

# RMS

## How To Generate A Report

Step 1 Bring up the record you wish to report on. Click on 'Tools', 'Generate Report'. See below.

The screenshot shows the Oracle Applications - CRMUAT interface. The 'Tools' menu is highlighted, and the 'Generate Report' option is selected. The main window displays the 'Application Details' for a Research Council Grant (R: ELZ RTP1056). The application title is 'Digital Imag and Colour Regen of Deg Hist Tap'. The principal investigator is Christopher Carr, and the school is the School of Materials. The current status is 'SUBMIT'. The interface includes various fields for dates, durations, and financial information, as well as a navigation bar at the bottom with options like 'Funder', 'Investigators', and 'Status History'.

Step 2 The box below pops up. Select 'OK'. Ignore the message about reporting tips

The screenshot shows a 'Report Tool' dialog box. The main text reads: 'Research Application Information is Confidential.' Below this, there are 'Report Tips' listed: '- Default report format is PDF', '- You can choose a different report format via Tools -> Reprint/Republish Menu', and '- You can View and Print the letter again at any time via View -> Requests Menu'. At the bottom of the dialog, there are two buttons: 'OK' and 'Cancel'.

