

Run a Report that has a Separate Page for Each Employee

Summary:

Run a report on multiple employees that has a separate page for each employee.

Problem / Goal:

Run a report on multiple employees that has a separate page for each employee.

Solution:

1. From within Gradience, click on **Reports** and select a Report.
2. Select the group of employees about whom the report applies.
3. Click the **Custom Reports** icon at the top right.

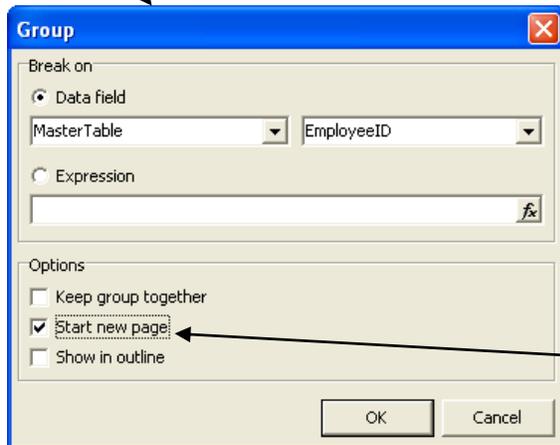
Knowledgebase ID:	
Published:	30-Dec-09
Updated:	29-Apr-11
Product:	Gradience Professional/Enterprise
Product Version(s):	10, 11
Categories:	



4. When the Custom Report – (your report name) screen opens, click **Edit**.
The Fast Report (report template) will open.



5. On the report, right-click on **GroupHeader: EmployeeGroupHeader** and left-click on **Edit**. The **Group** pop-up window will open.



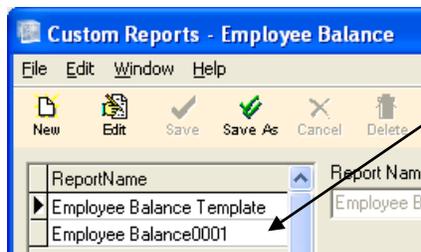
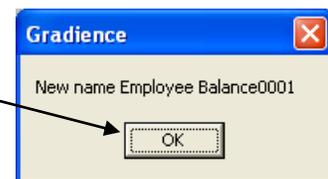
6. Select **Start new Page** and click **OK**.



7. Click the **Save Report** icon.

8. A small pop-up will open indicating the name of this report. Click **OK**.

Note: The saved Custom Report will remain available for future access.



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