

Aspire Report Manager Overview

Example to view the Interface Load Report for ADML – 0095 (Expense Payments)

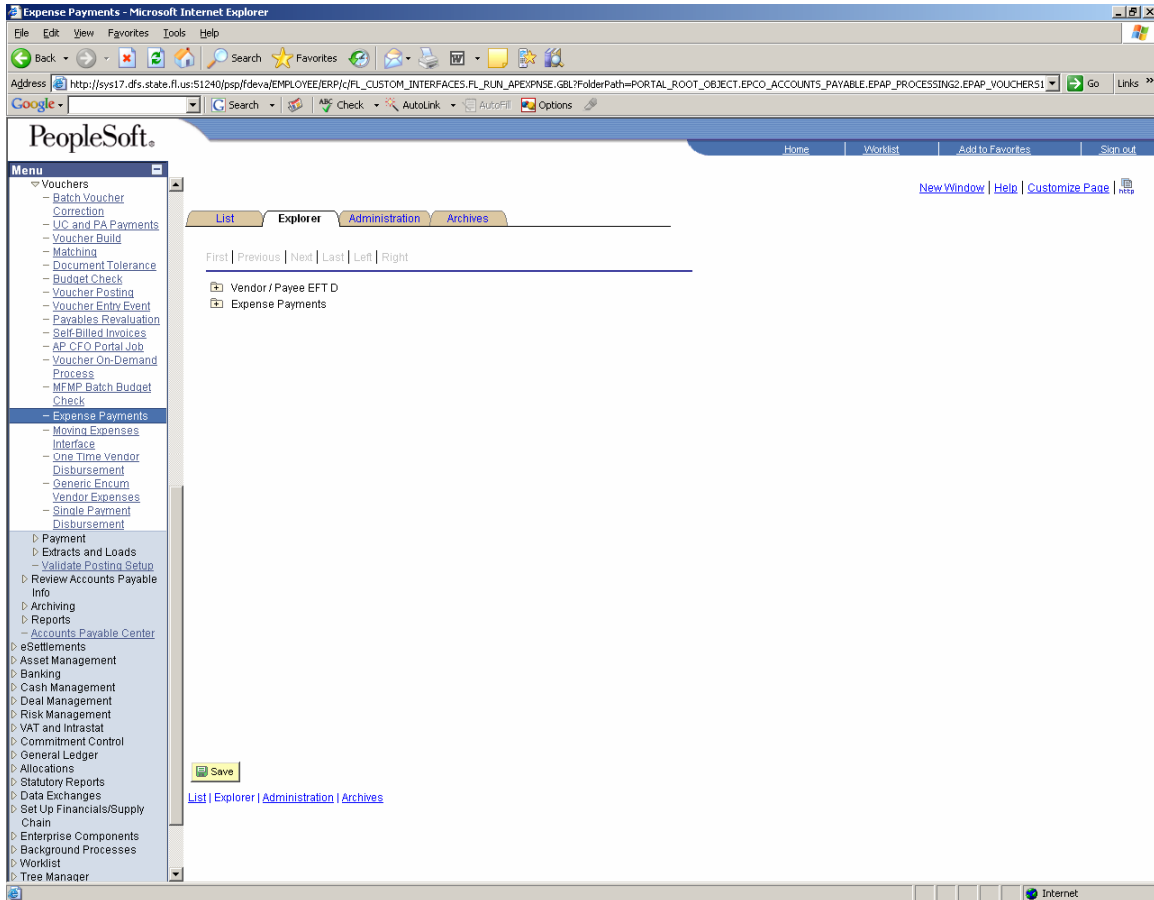


Figure 1. Aspire Report Manager (Explorer View)

