

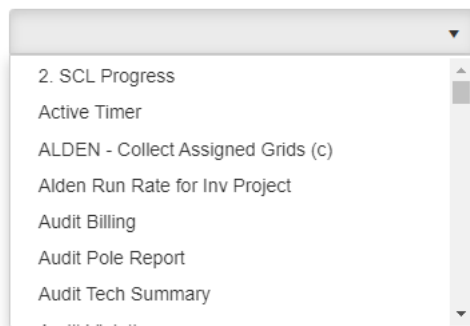
## Run Reports

There are a variety of Reports you can run for the data in Alden ONE.

To run reports:

1. Within Alden ONE, click the **Menu** option.
2. Click **Run Reports**.
3. A new browser tab will load. **Under Choose a Report to Run**, click the drop-down.
4. Scroll as needed and select one of the reports from the picklist.

Choose a Report to Run



**NOTE:** Depending on the report you select, there may be parameters that you can enter. Some of the reports are static, and some of them are interactive.

5. Click in the Parameter fields and add information as needed to limit your report to just the parameters entered. Different reports have different parameter options.

**NOTE:** If you do not see the parameter fields or the **Run Report** or **Run Report & Email** buttons, click the arrow to the left of **Click here to show or hide the report parameters**.

6. Click either the **Run Report** or **Run Report & Email** buttons, depending on how you would like to receive the report.

Choose a Report to Run

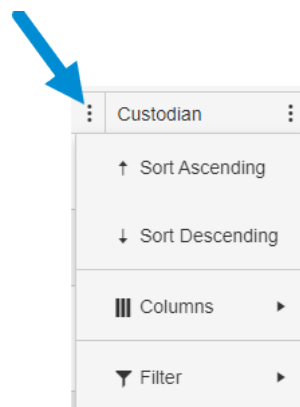
Construction In Progress

▶ Click here to show or hide the report parameters

- a. If you click the **Run Report & Email** button, you'll see a **Confirmation** window indicating your report request has been submitted. Click **OK** to close the window. A .CSV file will be sent with the report results to the email address noted in the **LOGGED IN USER** field.
- b. If you click the **Run Report** button, the report will open in the browser.

**NOTE:** If the report fails to load in the browser, it may be due to the size of the report. In this situation, you should use the **Run Report & Email** option.

- 1. Once the report loads in the browser, you can click the three-dot menu on each column header to further refine the report.



- i. Click **Sort Ascending** to sort the data in the report by the information in that column, in Ascending order.
- ii. Click **Sort Descending** to sort the data in the report by the information in that column, in Descending order.

- iii. Hover over **Columns** and check or uncheck columns that you want or don't want to appear in the report.
  - iv. For columns with data in them, hover over **Filter** and check or uncheck the data that you want to appear in the report. Then, click the **Filter** button.  
**NOTE:** Like Grid View in Alden ONE, you can hover over the column header borders, click, and drag to resize columns.
2. Once you have the report the way you want it, click the **Export to Excel** button. The report will be downloaded to your desktop where you can open it in Excel, click on **Enable Editing** within Excel and further refine it.
- c. If there are No records found when you run the report, you'll see a **No Records Found** window, click **OK** and adjust parameters as needed before re-clicking **Run Report** or **Run Report & Email**.

