FAA Systems Team

Report Inventory in SharePoint

Who Does This Impact?

- DES Staff

What is New?

This News Flash is being issued to inform staff that a new Report Inventory is available in SharePoint. All existing AZTECS reports will be available, including reports copied to the T Drive from the EINSTEIN Data Warehouse and HEAplus back end.

From the **DBME SharePoint Home Page**, click "**Reports**", or use this link: **Report Inventory**. Link works internally only

Report Categories

Pending Action Reports	Statistical Reports
Quality Reports	Federal Reports
Workload & Performance Reports	EBT Reports
Human Resource Reports	Tickets and Troubleshooting
Finance Reports	

Report Naming

A new "Report Naming Standard" will be used for easier categorization. New reports are given a number under the new standard, and old reports will be assigned a new report number over time. The old report numbers can still be seen under the "Old Name" column.   A detailed explanation for the Report Naming Standards can be found here, and on the Home Report Inventory page. Link works internally only

Searching for a Report

You can search for reports by typing into the search box that says "**Find an Item**".
The "**Report Link**" will either display:
- A link to the folder the report is stored
- CA OM Web Viewer link to sign in and enter the Report ID listed in the "**Short Description**" category

Report Master List

⊕ **new item** or edit this list

MiniView   EBTReports   **PAReports**   ⋯ | Find an item   🔍 |

✓	ID	Report Name	Old Name	Report Link	Short Description
	8	PA3509 AZTECS HEA Exceptions Written	MR509 AZTECS HEA Exceptions Written	🗋 CA Web Viewer	VJHIH103, TIPS applications that were not loaded in AZTECS.

New Report Requests

Step 1: To report a request, click on the "**Report Requests**" link from the "**Report Inventory**" homepage.
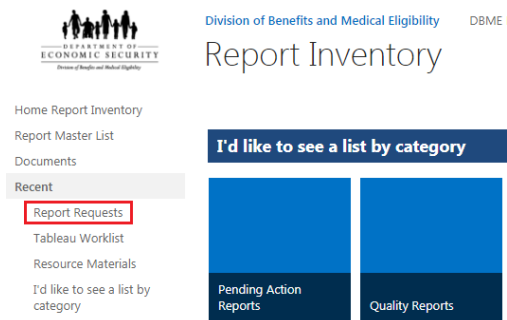
Step 2: Click on "**+new item**" to add a request.
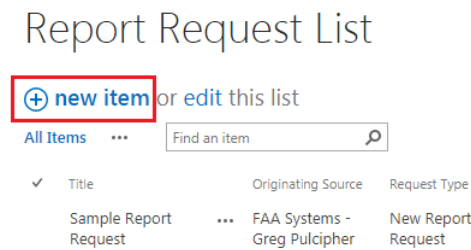
Step 3: Fill out the request with as much detail as possible, and click "**Save**" at the bottom or top left corner of the screen. Please provide as much detail as possible to assist the report developer.