



Award winning systems for fast moving businesses

## 1 Reports

If you have the appropriate authority, you can look at reports on the organisation's performance answering requests.



## 1.1 Management and tracking of Requests – by department, individual, type, etc



## 1.2 Accounting for request costs and any payments collected

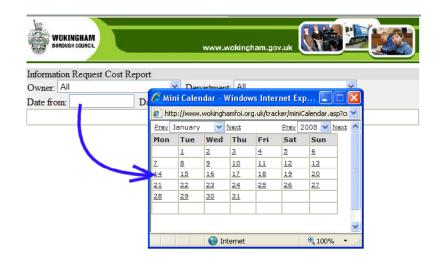
Pick a date range by typing in the dates or simply double click on the date box and a calendar picker will appear as shown below.







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## 1.3 Statistical reports: requests that are late and requests completed on time

