Step 1: Select an Incident or Incident Group and Click on Reports
Step 2: Click on Custom
Step 3: Click on Add Report

![Image of e-ISuite interface with 'Add Report' highlighted]
Step 4: Select a View (in this case, PERSON - PLANS)
Step 5: Give the Report a Title and Click on Column Builder
Step 6: Select the Columns for the Report - then Click on Criteria Builder
Step 7: Click on Add Block to add a block for your Criteria Statement(s)

Step 8: Select the Block and Click on Add Statement
Step 9: Use the Criteria Builder to Define Criteria for the Report

1. Select the Column for the Criteria
2. Select the Condition (Usually text value)
3. Select the Operator (is equal to)
4. Enter the Target Condition (AD, without quotes)
5. Click on Accept
Step 10: Click on Sort Builder to Specify Sort Options
Step 11: Select Sort Fields for the Report and Click on View as PDF to View/Print the Report
Step 12: View or Print the Report from the PDF Reader Application

<table>
<thead>
<tr>
<th>REQUEST NUMBER</th>
<th>RESOURCE NAME</th>
<th>ITEM CODE</th>
<th>EMPLOYMENT TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>O-4</td>
<td>GERMA, GERRI</td>
<td>DIVS</td>
<td>AD</td>
</tr>
<tr>
<td>O-59</td>
<td>MASON, MELINDA</td>
<td>COMP</td>
<td>AD</td>
</tr>
<tr>
<td>O-127</td>
<td>GRIFFIN, GRETCHEN</td>
<td>TIME</td>
<td>AD</td>
</tr>
</tbody>
</table>
Producing a Custom Report (Simple List)

Step 13: Save the Custom Report and Click on Manage Reports
Step 14: The Custom Report is saved as a Private Report with a Title of LIST OF AD EMPLOYEES