

Blue Folder Report Instructions

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Workforce Reports

General Workforce Reporting

As Needed Effort Certification Creates an effort certification report that uses a start date and end date for an input parameter.	Blue Folder Report Folder report will show the status and answers for those who are have blue folder audit reviews.	Effort Certification Status Displays effort certification status by department, employee id or fiscal year
Employee Total Picture View employee's current and historical information for personal data, job data/dept budget earnings, additional pay, payroll/leave data and contract pay.	Manage Competency Report Provides a list of all Health Systems employees that are eligible for Manage Competencies.	Transaction History Report of job data transaction history for the previous day

2. Enter your Run Control ID; click “Search”. (Clicking “Search” without an entry will bring up any Run Control IDs you created previously.)
If this is your first time running this process, click “Add a New Value” to create a run control ID. Use an underscore between words and choose a name for your ID. Example: **Blue_folder** or **bf_report**. Click “Add”.

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[New Window](#) |

Blue Folder Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) | [Add a New Value](#)

Maximum number of rows to return (up to 300):

Run Control ID:

Case Sensitive

[Search](#) | [Clear](#) | [Basic Search](#) | [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

3. Define your search parameters.

- Year – A Calendar Year is required. Reports can only be run one year at a time.
- Status - Only audits that have been started have a Status. If you don't select a Status, the report will return all audits with a status of Pending or Complete. If you select "Complete" under the Status option, the report will return all audits which have answers to each of the audit questions saved. If you select "Pending" under the Status option, the report will return all audits which have answers to some, but not all, of the audit questions saved.
- Not Started – Employees who do not have answers to any audit questions saved do not have a Status of any kind; their audits are missing completely. To have them included in the report, check the "Not Started" box.

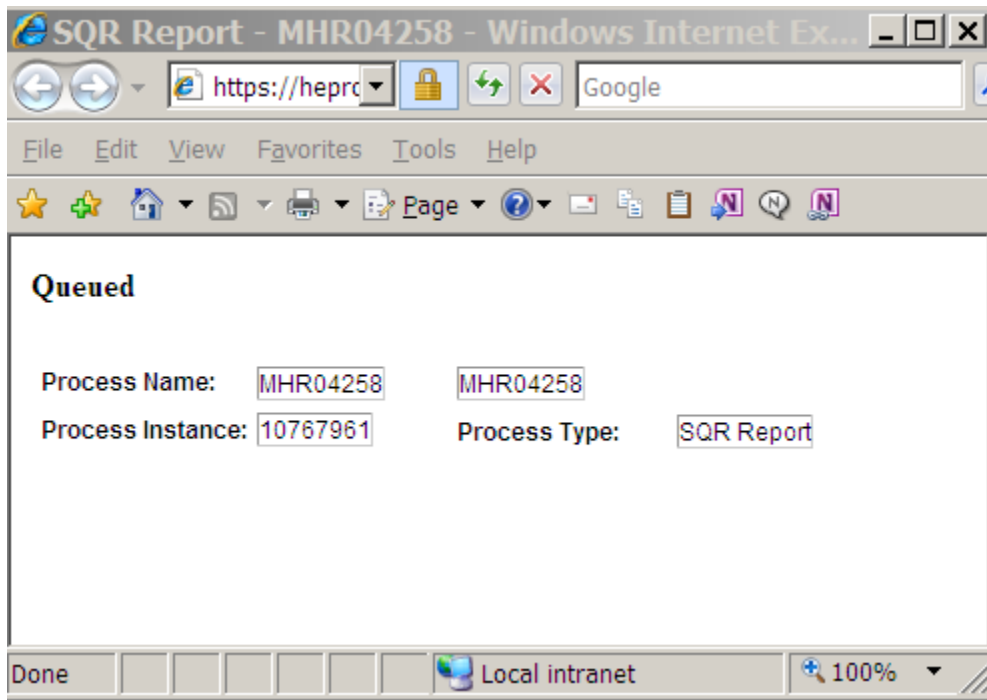
Note: A report to pull the Not Started audits will not bring in audits with either status. A report to pull audits with either status will not bring in audits that are Not Started. To get all three, you will need to run the report twice – once with the Not Started box checked and once without it checked.

