## What Does this Report Show?
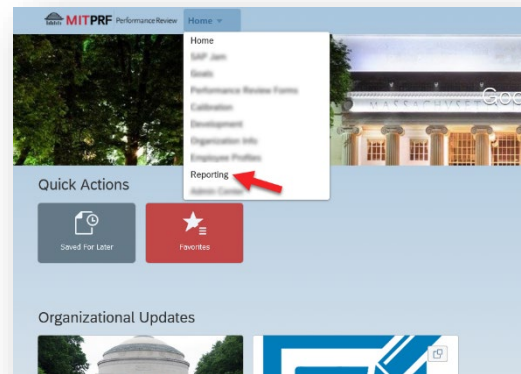
The *PRF Form Status* report shows which step each form is in for your area for the PRF year indicated in the report title. This report is helpful when you are trying to identify who is late in completing PRF steps.
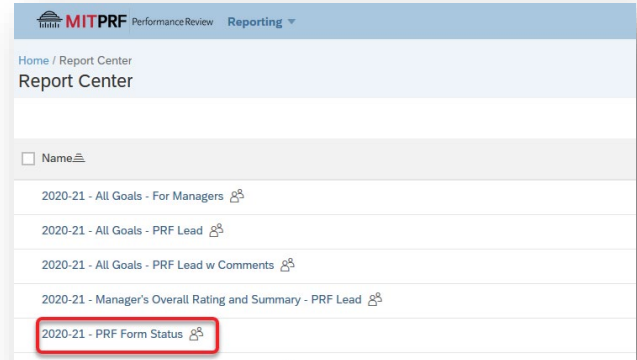


## How Do I Run this Report?

**Step 1:** From the PRF Home Page, select *Reporting* from the *Home* drop down menu. You will be brought to the *Report Center.*

(If you are in the *Classic View*, click *Return to Report Center* at the top left side of the screen.)



**Step 2:** Click *202x-2x – PRF Form Status* (depending on the PRF year).



**Step 3:** Select how you will like to run your report.

Recommended Options:

*Run Online:* The report will appear in the PRF system allowing you to quickly view the data. You will have the option to export the data to Excel.

*Export:* You will be asked for your preferred file format. Excel is recommended, allowing you to manage the data.



**Contact PRF-Tech@mit.edu for assistance.**