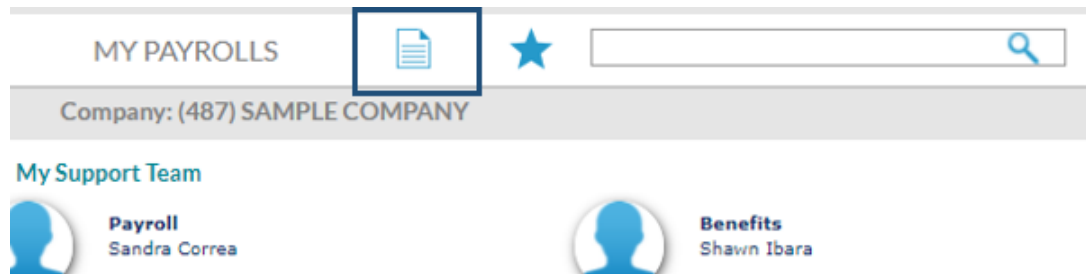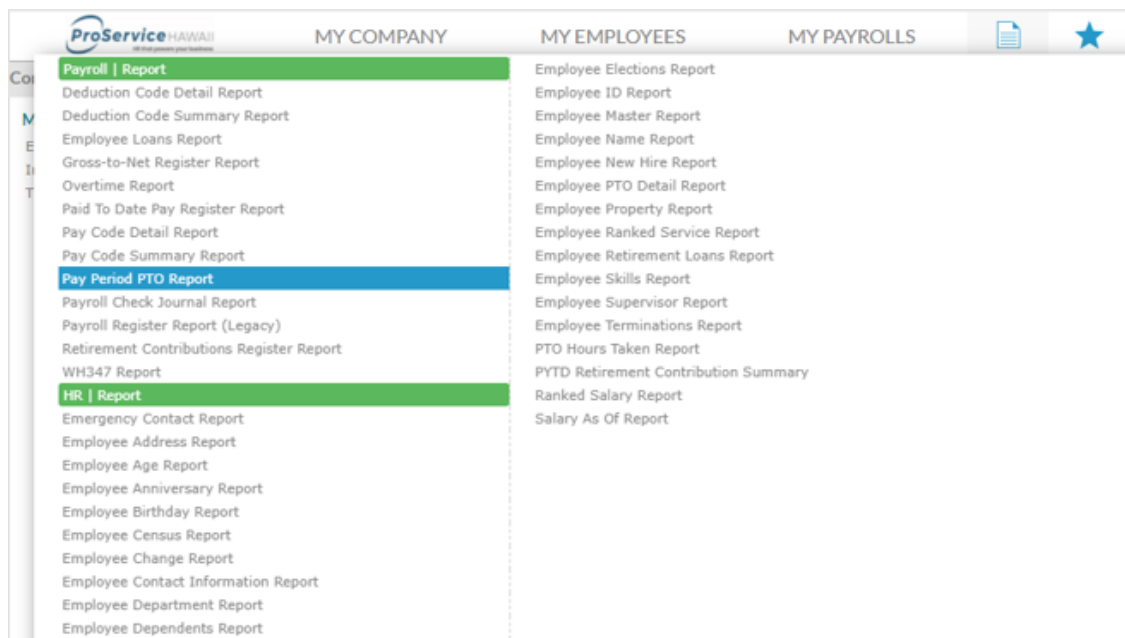# How to Search and Run Reports

1. Select **Report icon**

2. Select the desired report from the list of reports

3. Enter desired report parameters
4. Select the [Blue Payroll Number](#) hyperlink to run the report for a specific batch or enter Before and After Pay Dates for a specified date range
5. Select other sorting options if desired

6. Select **Run** button to run the report

7. To download the report to Excel, select the **XLS hyperlink** at the top of the report window.

8. To Print a hard copy of the report, select **Print** from the dropdown menu at the top of the report window. Selecting **Convert to PDF** will download the report in PDF format.