

## Details Link

Due to the upgrade, there is no longer a "View" link in Report Manager. To get your report, you need to click on "Details".

## Steps

- Click Refresh until Status changes to "Posted."
- Click Details link to get to Report Detail.

PeopleSoft

List Explorer Administration Archives

View Reports For

User ID: 11439 Type: [ ] Last: 1 Days Refresh

Status: [ ] Folder: [ ] Instance: [ ] to: [ ]

Report List Customize Find View All First 1-3 of 3 Last

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	59643	82591	<a href="#">R6647-83440-00105-N</a>	11/04/2005 2:43:41PM	Microsoft Excel Files (*.xls)	Posted	<a href="#">Details</a>

- At Report Detail, click on report link (for example R6647.xls).

Report Detail

Report

Report ID: 59643 Process Instance: 82591 Message Log

Name: RPTBOOK Process Type: nVision-ReportBook

Run Status: Success

R6647-83440-00105-N

Distribution Details

Distribution Node: F8FRETSTNT Expiration Date: 11/06/2005

File List

Name	File Size (bytes)	Datetime Created
<a href="#">R6647.xls</a>	22,528	11/04/2005 2:43:42.000000PM PST

Distribute To

Distribution ID Type	Distribution ID
User	11439

- After clicking on the report you will get a File Download message. The steps are the same thereafter.

File Download

Do you want to open or save this file?

Name: R6646.xls  
Type: Microsoft Excel Worksheet, 22.0 KB  
From: cmsdev-fs.csufresno.edu

Open Save Cancel

Always ask before opening this type of file

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)