

## Supervisor/Manager – Status Report

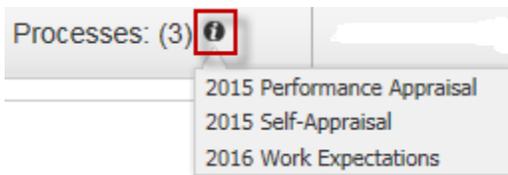
1. Select Reports from the Halogen tabs.



2. Click on the Generate Report icon for **Status Report**.

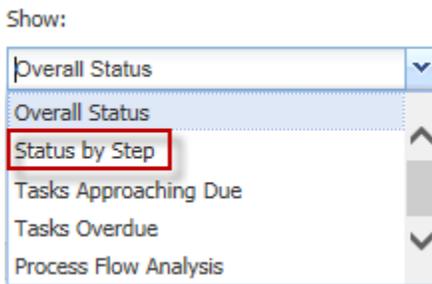


3. The report will automatically generate for all Open processes. You can see what processes are included by clicking the information icon (i) next to Processes.

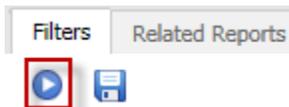


NOTE: You can change what process(es) you want to look at using the **Add Filters** option. See Add Filters to Reports below.

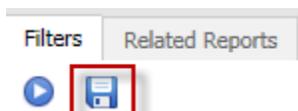
4. The default report is Overall Status. If you want to see status by steps in the process, select **Status by Step** from the dropdown list under Show.



5. To update the report, click the Generate Report icon (▶).



NOTE: If you like the report you've created and would like to access it again in the future, use Save Filters.

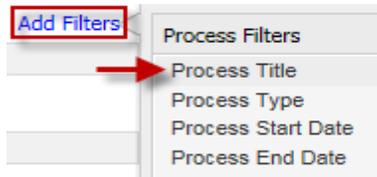


## Add Filters to a Report

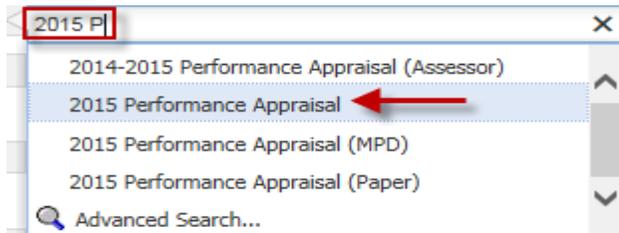
At any time, you can modify what data is being displayed by changing the filters.

### Filter for a specific process

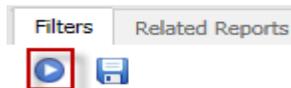
1. Select **Add Filters** and choose **Process Title**.



2. Begin typing the process name you would like to include until the desired process is displayed in the results. Click on the process name.



3. To update the report, click the Generate Report icon (▶).



### Filter for All Reports (as opposed to Direct Reports)

Employee Scope – defaults to Direct Reports but if you delete this filter, you will see All Reports within your hierarchy.



### Additional Filters

There are many filters to choose to get the data you are interested in. There will always be a graphic representation of the data as well as a listing of the data. The listed data can be exported to Excel using the icon provided.



Always remember to generate report (▶) each time you change the filter to update the display and data. Don't forget to save (💾) what you've done if you'd like to use the report again in the future.

For additional information, please watch this six (6) minute video on [Halogen Reports](#).