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.

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

### SSRS Reporting Quick Reference

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2. **The SSRS Report Window Opens**
   4. Set filters.
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   6. Sort the results.
   7. Export or print.

### Additional Instructions
- 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.

#### Current page and total number of pages in report.

#### Total number of rows in the current report.

#### Date the report was run.

#### Click at the top of each column to sort it alphabetically or numerically.