Run a Report that has a Separate Page for Each	Employee	Knowledgebase ID:	
Summary: Run a report on multiple employees that has a separate page for	r each employee.	Published: Updated: Product:	30-Dec-09 29-Apr-11 Gradience Professional/Enterprise
Problem / Goal: Run a report on multiple employees that has a separate page for	r each employee.	Product Version(s):	10, 11
Solution: 1. From within Gradience, click on <b>Reports</b> and select a Repo	ort.	Categories:	
2. Select the group of employees about whom the report appli	es.	lance Report	
3. Click the <b>Custom Reports</b> icon at the top right.	Preview Print	Help Custom	🗐 Custom Reports - Employ
4. When the Custom Report – (your report name) screen opens, click Edit.			
The Fast Report (report template) will open.			New Edit Save Save As
5. On the report, <u>right-click</u> on <b>GroupHeader: EmployeeGr</b> open. Group Break on Data field MasterTable  EmployeeID Expression Keep group together Show in outline OK Cancel	oupHeader and <u>left-clic</u> GroupHeade [Master] GroupHeade [Master] (Master] GroupFod	k on Edit. The Gr r: Group Header Fable. "Broup2"] r: End Header Edit Stretch Allow Split Keep Child Toge ge and click OK.	ether
8. A small pop-up will open indicating the name of this report. Note: The saved Custom Report will remain available for future a          Image: Custom Reports - Employee Balance         Image: Custom Report Value         Image	Click OK	Gradienc New name	e X Employee Balance0001
Document UKL: Document for:  Internal Public			