# ETO Report Changes Updated 4/18/2023



## Agenda



Today we will cover the following:

- Report Outage
- Report Changes
- Questions / Comments / Help

#### **Report Outage**



#### Report outage—

- The vendor is implementing a software upgrade which affects reports.
- Reports will be unavailable beginning Friday, 4/14/2023 @ 5pm (PST) through Monday, 4/17/2023 @ 6am (PST).

## **Report Changes**



#### Report changes—

- Initial prompts
- Report view
- Export button

Please note, there are no changes to the report menu, just when you select a report.

## Report Changes – Initial Prompts & View



#### Initial prompts—

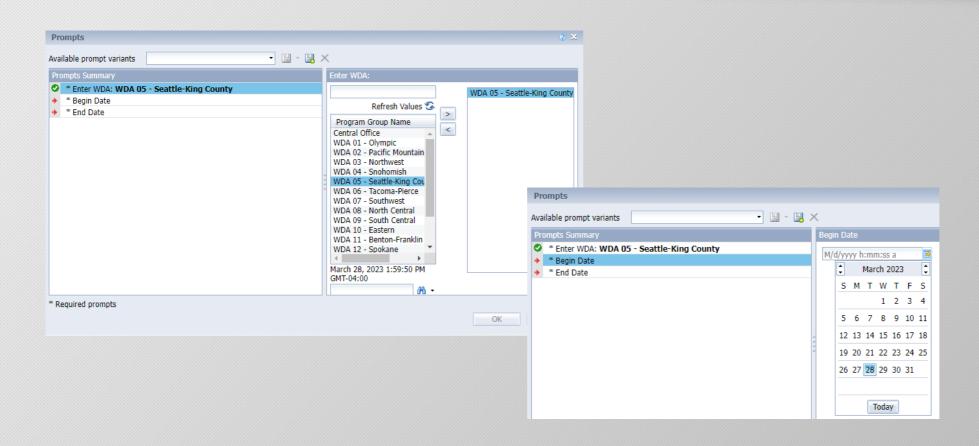
- How you select the initial prompts for the reports.
- Depending on the report you select to run, each report currently has different report prompts.
- Those report prompts are not changing.
- How you select your prompts has changed.

#### Report view—

The report view looks different than what it is today.

## **Initial Prompts—Current**





## **Initial Prompts—Future**

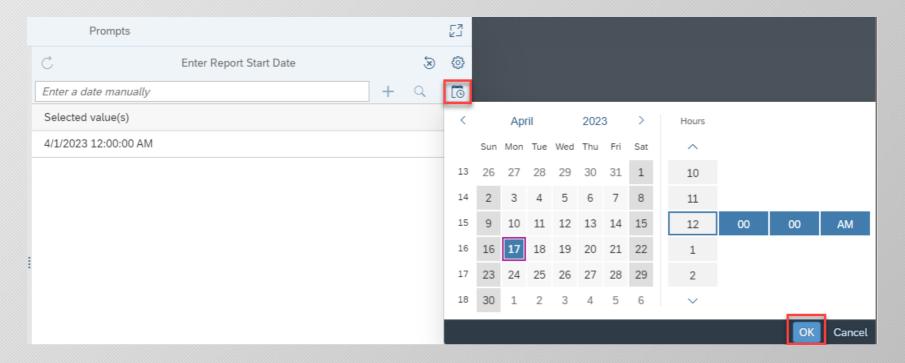


	Prompts		R7 Ly
Search Q	C Enter Report Start Date	×	9 🚭
i Enter Report Start Date Please select at least one value	Enter a date manually +	Q	Ō
	Selected value(s)		
i Enter Report End Date Please select at least one value	No selected value		
i Enter WDA Please select at least one value			
		ок с	Cancel

## **Initial Prompts—Future**



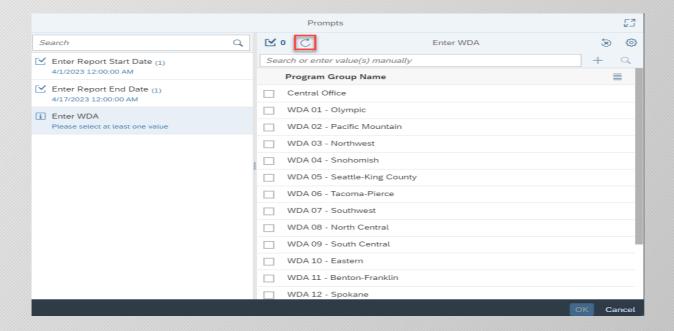
Click the calendar icon, select the date, and click OK.



## Initial Prompts—Future



To select a WDA and/or Office, click the checkbox, and click OK. For multiple WDAs or Offices, click on multiple checkboxes. If the list does not display, click on the refresh icon.



#### **Report View**



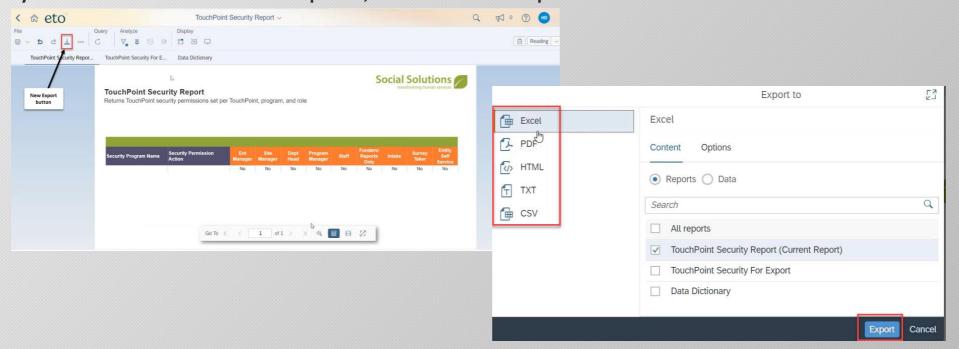
As you can see, the report view looks different after the report displays.



## **Exporting Report**



And the export button looks different as well, along with the export pop-up. If you want all tabs to export, select 'All reports'.



## **Questions / Comments / Help**



#### **Questions / Comments?**

Are there any questions or comments about the changes?

#### Help?

- After implementation of these changes, if you run into any issues and need help, please submit a remedy ticket.
  - Instructions for submitting a remedy ticket are located on the WPC site <u>Workforce</u> Professionals Center How to report issues (wa.gov).