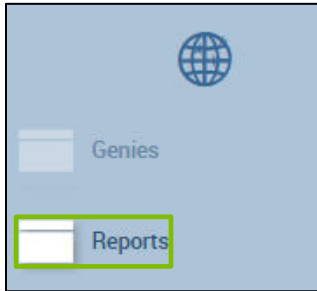
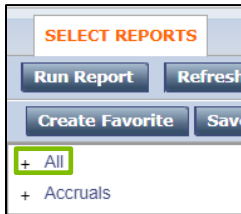


# Running MyTimeStamp Detail Report

1 From the Related Items pane, click **Reports**.



2 Under Select Reports, click **All**.



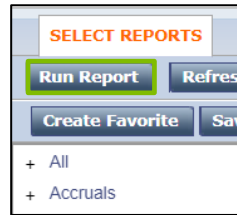
3 Click **UAB MyTimeStamp Detail**.



4 Review the report criteria and make changes if applicable.

A screenshot of the 'UAB MYTIMESTAMP DETAIL' configuration form. It includes fields for 'Description', 'People' (set to 'All Home'), 'Time Period' (set to 'Current Pay Period'), 'ATK\_Show\_Summary' (set to 'No'), and 'Output Format' (set to 'Adobe Acrobat Document(.pdf)').

5 Click **Run Report**.



6 The report status is Waiting. Click **Refresh Status**.

SELECT REPORTS		CHECK REPORT STATUS			
View Report		Refresh Status		Delete	
Name		Search			
Report Name	Format	Status			
UAB MyTimeStamp Detail	pdf	Waiting			

7 Once the status is Complete, select the report and click **View Report**.

SELECT REPORTS		CHECK REPORT STATUS			
View Report		Refresh Status		Delete	
Name		Search			
Report Name	Format	Status			
UAB MyTimeStamp Detail	pdf	Complete			

8 A PDF is downloaded onto your computer. Click on it, and the report is opened in a new browser tab.