- Designated Agency User will have access to the Interface Load Report

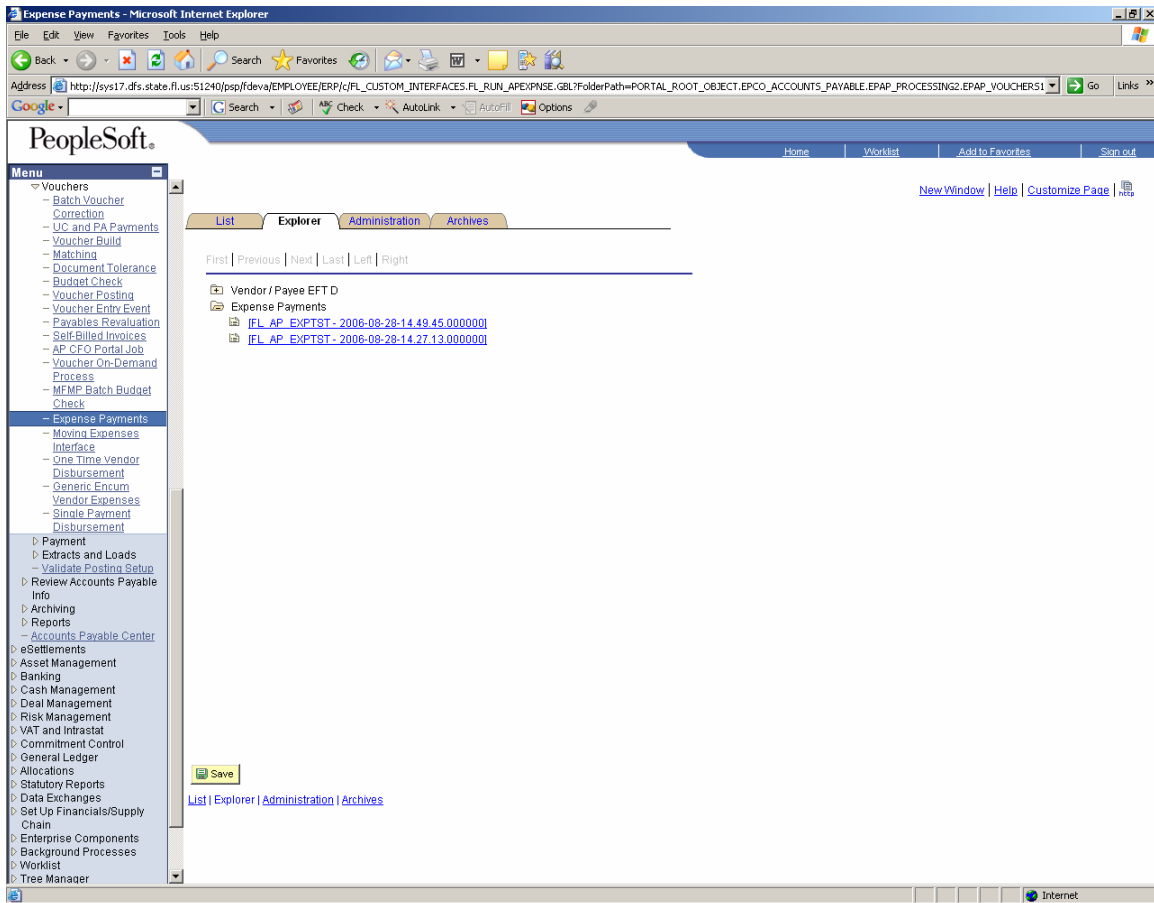


Figure 2. Aspire Report Manager (Folder Drill Down)

- Click the Folder to view available reports
- Click the link to view report information

