

Working With Submitted Reports
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NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

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Working With Submitted Reports

Working with Submitted Reports Overview

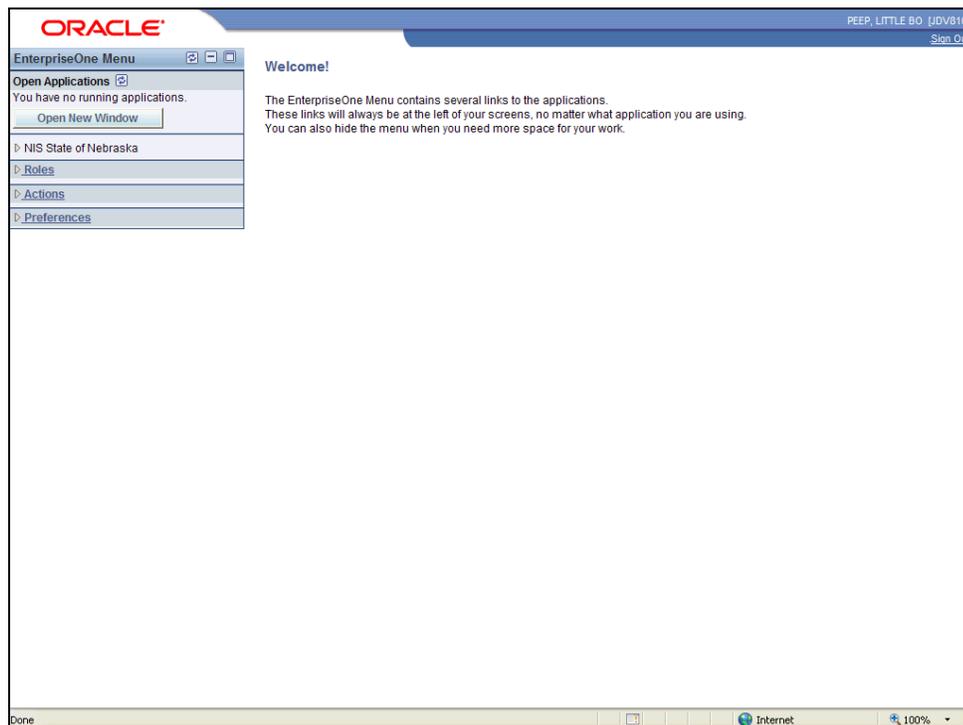
Once a report is submitted for processing, it will appear in the Submitted Job Search window. Use the Submitted Job Search window to review the status of reports, view reports, and print reports.

Working with Submitted Reports Lesson

Procedure

In this lesson you will learn how to:

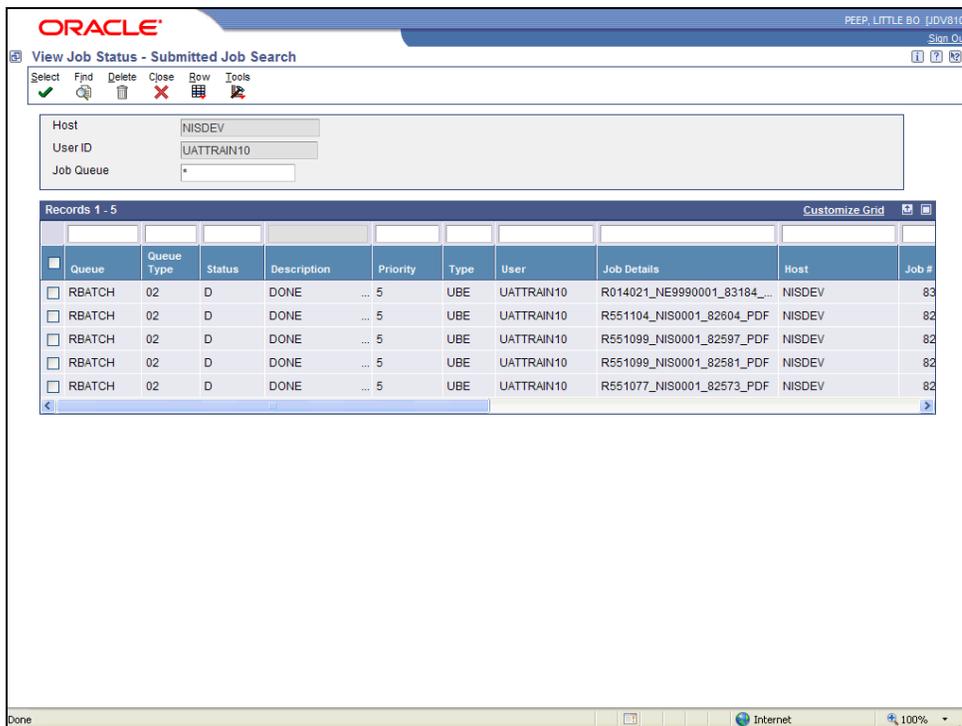
- ~ View your submitted reports via **View Job Status**
- ~ Delete completed reports from **View Job Status**



