



T Jacobs Help Desk

SOLUTION:

Step 1:

Enter the relevant from and to dates (DD-MM-YYYY format) in the From and To Date Fields.

Step 2:

Alternatively, click on the drop down boxes and select the dates from the calendar.

Step 3:

The From Date will default today's date.

Step 4:

Click to Print the Report.

Step 5:

The report will open in a separate window in Adobe Reader for you to print. The report sequenced by Override Reason Code shows Override Reason Code, Override Reason Description, Daily Value, Weekly Value and Monthly Value.