

Retrieve Report/Data Files

Reports and data files generated by RITS can be retrieved for viewing or printing through this function. For report deletions, use the Report Retention Management function discussed in *Section 3* of this Manual.

Accessing the Retrieve Report/Data Files Function

To access the Retrieve Report/Data Files function, log on to the IPAC system and choose the RITS option from the IPAC System main menu as explained in the *Introduction* to this manual. The Main Menu for the RITS system is shown in Figure 6.1.

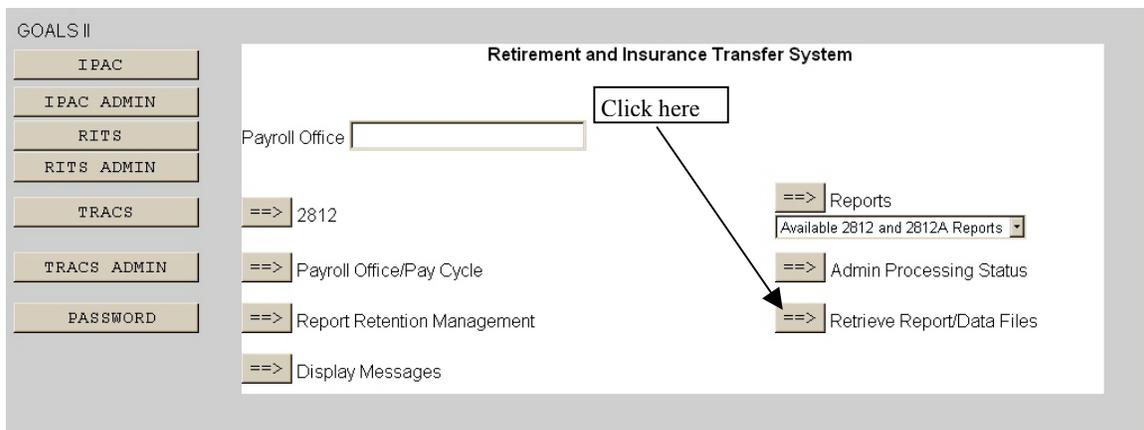


Figure 6.1 RITS Main Menu

Payroll Office

The data entry field on this screen is the **Payroll Office** field. This is the Payroll Office responsible for filing the SF 2812. Your Login ID, which you entered to start your session with the IPAC system, will be available to RITS. Using that ID, RITS will determine the Payroll Office(s) for whom you are authorized to do business.

- If you are only authorized to act on behalf of **one Payroll Office**, that Payroll Office number will appear in the **Payroll Office** data entry box as shown above.
- If you are authorized to act for **multiple Payroll Offices**, those Payroll Office numbers will appear in a drop-down menu for the **Payroll Office**.
- If you are authorized to act for **more than 25 Payroll Offices**, the **Payroll Office** field will appear as a blank data entry box.

The **Payroll Office** field is mandatory and you must accept the Payroll Office number shown as a default or, if you have further authorizations, either choose a Payroll Office from the drop down menu or enter a Payroll Office number in this field.

Click “Retrieve Report/Data Files” as shown in Figure 6.1. This will display the **RITS - Retrieve Report/Data Files** screen shown in Figure 6.2.

The screenshot shows a window titled "RITS - Retrieve Report/Data Files". At the top, there are four buttons: "OK", "Clear", "Return To RITS Main Menu", and "Help". Below these buttons, there are three input fields with labels and values: "Payroll Office: 24900002", "Start Date: 2001-01-01", and "End Date: 2001-01-31". At the bottom of the window, there is another set of four buttons: "OK", "Clear", "Return To RITS Main Menu", and "Help".

Figure 6.2 Retrieve Report/Data Files

Retrieve Report/Data Files Fields

Payroll Office

The Payroll Office number under which the reports/data files are stored. This field will contain the number you entered in the Payroll Office field on the **RITS Main Menu**. You can change this number or delete it and leave it blank.

Start Date

The starting date of the report/data files search. Enter the date in YYYY-MM-DD format.

End Date

The ending date of the report/data files search. Enter the date in YYYY-MM-DD format.

The start date and end dates refer to the report generation dates, not the dates covered by the reports.

Retrieve Report/Data Files Buttons

“OK”

Submits your request and retrieves a list of report/data files meeting the entered criteria, five to a screen, as shown in Figure 6.3. Only report/data files that you created can be retrieved.

