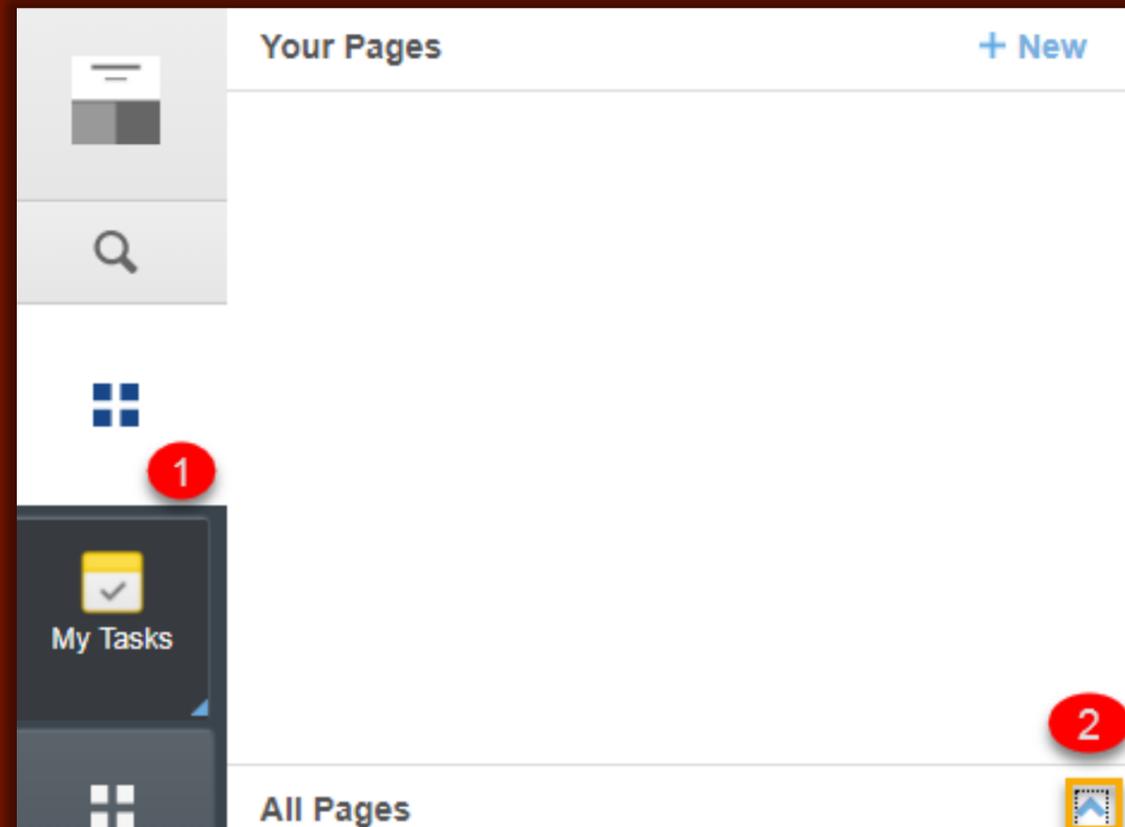


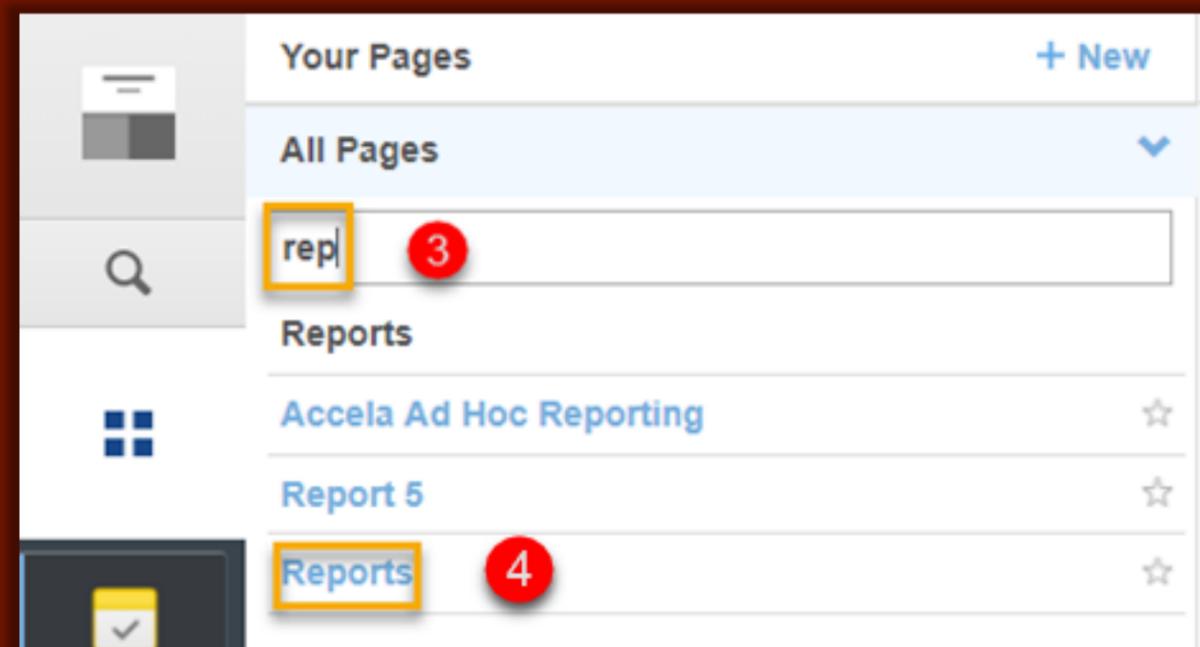
On-line Tutorial Series

Module Nine

