact Tom Barsz (AES QAR) @ 2-9177 for additional assistance.