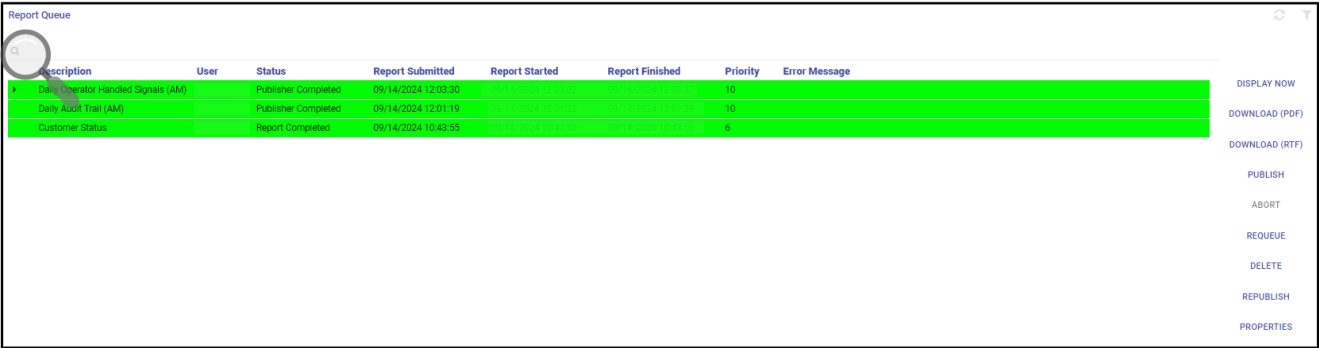


Filtering the Report Queue

A full Report Queue may be filtered by using the search feature found above the items in the report queue.

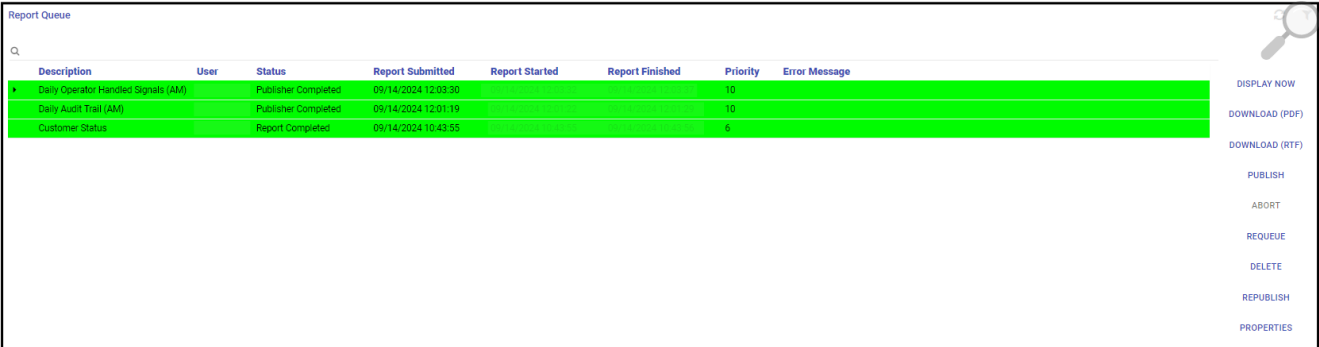


The screenshot shows a 'Report Queue' window with a search icon (magnifying glass) highlighted in the top-left corner. The table below lists report items with columns for Description, User, Status, Report Submitted, Report Started, Report Finished, Priority, and Error Message. On the right side, there are several action buttons: DISPLAY NOW, DOWNLOAD (PDF), DOWNLOAD (RTF), PUBLISH, ABORT, REQUEUE, DELETE, REPUBLISH, and PROPERTIES.

Description	User	Status	Report Submitted	Report Started	Report Finished	Priority	Error Message
Daily Operator Handled Signals (AM)		Publisher Completed	05/14/2024 12:03:30			10	
Daily Audit Trail (AM)		Publisher Completed	05/14/2024 12:01:19			10	
Customer Status		Report Completed	05/14/2024 10:43:55			6	

The search feature is **context sensitive** and filters based on the letters typed into the search field.

Alternatively, the **filter icon** on the upper right-hand corner of the report queue allows specific parameter filtering of the report queue results.



The screenshot shows the same 'Report Queue' window, but with a filter icon (magnifying glass over a document) highlighted in the top-right corner. The table and action buttons are identical to the previous screenshot.

Description	User	Status	Report Submitted	Report Started	Report Finished	Priority	Error Message
Daily Operator Handled Signals (AM)		Publisher Completed	05/14/2024 12:03:30			10	
Daily Audit Trail (AM)		Publisher Completed	05/14/2024 12:01:19			10	
Customer Status		Report Completed	05/14/2024 10:43:55			6	

Report Queue Filter

Report Type	Report Status	Submission Time																																																																								
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RESET
DONE

- **Report Type** - Filters based on the base report.
- **Report Status** - Filters based on the current report status.
- **Source** - Filters based on the creation type of the report.
- **Submission Time** - Filters for a date/time range of the Report Submission.
- **Start Time** - Filters for a date/time range when the report started running.
- **Finish Time** - Filters for the date/time range when the report completed.
- **User** - Filters the report based on the User ID that created the report.
- **Newest At Type** - *Default Enabled* - When selected, the queue sorts the most recent report first.