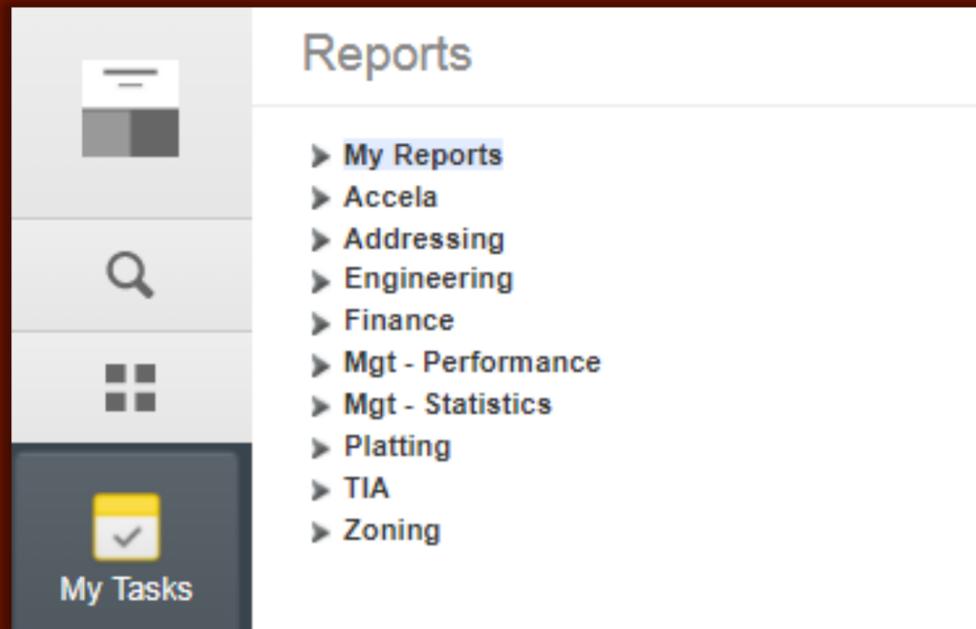
Unassigned Reviews Task Report



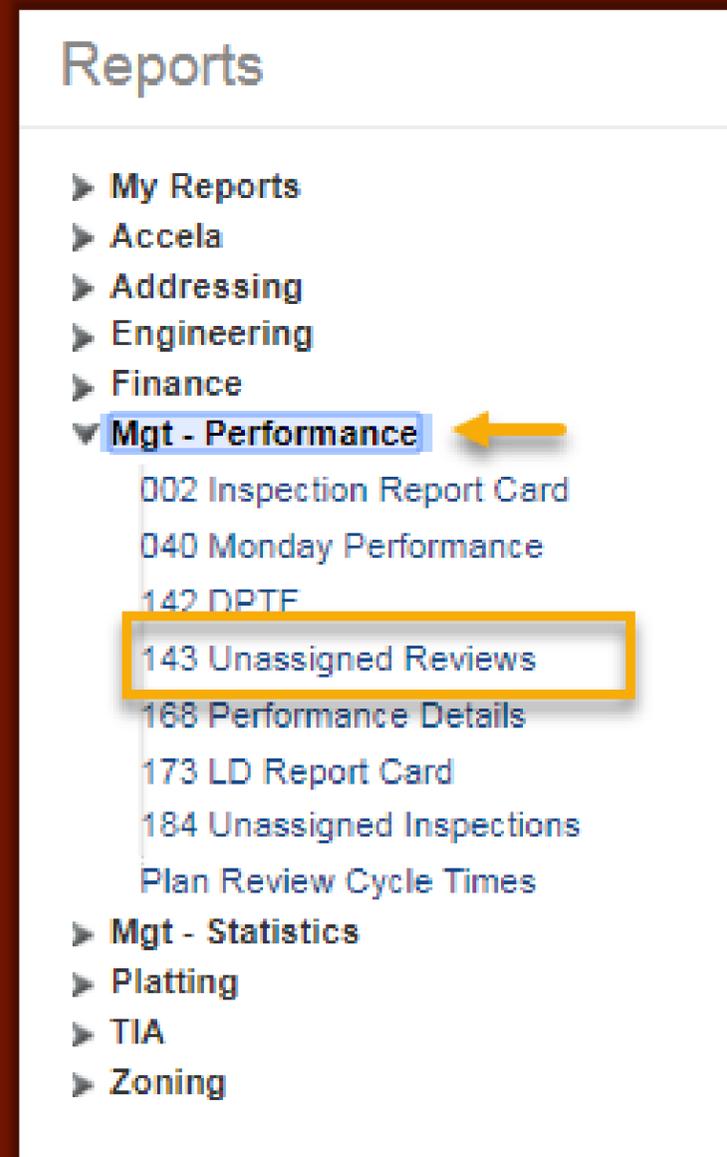
1. Click the Launchpad.
