

## REPORT ORDERING KEY TERMS

**Global template:** The master copy of the report. Global templates cannot be customized and must be copied to a user-selected sequence (version) number before they can be changed.

**Template:** The customized copy (version) of the global template, saved by the user with a unique sequence (version) number.

**Sequence Number:** A unique number chosen by the user to identify his/her particular version.

**Sorts:** Variable that can be manipulated to customize a template. Sorts indicate the *order* in which the data will print.

**Includes/Excludes:** Variables that can be manipulated to customize a template. Includes/Excludes are similar to filters that are enabled to determine from *where the date will be extracted*.

**Parameters:** A set of unique variables within a report that determines the guidelines of the data available within the module. This determines *what* data will print.

## REPORT ORDERING SCREENS

**RT208** – Report Template List  
List of available report templates

**RT210** – Report Template

**RT222** – Report Parameters

**RT220** – Report Template Includes/Excludes

**RT215** – Report Template Sorts

**RT225** – Report Template Sorts

**RT225** – Report Template Email Options

**RO210** – Report Request

**RO411** – Report Status

**RH208** – Report History List

**RH210** – Report History Template

**RH220** – Report History Include/Exclude

**RH222** – Report History Parameters

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