



How to...

Reporting



THE ROYAL COUNTY OF
BERKSHIRE
PENSION FUND

Reporting

ESS has the ability to let employers run pre-determined reports. If there is a report you would like ESS to produce, please contact the Steve Lyon at the Berkshire Pension Fund who will try to accommodate you.

For the testing period, we will ask you to generate a report called "Altair" that will confirm some personal details for members of your employer.

Report	Title	Status	Date Created	Date Updated
ALTAIR	FULL MEMBERSHIP	R	21/03/2013	11/09/2017

Input a name for the report, in this example we have used "RBWM", then select "Run Report".

ReportWriter Reports

Please enter the required parameters for the report you have selected.

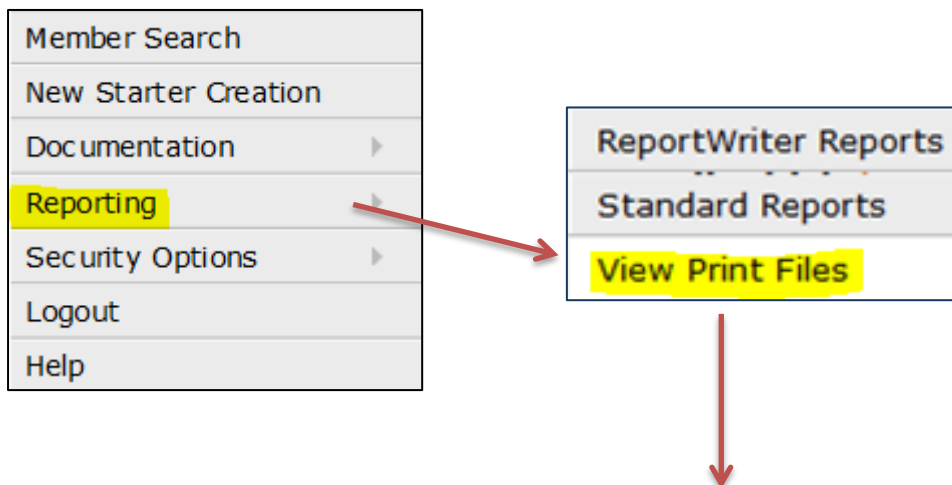
Report ALTAIR

Print File* RBWM

*Required

Run Report

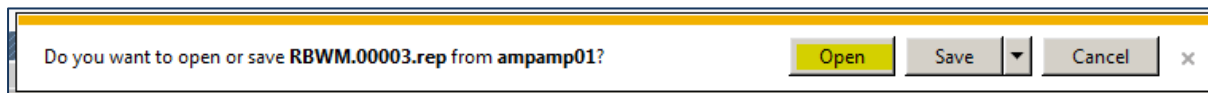
The results of the report can be seen in the “View Print Files” page.



The report is ready to view once the “Number of Pages” is not shown as “0”. To view the report, select the relevant Print File.

Print File	Version Number	Date Created	Type	Number of Pages
RBWM	3	11/09/2017	Plain	82

The following pop-up message will appear, select “open”. You may be asking which programme you would like the report to be opened in, in this instance “Notebook” is best. This will allow you to save the report as it is but will also allow you to open it in Microsoft Excel.



The report in its original state may have some gaps, this is because ESS only allows you to view a certain type of member record, if the report run includes some of these restricted members, the results of those members will be suppressed. This is usually confirmed at the end of the report.

Please note that if you are running through a large report this may take between 5 and 10 minutes to be created through ESS.