How to Run a Mail Services Job Activity Report on the Reports Server

1) Go to the reports server in your browser: http://ufacdemeter:8080/jasperserver/login.html
2) Login using the userID and password that you were provided

3) The report you would like to run is titled "Job Activity By Date" – click on this report. (You do not need to check the box – just click on the name of the report.)
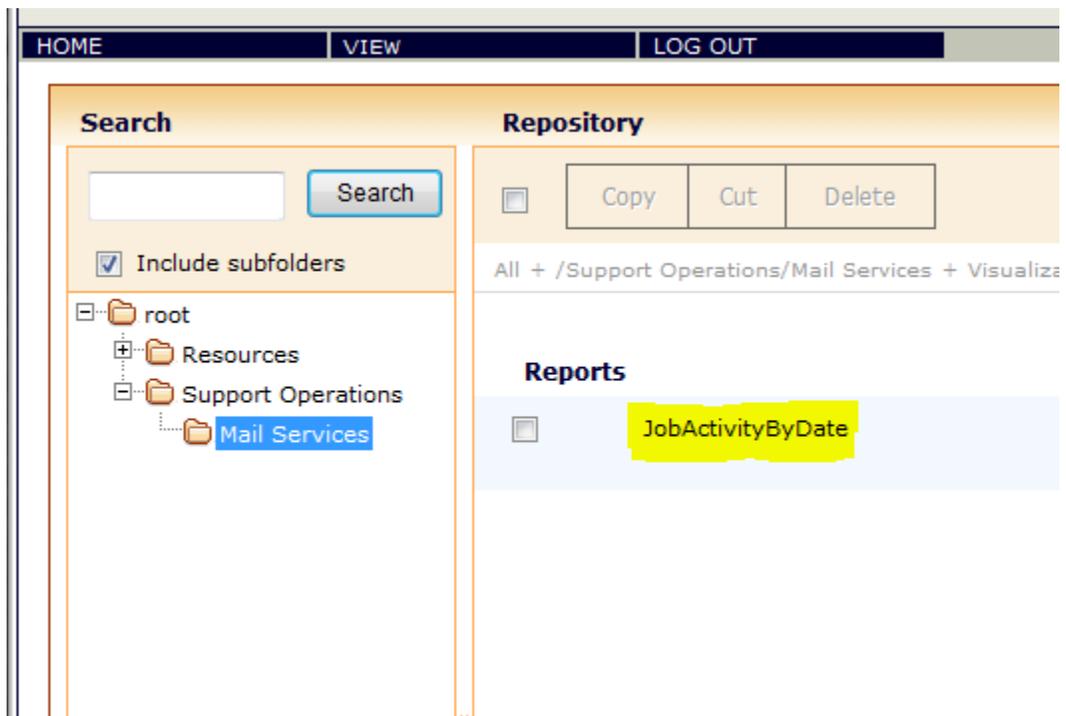
4) A pop-up window will appear where you can enter your 6-digit account number (no dashes) and the dates you are interested in. The account number does not include the subcode. (For a monthly report, please use the 26th of the first month for the start date and the 25th of the second month for the end date.)

5) Now click "OK" to run the report.
6) The report results will appear on-screen. You may export the report to PDF format or to Excel by using the icons along the top.

7) To run the report again, click the "Home" button with the reverse arrow.

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8) When you are finished with your report, logout.
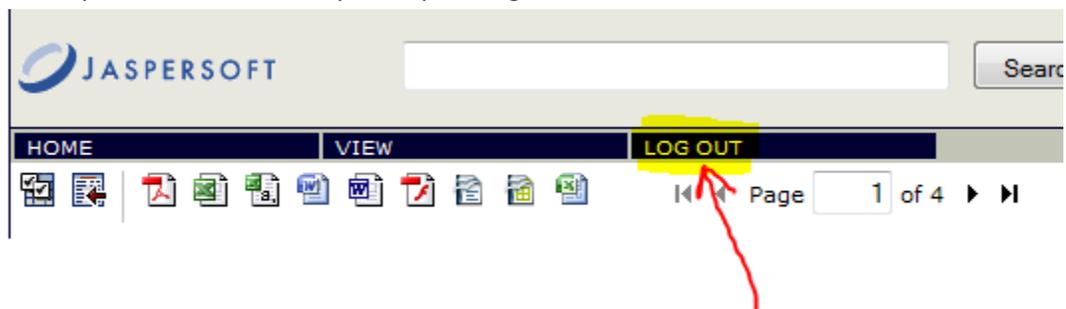
9) This report is available 24 hours a day, 7 days a week provided you are on a University network.