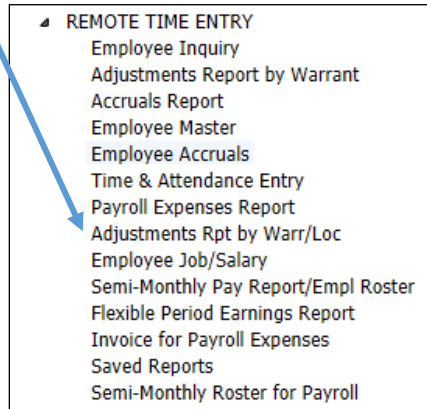
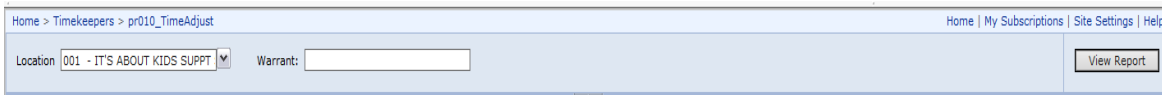


ADJUSTMENTS REPORT BY WARRANT

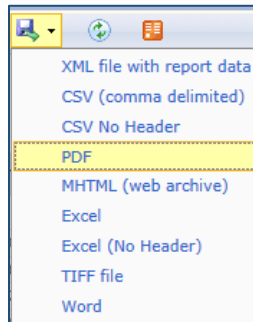
The Adjustments Report by Location/Warrant to verify the batch exceptions at your location is found inside the REMOTE TIME ENTRY menu. Select Adjustments Report by Loc/Warr.



The report server will open to the screen below. Your location should appear in the location window. If not, select your location from the drop down list. Enter the warrant you are trying to review.



When the report appears on the screen, it can be printed or saved. From the report Select the arrow next to the Save icon.



Select PDF. The pop-up prompt below will appear. Select Open or Save as desired. Select a location on your desktop or in your documents where you can save future reports as well. Once the report is saved it can be printed as many times as needed or sent as an email attachment.

