

SAP Business Warehouse/Business Intelligence Reporting

Printing Report Results

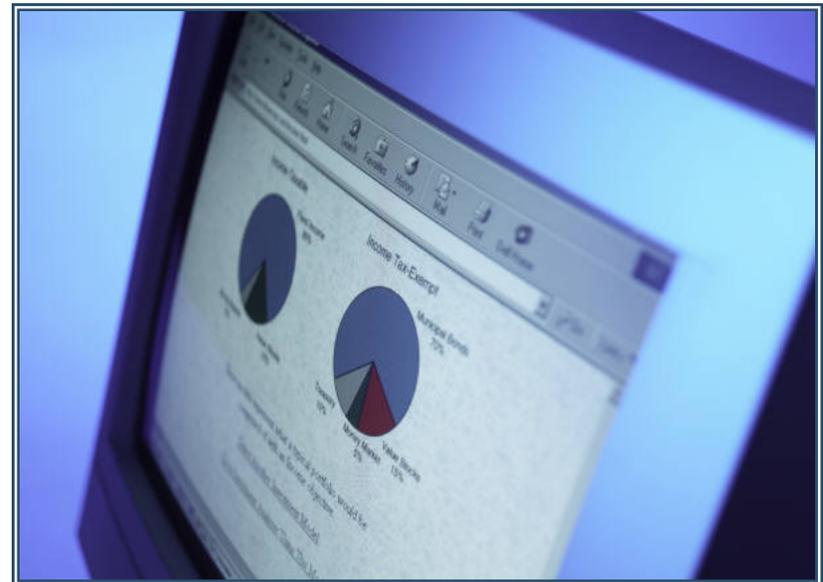
**Washington State HRMS Business
Warehouse/Business Intelligence (BW/BI)
Self-Paced Learning Materials
General Topics - BW/BI End Users/Power Users**

Printing Report Results - Overview

The Printing Report Results section provides an overview for printing report results from the HRMS Portal.

Topics covered in this section include:

- Printing Report Results – HRMS Portal
- Printing Report Results – MS Excel



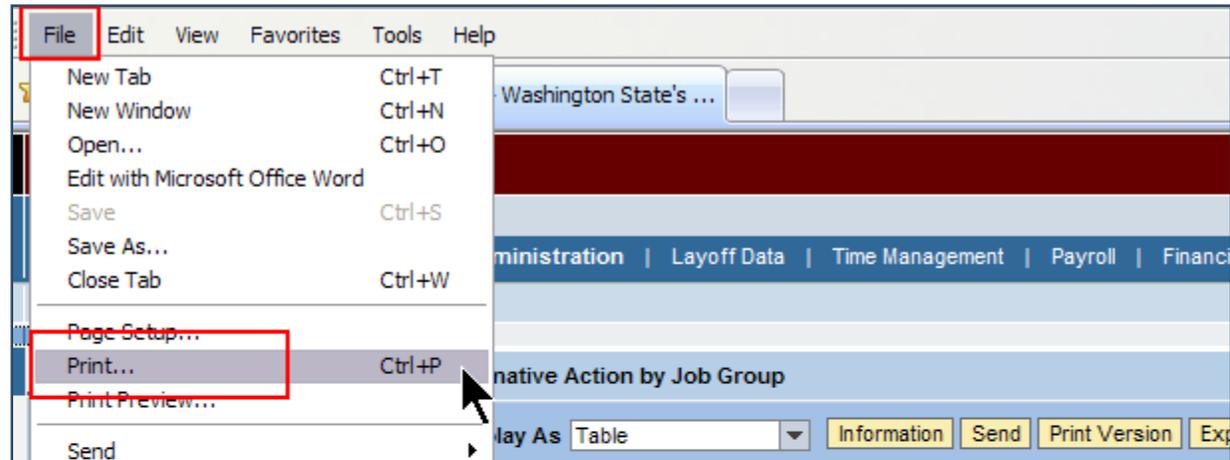
Printing Report Results – HRMS Portal

Printing reports from the HRMS Portal uses the standard web browser printing functionality.

To print report results from the HRMS Portal:

1. From the web browser menu, select File.
2. Select Print.

 It will print as a web page, what you see on the screen is what you will get.



Affirmative Action by Job Group - Washington State's Human Resource Management Systems Page 1 of 1

Welcome Rossanna Ranger [Personalize](#) [Log Off](#)

BI Reports WEBGUI

Organization Management | Personnel Administration | Layoff Data | Time Management | Payroll | Financials | HRM Performance Measurement | Grievance Reporting

Affirmative Action by Job Group [History](#) [Back](#) [Forward](#) [Print](#)

Affirmative Action by Job Group

Display As: [Table](#) [Information](#) [Send](#) [Print Version](#) [Export to Excel](#) [Comments](#)

Columns

Diversity Profile

Revis

Calendar Year/Month

Personnel Area

Job Group

Job

Job Abbrev

Country Grouping

ES Grouping for CAP

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Calendar Year/Month	Personnel Area	Job Group	Job	Job Abbrev
06/2012	1790 Dept of Enterprise Services	# Not assigned	8000018 FRT PLANT MANAGER	00018
		8000019	FRT BUSINESS MANAGER	00021
		8000020	FRT CUSTOMER AND PRODUCTION SERVICES MGR	00029
		8000018	FRT INFORMATION TECHNOLOGY MANAGER	00038
		8000040	FRT FULFILLMENT DATA CENTER MANAGER	00042
		8000030	FRT BINDERY MANAGER	00052
		8000014	OFFICE SUPPORT SUPERVISOR 3	100R
		8000018	REPRODUCTION SUPERVISOR 2	207F
		8000186	IT SYSTEMS APP SPEC 6	479N

Free characteristics

Business area

Organizational Unit

Part Time Indicator

Workforce Indicator

Printing Report Results – MS Excel

An alternative to printing report results using the standard web browser functionality is to export results to MS Excel for printing. This may be useful if the report results from the web browser are too large to fit on the standard web page.

To print report results from MS Excel:

1. Export report results to MS Excel (exporting topics are covered in a separate section).
2. Print the report using standard MS Excel print functionality.

 The report layout may need to be adjusted for printing using standard MS Excel formatting/page setup functionality.