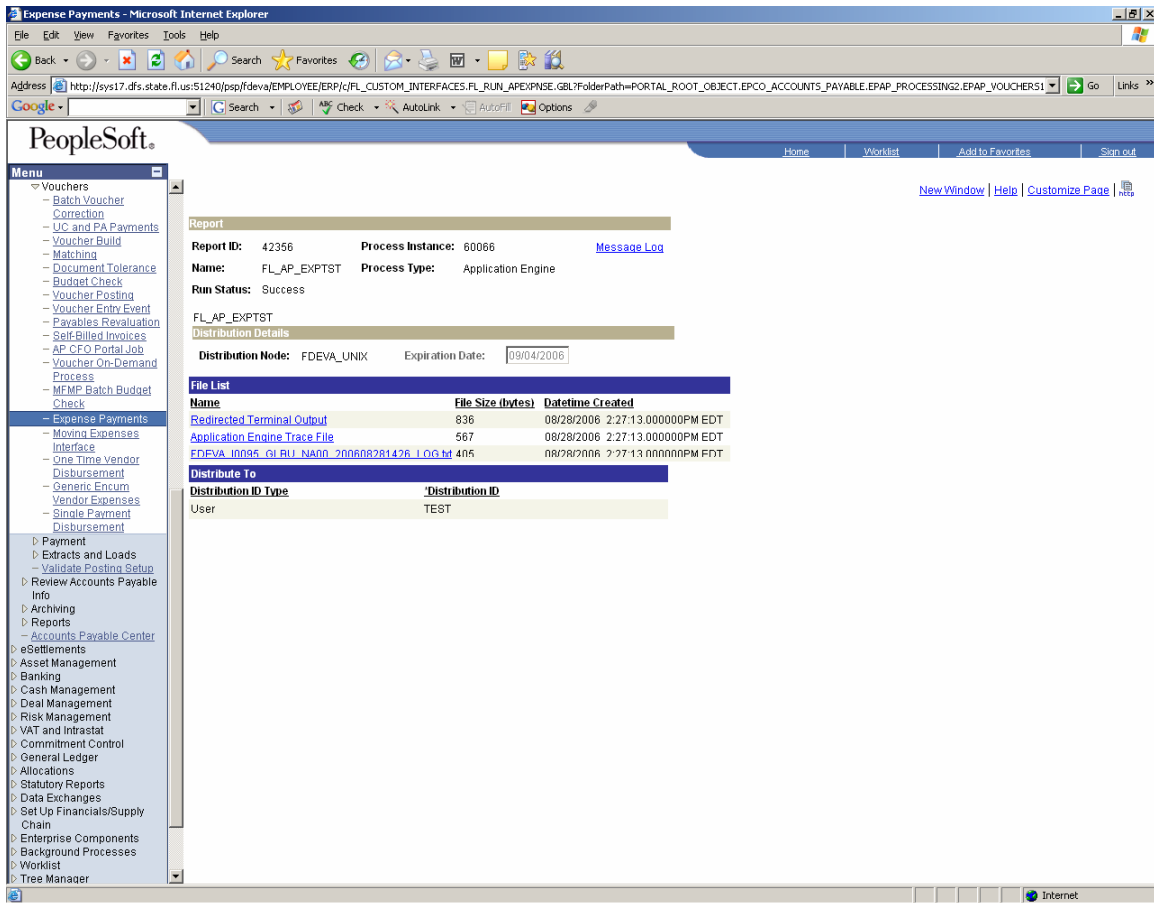


Figure 3. Aspire Report Manager (Report Details)

- Click the [FDEVA_I0095_GLB..._LOG.txt](#) link to view the Interface Load Report.

