SQL Server Reporting Services (SSRS) functionality has been added to eRAM. Currently, users will have access to both Custom Search Reports and SSRS Reports. As more SSRS Reports are released over time, they will replace the existing Custom Search Reports.

**Run an SSRS Report**

1. Click the Reports tab.
2. Select the report category.
3. Select SSRS report.

**The SSRS Report Window Opens**

4. Set filters.
5. Click View Report.
6. Sort the results.
7. Export or print.

**SSRS Reporting Quick Reference**

Click the Reports tab to view all reporting.

Report categories are listed along the top. Click a category to view all available report options.

All available Custom Search Reports for the selected category are listed on top.

All available SSRS Reports for the selected category are listed on the bottom. Report details are provided in the.

*Reports tab > Animal Use Reports*
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3. Select SSRS report.

The SSRS Report Window Opens
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6. Sort the results.
7. Export or print.

After clicking the report you wish to run, the SSRS Report Window opens displaying filter options. Filter options vary for each report type.

- Manually enter text into blank fields as desired.
- The system automatically searches for partial entries. You do not need to use a wildcard (%).
- If you wish to leave a field blank, it must be left completely blank. Even an inadvertent space (spacebar) will cause errors.

You may choose to set a value for as many or as few of the filter options as desired.

Click to hide/show filter options.

Click the arrow for each “Select” field to display a list of options to filter by.

- Click to view the report once all filter options have been selected. The report displays below the filters.
- You must click View Report again if you change any filter options.
- You may need to scroll to the right in your browser window to see this button after running a report.

SSRS Reporting Quick Reference
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