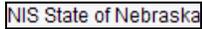
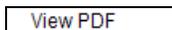
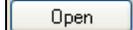
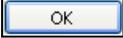


Working with Submitted Reports Lesson

1.	<p>Click the NIS State of Nebraska link.</p> 
2.	<p>Click the View Job Status link.</p> 
3.	<p>The reports you have run will be displayed in the table. The most recent report you ran will be at the top.</p>
4.	<p>The Description will tell you the status of your report. It will state that the report is either WAITING, PROCESSING, or DONE.</p> <p>If the Description is WAITING, or PROCESSING click the Find button to refresh the page until it says DONE.</p>
5.	<p>Click the check box of the first report.</p> 
6.	<p>Click the Row (Ctrl+Alt+R) button.</p> 
7.	<p>Most reports are going to be viewed as PDF or CSV. For more information about CSVs see the Running / Viewing Reports in CSV lesson.</p>
8.	<p>Click the View PDF menu.</p> 
9.	<p>Click the Open button.</p> 
10.	<p>The report then opens as a PDF document. If you wish you can save the document.</p>
11.	<p>Click the Close button.</p> 
12.	<p>You can delete reports you have run. Reports will drop off automatically after 14 days so it is not imperative that you delete your reports.</p> <p>In this lesson we will delete the last record.</p>
13.	<p>Click the last report on the list.</p> 
14.	<p>We do not want to delete the first record so uncheck the box by clicking on it.</p> 

15.	Click the Delete (Ctrl+Alt+D) button. 
16.	Click the OK button. 
17.	The last record has dropped off so there are only four records displayed.
18.	Click the Close (Ctrl+Alt+L) button. 
19.	You have successfully completed the Working with Submitted Reports lesson. End of Procedure.