HOW TO RECALL A BANNER APPWORX REPORT

When you would like to recall a report previously requested in Appworx:

• In the upper left corner, click on the Explorer button to get the tool bar displayed below. Click on Filter and History Query.

• Enter the job name. Always include the % sign at the end. Be sure to uncheck the box named Current Day. Click OK.
- Once you see your query results, right click on the report located in the “History” and click request. (Right Click on the “Job Name” that does not have “_PC” in the name).

- This will return the previous job requested with all User IDs still listed or the FOAPAL elements entered. Make any necessary updates to the prior report and Submit.