2. Click the All Pages arrow.



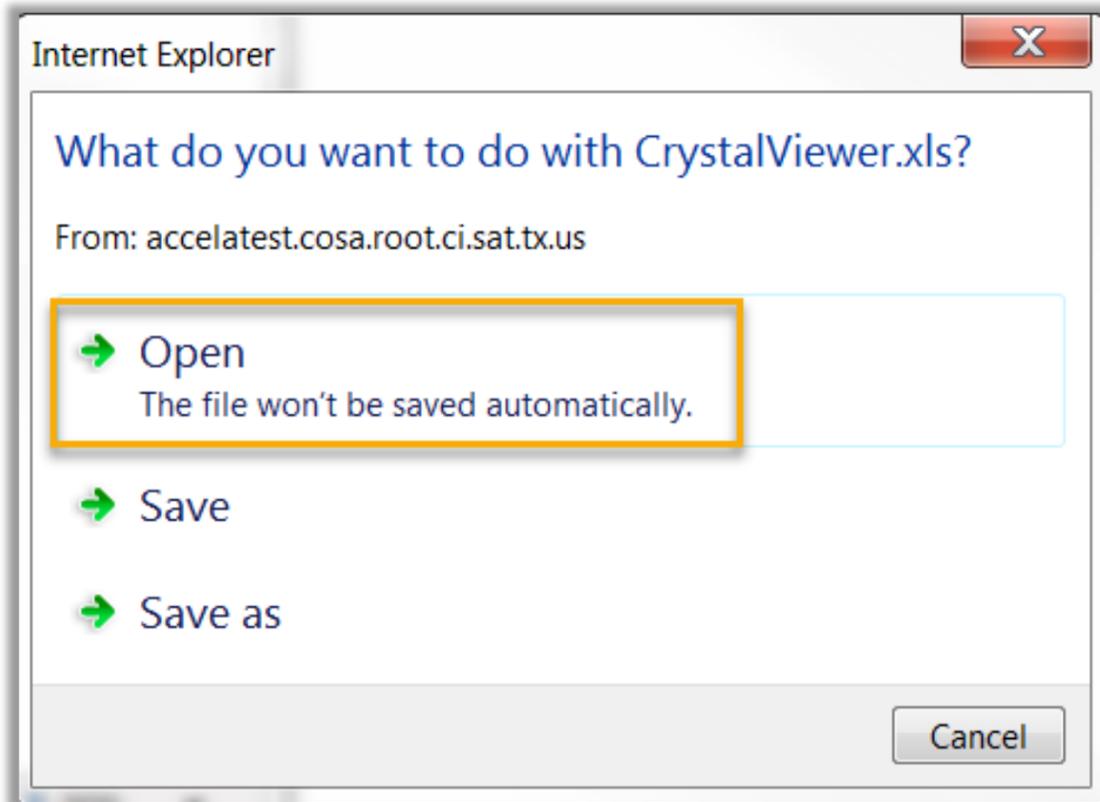
3. Filter for Report.
4. Click the Reports hyperlink.



