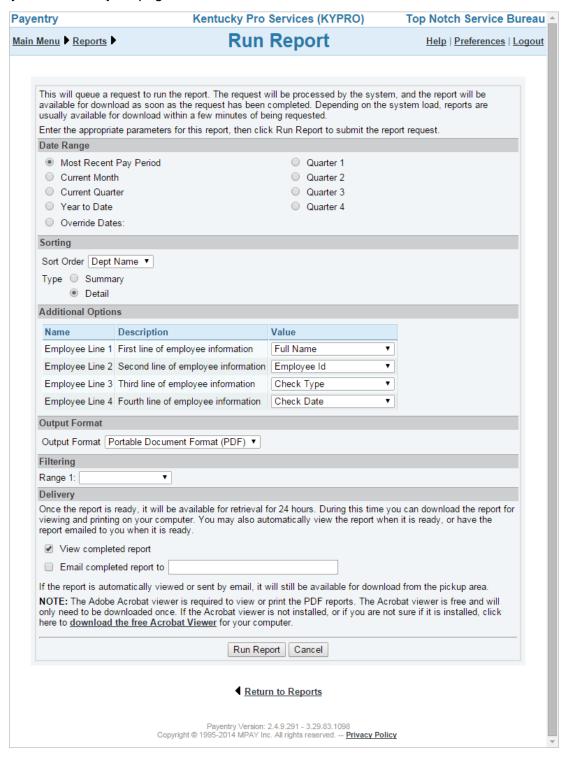# Run Report Page

This topic explains the settings of each report, which you define using the **Run Report** page.

After you access the **Reports** page, you begin with the **Request Area** tab. From that page, scroll to the appropriate report you wish to run and click its associated **Run** link. The system displays the **Run Report** page:

Each section (*report parameters*) of the **Run Report** page is described in the topics below:

- *Date Range*
- *Sorting*
- *Additional Options*
- *Output Format*
- *Filtering*
- *Delivery*

After you define the report's setting and click the **Run** link, the system displays the **Report Request Queued** page:

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Main Menu ▶ Reports ▶	**Reports**	Help | Preferences | Logout

Report Request Queued

The report request has been queued and will now be processed. This may take several minutes, depending on the size of the report and how many other users are requesting reports.

You can continue to the Pickup Area to monitor the status of this request and download the report when it becomes ready.

You can also return to the Report Listing to view and print other reports.

◀ **Return to Reports**

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To retrieve the report, click the **Pickup Area** link.