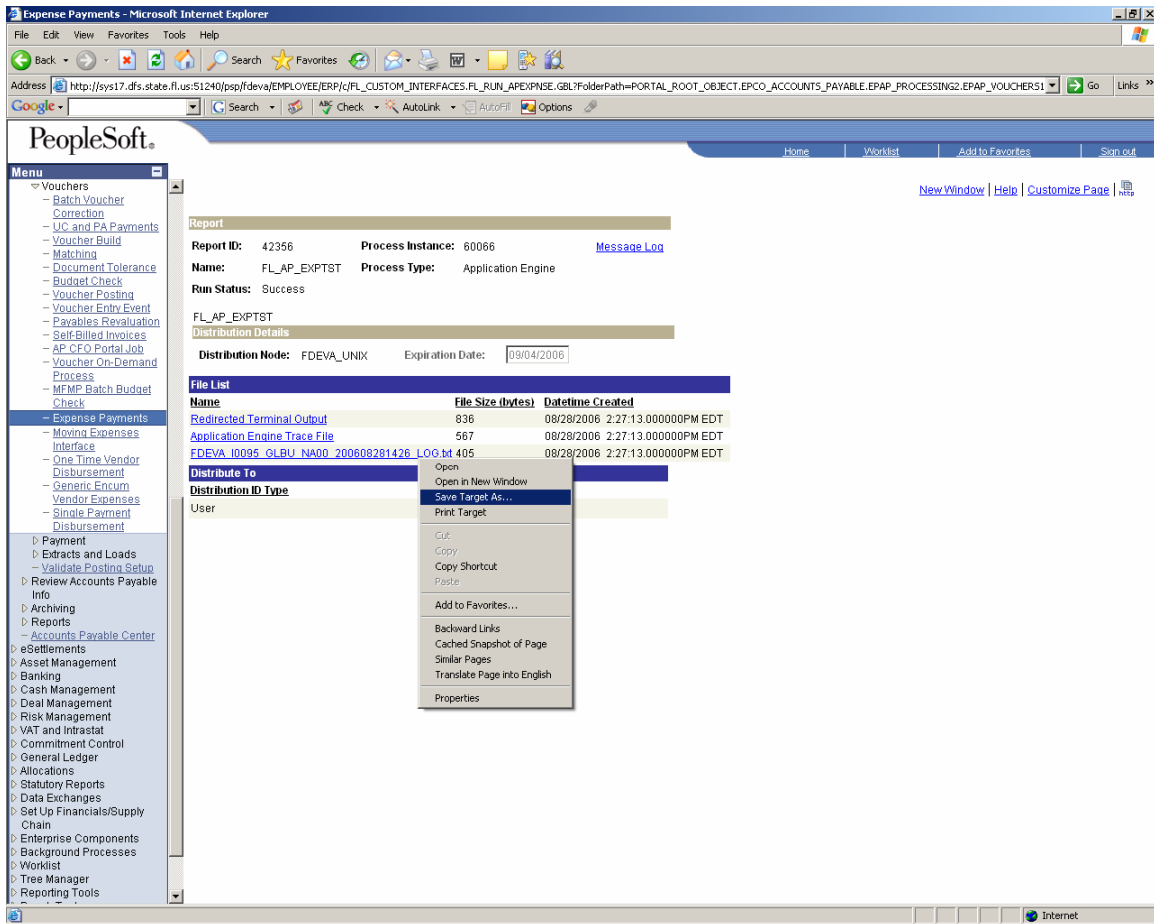


Figure 4. Aspire Report Manager (Report Download)

- User have the options to:
 - view and print the report online
 - download and save the report

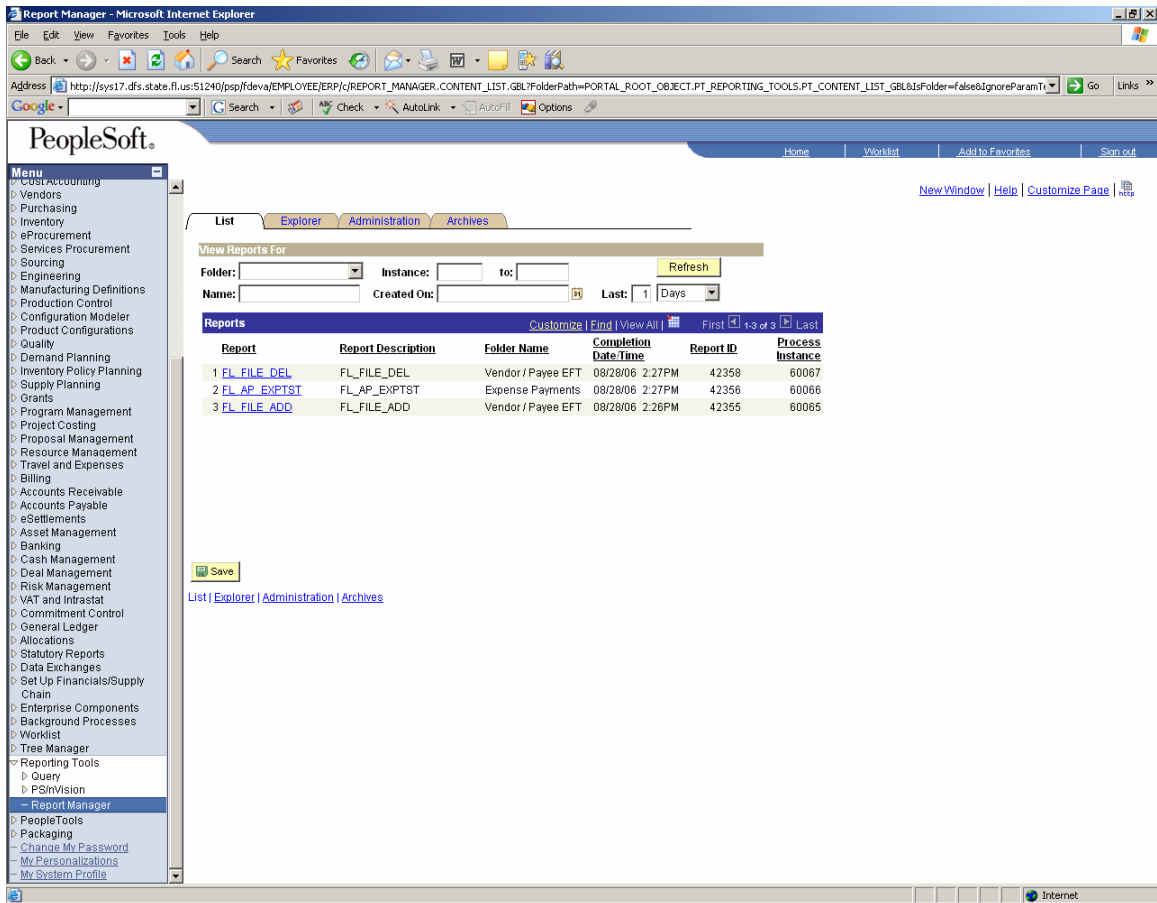


Figure 5. Aspire Report Manager (Search Capabilities)

- Search via the List Tab
- Reports are retrieved based on the Created On Date and Last Days fields
 - For Example:
 - To retrieve a report Created on August 28, 2006
 - A user will enter the Created date of August 28, 2006 and Last Days equal to 1.
 - The result set will include all report created on August 28, 2006.