Training Guide

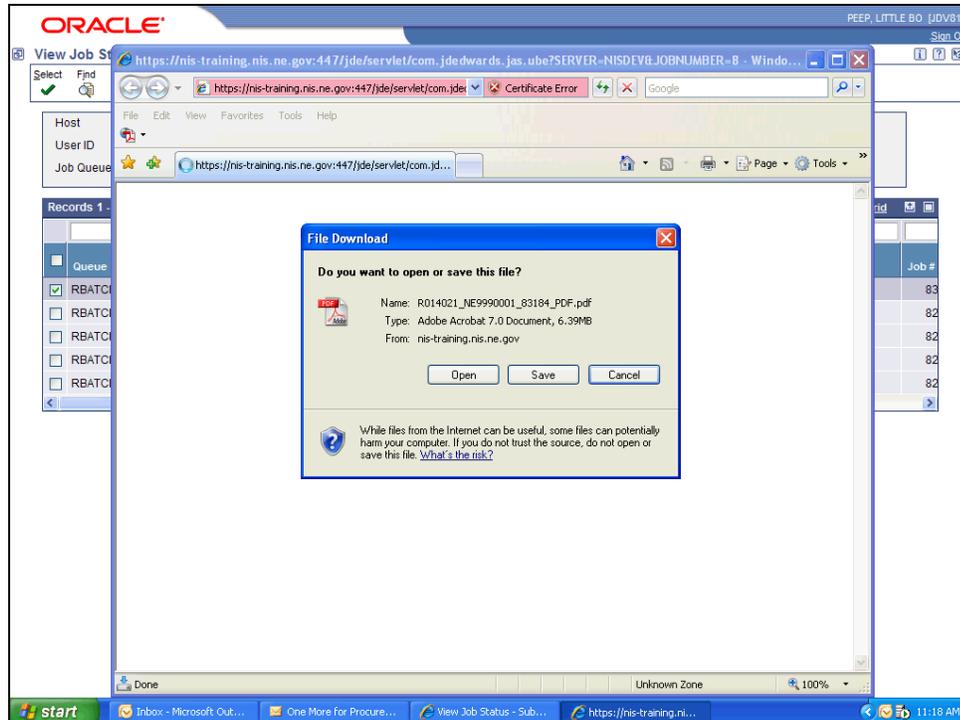
Working With Submitted Reports

Step	Action
1.	Click the NIS State of Nebraska link.
2.	Click the View Job Status link.
3.	The reports you have run will be displayed in the table. The most recent report you ran will be at the top.
4.	The Description will tell you the status of your report. It will state that the report is either WAITING , PROCESSING , or DONE . If the Description is WAITING , or PROCESSING click the Find button to refresh the page until it says DONE .



Step	Action
5.	Click the check box of the first report.
6.	Click the Row (Ctrl+Alt+R) button.