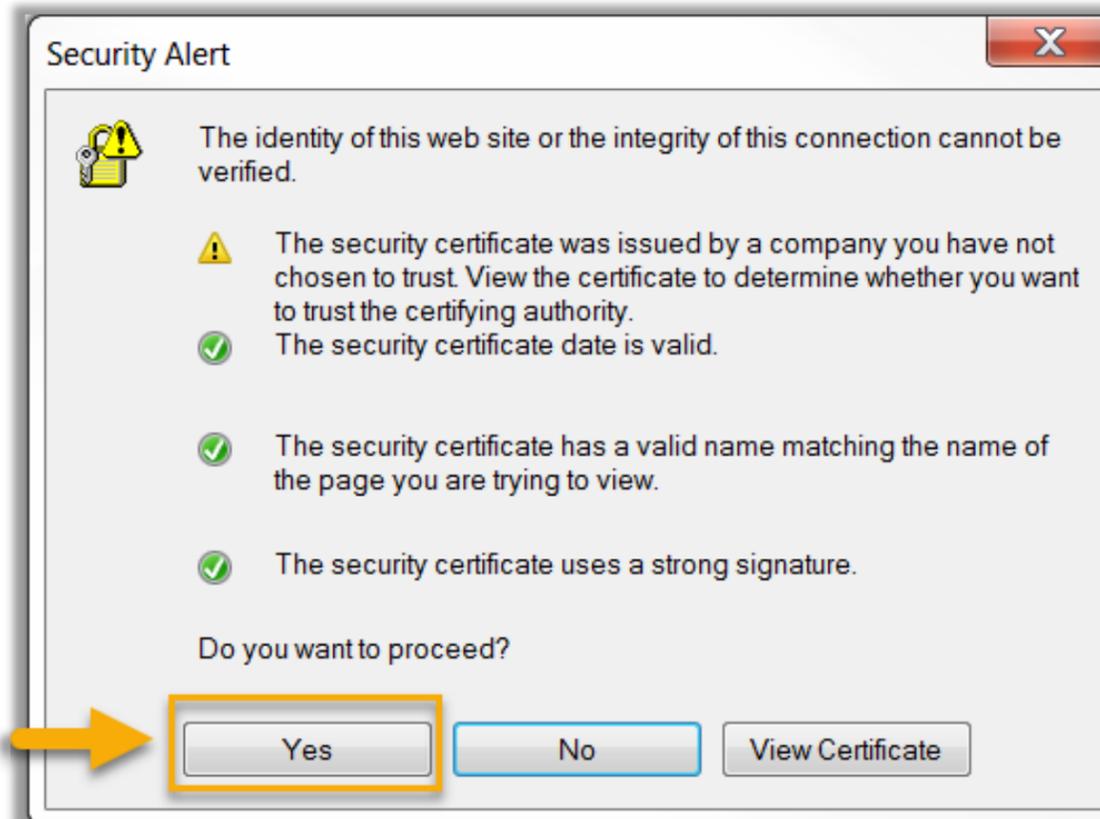
The Reports page displays. Pre-existing reports are housed here. Note the Categories.



- 1. Expand the Mgt-Performance Category.**
- 2. Locate Report 143 Unassigned Reviews.**
- 3. Click the Report hyperlink.**



