

What Does this Report Show?

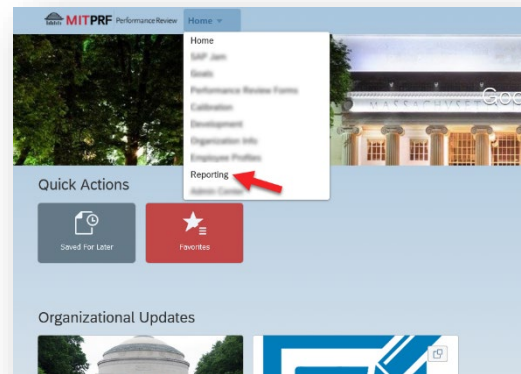
The **PRF Form Status** report shows which step each form is in for your area for the PRF year indicated in the report title. This report is helpful when you are trying to identify who is late in completing PRF steps.

Employee MIT ID	Employee Last Name	Employee First Name	Status	Current Route Step Name	Form Template Name	Employee Personnel Subarea	Manager Last Name	Manager First Name	Employee Department	Employee Location	Employee Division	Form Due Date	Employee Kerberos Name	Document ID
			Completed		2020-21 Performance Review Form	Support Staff (CSPT)					EVPT - VP for Finance Area	7/1/2021		21999
			Completed		2020-21 Performance Review Form	Support Staff (CSPT)					EVPT - VP for Finance Area	7/1/2021		22068
			Completed		2020-21 Performance Review Form	Support Staff (CSPT)					EVPT - VP for Finance Area	7/1/2021		22019

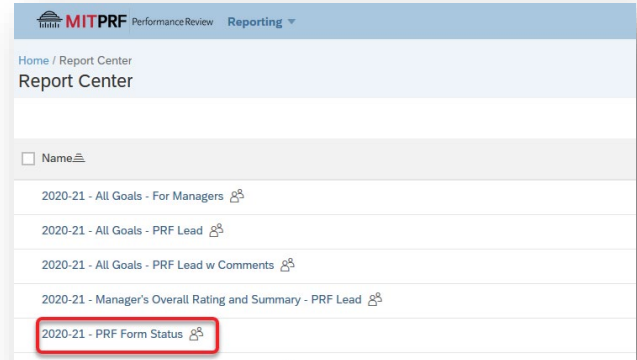
How Do I Run this Report?

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.