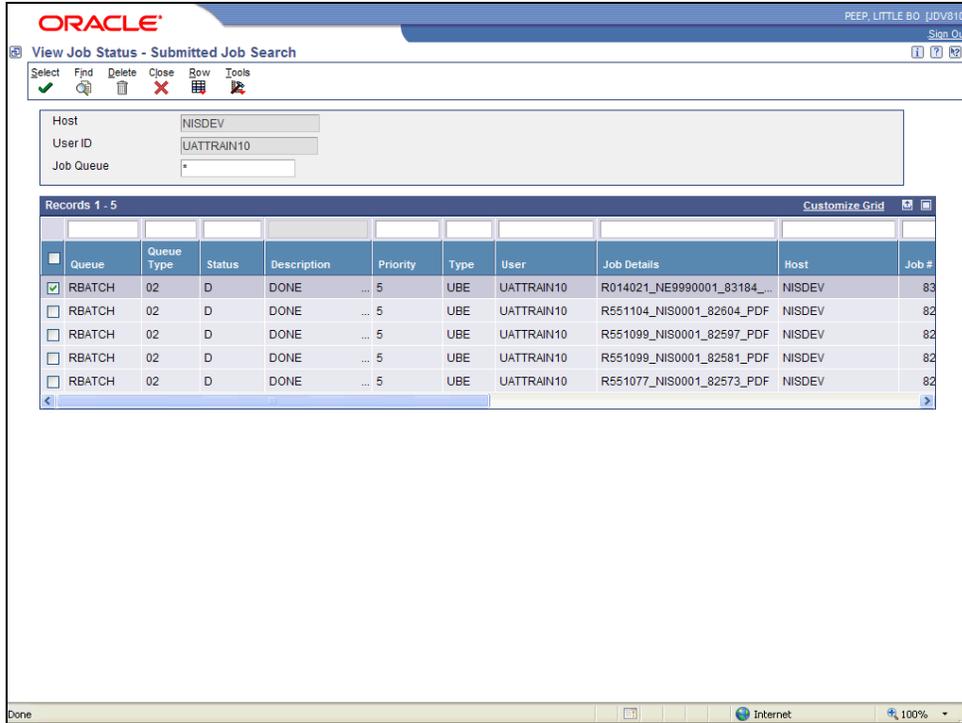
Step	Action
7.	Most reports are going to be viewed as PDF or CSV. For more information about CSVs see the Running / Viewing Reports in CSV lesson.
8.	Click the View PDF menu. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">View PDF</div>



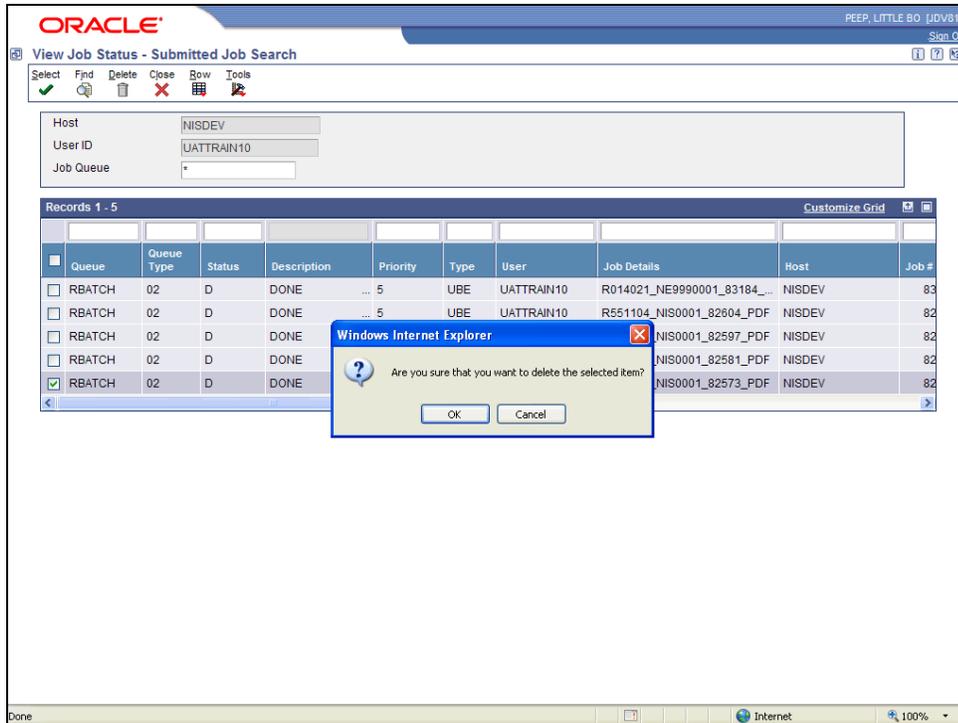
Step	Action
9.	Click the Open button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Open</div>
10.	The report then opens as a PDF document. If you wish you can save the document.
11.	Click the Close button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;"></div>
12.	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. In this lesson we will delete the last record.

