Washington State Department of
Enterprise Services

SAP Business Warehouse/Business Intelligence Reporting

Printing Report Results

Washington State HRMS Business Warehouse/Business Intelligence (BW/BI) Self-Paced Learning Materials

General Topics - BW/BI End Users/Power Users

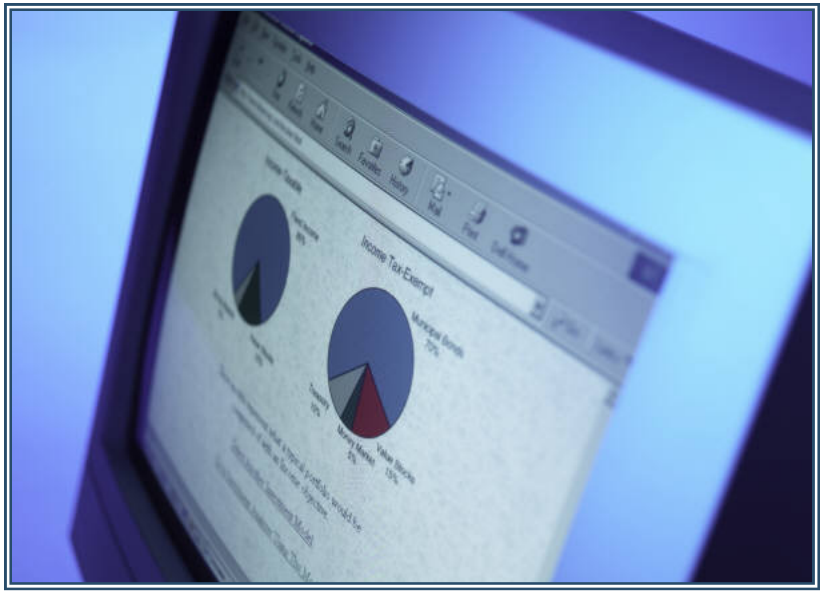
Section 9

Printing Report Results - Overview

The Printing Report Results section provides an overview for printing report results from the HRMS Portal.

Topics covered in this section include:

- Printing Report Results – HRMS Portal
- Printing Report Results – MS Excel

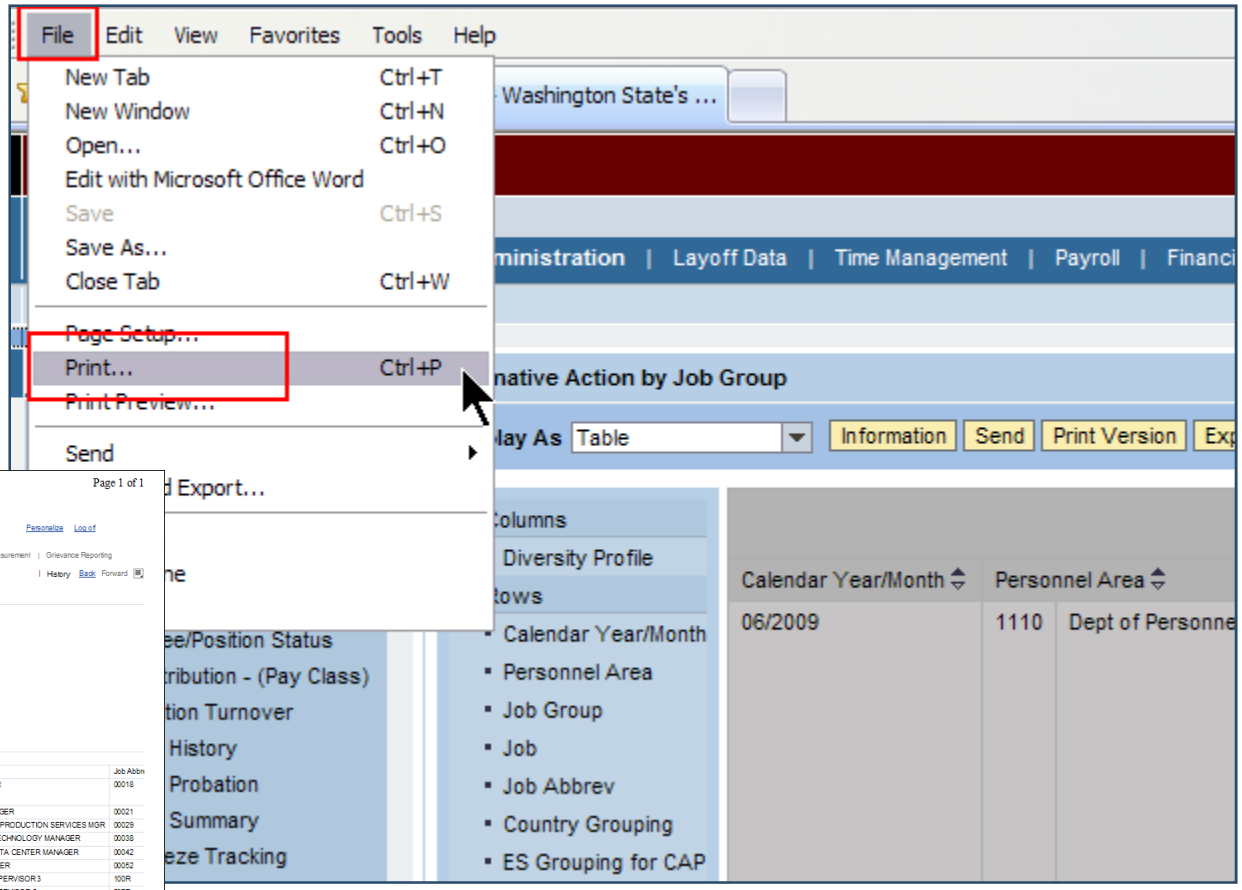


Printing Report Results – HRMS Portal

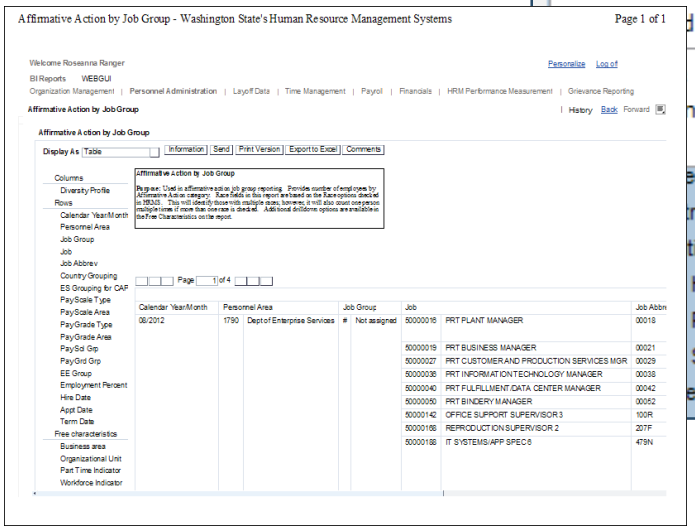
Printing reports from the HRMS Portal uses the standard web browser printing functionality.

To print report results from the HRMS Portal:

1. From the web browser menu, select File.
2. Select Print.



It will print as a web page, what you see on the screen is what you will get.



Printing Report Results – MS Excel

An alternative to printing report results using the standard web browser functionality is to export results to MS Excel for printing. This may be useful if the report results from the web browser are too large to fit on the standard web page.

To print report results from MS Excel:

1. Export report results to MS Excel (exporting topics are covered in a separate section).
2. Print the report using standard MS Excel print functionality.

The report layout may need to be adjusted for printing using standard MS Excel formatting/page setup functionality.