1. A prompt displays. Click to select Open (shown).



2. A Security Alert prompt displays (shown). Click YES.

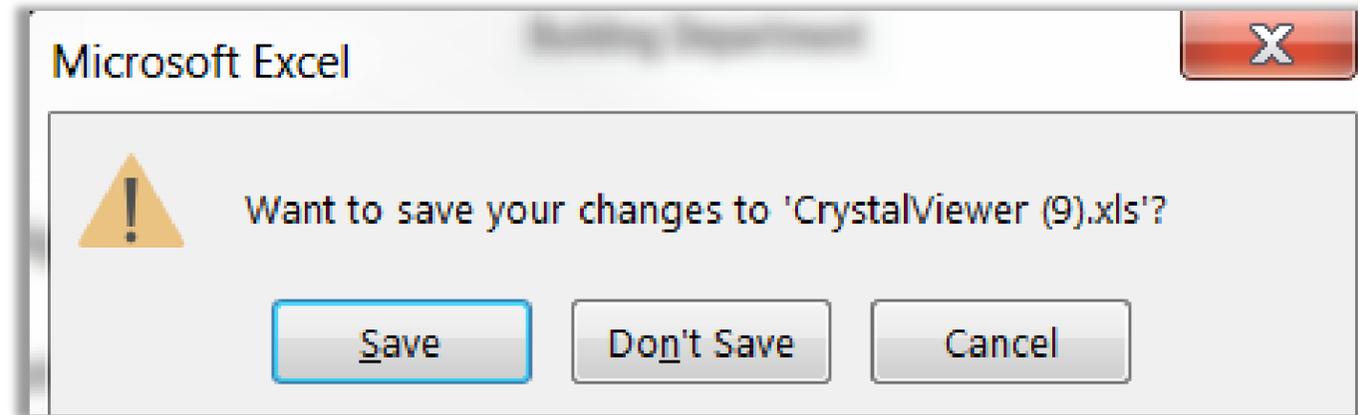
City of San Antonio
Development Services Department
Land Development Unassigned Reviews
July 10, 2018

IAS ACCREDITED
 Building Department

The Report displays in Excel format. Manipulate as necessary.

Record Type	Record Number	Workflow Assignment Dept	Unassigned Workflow	Workflow Due Date
Land Development - Wi	LAND-WR-16-000016		Completeness Review	10/26/2016
Land Development - Wi	LAND-WR-16-000020		Completeness Review	11/08/2016
Land Development - Wi	LAND-WR-16-000021		Completeness Review	11/08/2016
Land Development - Wi	LAND-WR-16-000022		Completeness Review	11/08/2016
Land Development - Wi	LAND-WR-17-000020		Completeness Review	11/09/2017
Land Development - Wi	LAND-WR-18-000001		Completeness Review	01/12/2018
Land Development - Wi	LAND-WR-18-000002		Completeness Review	01/16/2018
Land Development - Wi	LAND-WR-18-000004		Completeness Review	01/17/2018
Land Development - Wi	LAND-WR-18-000005		Completeness Review	01/17/2018
Land Development - Wi	LAND-WR-18-000006		Completeness Review	01/17/2018
Land Development - Wi	LAND-WR-18-000008		Completeness Review	02/01/2018
Land Development - Wi	LAND-WR-18-000009		Completeness Review	04/03/2018
Land Development - Wi	LAND-WR-18-000010		Completeness Review	04/12/2018
Land Development - Wi	LAND-WR-18-000020		Completeness Review	05/04/2018
Land Development - Wi	LAND-WR-18-000021		Completeness Review	05/04/2018
Land Development - Wi	LAND-WR-18-000023		Completeness Review	05/07/2018
Land Development - Wi	LAND-WR-18-000024		Completeness Review	05/07/2018
Land Development - Wi	LAND-WR-18-000031		Completeness Review	05/09/2018
Land Development - Wi	LAND-WR-18-000041		Completeness Review	05/16/2018
Land Development - Wi	LAND-WR-18-000048		Completeness Review	05/22/2018
Land Development - Wi	LAND-WR-18-000049		Completeness Review	05/22/2018
Land Development - Wi	LAND-WR-18-000051		Completeness Review	05/22/2018

2. The Report displays in Excel format. You may manipulate data as necessary.



3. When closing out of the Report, BuildSA generates a message whether to Save the report.

Reminder: The Unassigned Tasks Report contains real time data. If you want updated data, you must re-run the report and export it once again.

Congratulations!

This concludes Module Nine

Unassigned Task Report

It is time to test your recall.....

TEST YOUR RECALL

1. A copy of the Unassigned Task Report saved to a local drive is systematically updated.
 True False
2. Pre-existing reports saved to your desktop always have the most recent information.
 True False
3. You are able to print the Unassigned Reviews Task report. True False
4. The Unassigned Reviews Task Report is located in the Mgt-Performance Category.
 True False
5. Yesterday's copy of the Unassigned Reviews Task Report saved to your desktop will have today's information. True False

Answers on the next slide...



If you answered:

- 1. False**
- 2. False**
- 3. True**
- 4. True**
- 5. False**

You are correct!

**Time to begin the next
module...**

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