“Clear”

Sets all fields to their values the last time the screen was displayed.

“Return to RITS Main Menu”

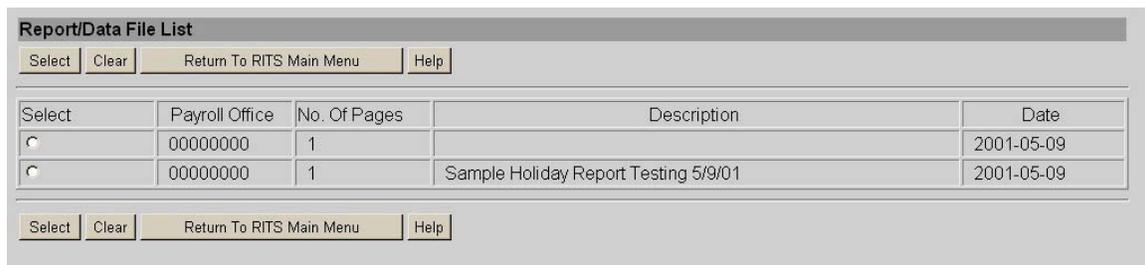
Returns you to the **RITS Main Menu**.

“Help”

Displays the system help for this screen.

Retrieving Reports and Data Files

Clicking “OK” on the Retrieve Report/Data Files screen (Figure 6.2) after completing the Start Date and End Date fields will display the Report/Data File List screen shown in Figure 6.3. The reports will be displayed 5 at a time. If there are more than 5 reports meeting the criteria, they may be accessed by clicking the appropriate “Next” or “Prior” button which will display as needed.



Select	Payroll Office	No. Of Pages	Description	Date
<input type="radio"/>	00000000	1		2001-05-09
<input type="radio"/>	00000000	1	Sample Holiday Report Testing 5/9/01	2001-05-09

Figure 6.3 Report/Data File List

Report/Data File List Columns

Select

Click the option button to toggle selection for the desired report. Clicking on an already selected report will deselect that report. These fields are mutually exclusive and only one report may be selected at a time. This is the only field that you can change on this screen.

Payroll Office

The Payroll Office number which you entered on the Retrieve Report/Data Files screen.

No. of Pages

The number of pages in the printed report.

Description

The report description that was entered at the time the report was generated.

Date

The date the report was generated.

Report/Data File List Function Buttons

“Select”

Submits the request to retrieve the selected report.

“Clear”

Sets all fields to their values the last time the screen was displayed.

“Next”/“Prior”

Reports are listed five to a screen. If there are more than five reports meeting your selection criteria, these buttons display the next or previous screen of reports/data files.

“Return to RITS Main Menu”

Returns you to the **RITS Main Menu**.

“Help”

Displays the system help for this screen.

Select the report you want to retrieve by clicking the option button to its left , then click the “Select” button to display the **Report Statistics** screen for this report (Figure 6.4).

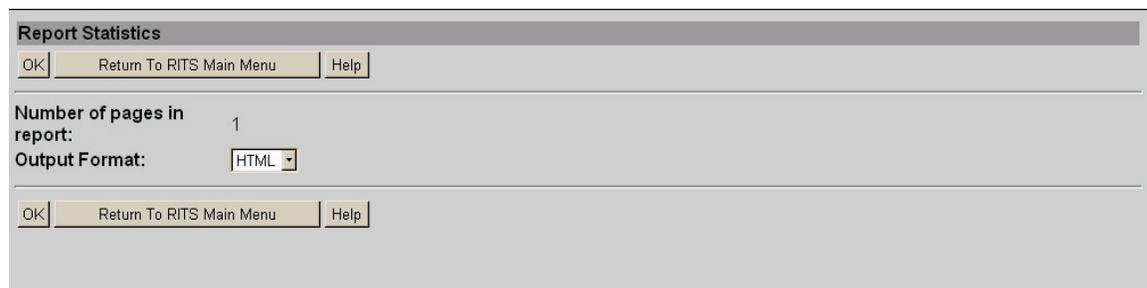


Figure 6.4 Report Statistics

The **Report Statistics** screen is part of the **Viewing and Printing Documents** function that is discussed in detail in the *Introduction* to this manual. When you are finished with this function, you will be returned to the **RITS Main Menu**.