The screenshot shows the 'Blue Folder Report' form in the University of Michigan system. The 'Run Control ID' is 'blue_folder'. The 'Run' button is highlighted in yellow. The 'Run to Window' button is also highlighted in yellow. The 'Calendar Year' is set to '2011'. The 'Administrative Department' is '311100'. The 'Static Group' is empty. The 'EmpID' is empty. The 'Status' is a dropdown menu. The 'Not Started' checkbox is unchecked. The 'Save', 'Return to Search', 'Previous in List', 'Next in List', and 'Notify' buttons are visible. The 'Add' and 'Update/Display' buttons are also visible.

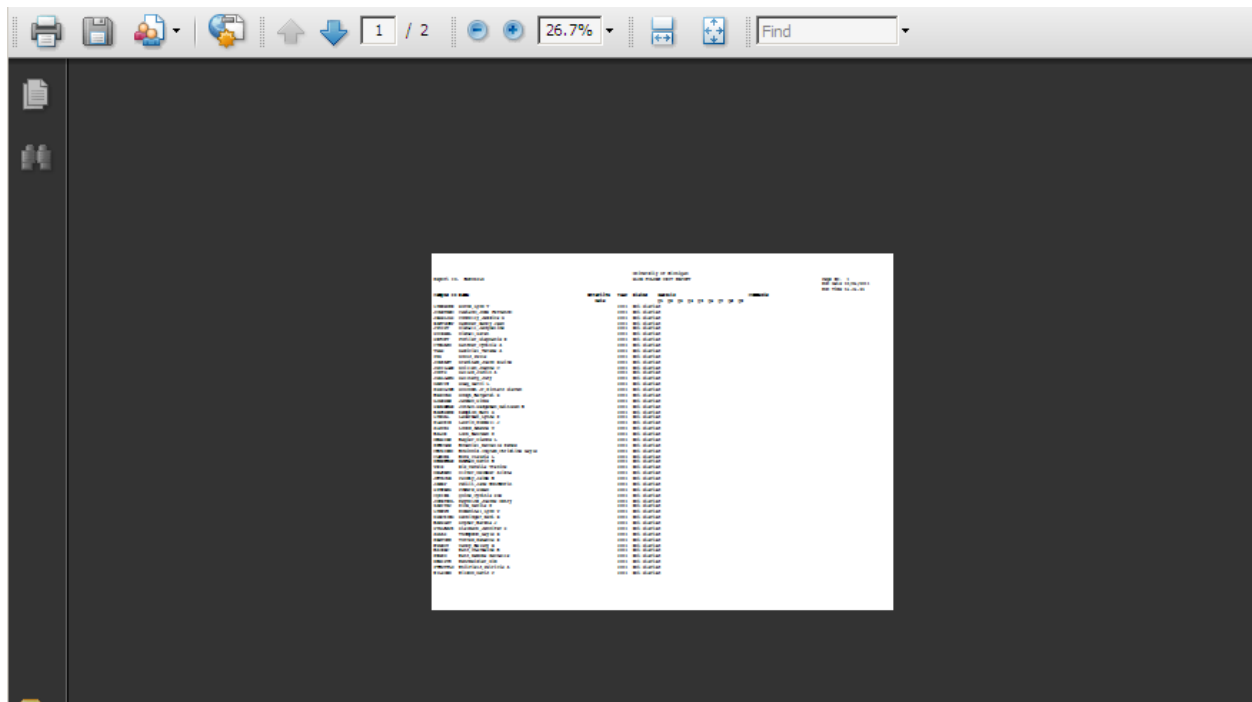
4. Click "Run to Window."

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5. This screen pops up while processing the request.



6. The .pdf file will pop up to view/print; this may take a few seconds. (The results here are displayed tiny to protect the names and EMPLIDs on the list.)



Questions? Contact Nancy Dashner (647-0553).