

Records – Custom Birth Date – Report

Summary:

Report the birth year



Problem / Goal:

Include the birth year on the Birth Date Report

Solution:

1. From within Gradience Records, click on **Reports > Date Reporting > Birthdate**.
2. Select the employees whom you wish to appear on the report.
3. On the right under Filter Settings, enter a From Date of January 1st for the "current year and a Through Date of December 31st of the "current year". Enter the dates in **mm/dd/yyyy** format.

EXAMPLE: From 01/01/2006 through 12/31/2006

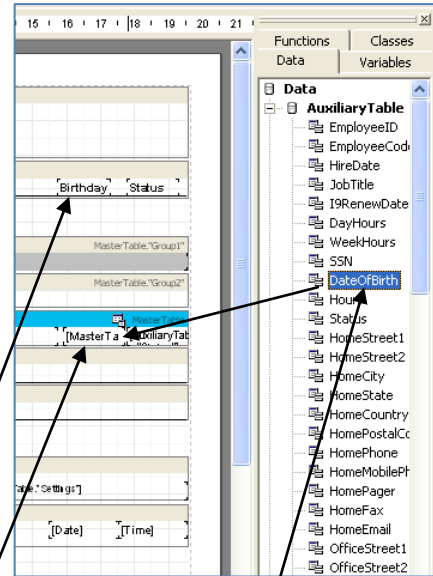
4. Click the **Custom Reports** icon at the top.
5. When the Custom Reports – Birthdate Report screen opens, click **Edit**. The Fast Report – Birthdate Report Template will open.
6. Right-click on **[Birthday]** shown on the right and click on **Edit**. A pop-up window will open.
7. Change **Birthday** to **Birthdate** and then click the green checkmark to save the edit.
8. Further down the report on the right, click on **[MasterTabl]** and press the **Delete** key on your keyboard.
9. On the right, scroll to the **Auxiliary Table**. Click and drag **Date of Birth** into the spot where **[MasterTabl]** had been but place it slightly farther to the left because it will take up more space on the final report.
10. Click on the Preview icon  to view the report.
11. Click the Adobe logo  to save it as a PDF.
12. After saving, close the report and close out of the Custom Reports screen.

Knowledgebase ID:

Published: 30-Dec-09
Updated: 14-Jun-11
Product: Gradience Records Professional/Enterprise

Product Version(s): 10, 11

Categories:



Sample Company
Birthdate Report

Hire Date	Title	Birthdate	Status
03/21/1997	Programmer	03/19/1969	Active
05/01/1990	Secretary	04/25/1971	Active
05/08/1995	Legal Counsel	06/10/1974	Active

Confirm

Save changes to Birthdate Report Template?

Yes No Cancel

Gradience Professional...

New name Birthdate Report0001

OK

13. Click **Yes** on the 1st popup and click **OK** on the second popup.

14. You'll now see how in addition to the original Custom Report template, which has **not** been altered a copy of your newly altered report is also now available as a template. This will allow you retain a template customized to your specific requirements that you may select when running the report again in the future for a different employee or group of employees.

Custom Reports - Birthd

File Edit Window Help

New Edit Save Save As

ReportName

Birthdate Report0001

Birthdate Report Template

Document URL:

Document for: ☐ Internal ☒ Public