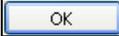
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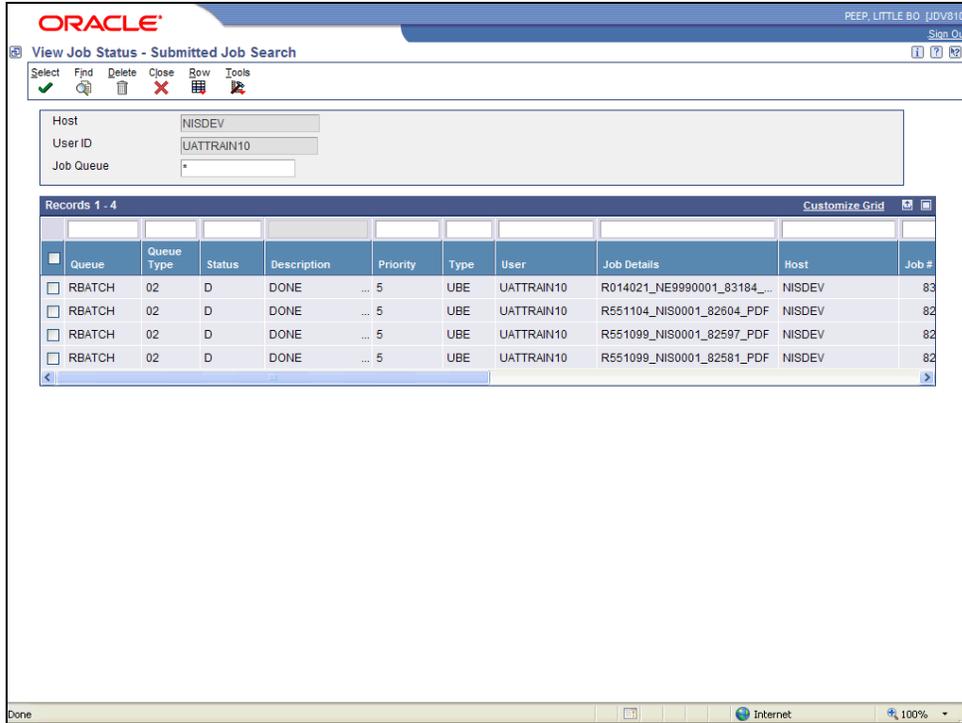
Step	Action
13.	Click the last report on the list.
14.	We do not want to delete the first record so uncheck the box by clicking on it.
15.	Click the Delete (Ctrl+Alt+D) button.



Step	Action
16.	Click the OK button. 
17.	The last record has dropped off so there are only four records displayed.

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Step	Action
18.	Click the Close (Ctrl+Alt+L) button. 
19.	You have successfully completed the Working with Submitted Reports lesson. End of Procedure.