17 CHAPTER: REPORTS

17.000 Overview

IRMS provides a number of reports to support various tasks and activities within the system. Some reports provide only summary information while others provide more detailed information. You will receive a notification via secure e-mail that a report is available. The report will be presented to you as both an Excel and Adobe Acrobat pdf file attachment. To view the report, you open either the Excel or pdf file attachment included in your e-mail.

There are three areas of information identified for each report that vary based on the report:

- Purpose – what the report is used for
- Users – who uses the report
- Frequency – how often the report is generated

Most reports are divided into sections. Some sections of the report may be sorted differently than other sections, some sections may be sorted into groupings, and some sections may not be sorted at all. Sorts can be in either ascending order (A-Z) or descending order (Z-A).

Each report section identifies either the columns or the rows in the report. This varies based on the layout of the report. In most cases, the columns are identified.