



### PAS Due Dates Report

#### Important System Notes:

- Please refer to the **School List Report** or the **Projected School List Quick Sheets on the CHAP Portal page** at <http://ohr.k12.hi.us> under the 'Introduction and Training Documentation' section for step by step instructions for logging into and navigating in eHR.
- **Pop-up blockers need to be disabled for the eHR website.** See the School List Report Quick Sheets Appendix "Disabling Common Pop-Up Blockers" for instructions.
- **Adobe Acrobat Reader 6.0 or must be installed.** The Home Help page has instructions for how to download Adobe Reader.

#### PAS Due Dates Report Notes:

- The report is for the current school year.
- A 'Y' in the **Received** field indicates that the PAS has been received. If the field is blank, a PAS has not yet been received or recorded.
- The report is sorted in **Due Date order**. Use the Excel version of the report to sort the information in any different sort order.

#### PAS Due Date Report - PDF

1. Under **Module** drop down at the top of the page, select **Reports**.
2. Select **radio** button for the **PAS Due Dates Report**. (under the Employee Reports in the Report Category)
3. Click **Run Report** button.
4. Enter a **Process Case Label**. (i.e. PAS Due Dates)
5. The **Location ID** will default to the assigned location. Click on the flashlight to select a different Location ID.
6. Choose a Report Destination.
7. Click .
8. If you chose to save your report to the database your report will be listed in the **Report Cases** tab. Select the radio button next to the **Report Label** (name you gave your report).
9. Click **Download File** link. Your report will open in a separate window.
10. The report can now be printed or saved to another location if desired.
11. This report will remain in the Report Cases for future access until deleted.



### PAS Due Date Report - Excel

1. Under **Module** drop down at the top of the page, select **Reports**.
2. Select **radio** button for the **PAS Due Dates Report - Excel**.
3. Click **Run Report** button.
4. Enter a **Process Case Label**. (i.e. *PAS Due Dates*)
5. The **Location ID** will default to the assigned location. Click on the flashlight to select a different Location ID.
6. Choose a Report Destination.
7. Click .
8. If you chose to save your report to the database your report will be listed in the **Report Cases** tab. Select the radio button next to the **Report Label** (name you gave your report).
9. Click **Download File** link. Your report will open in a separate window.
10. The report can now be printed or saved to another location if desired.
11. This report will remain in the Report Cases for future access until deleted.

**NOTE:** Due to the limitations of the program that produces this report in Excel, you may need to remove blank lines within your report.