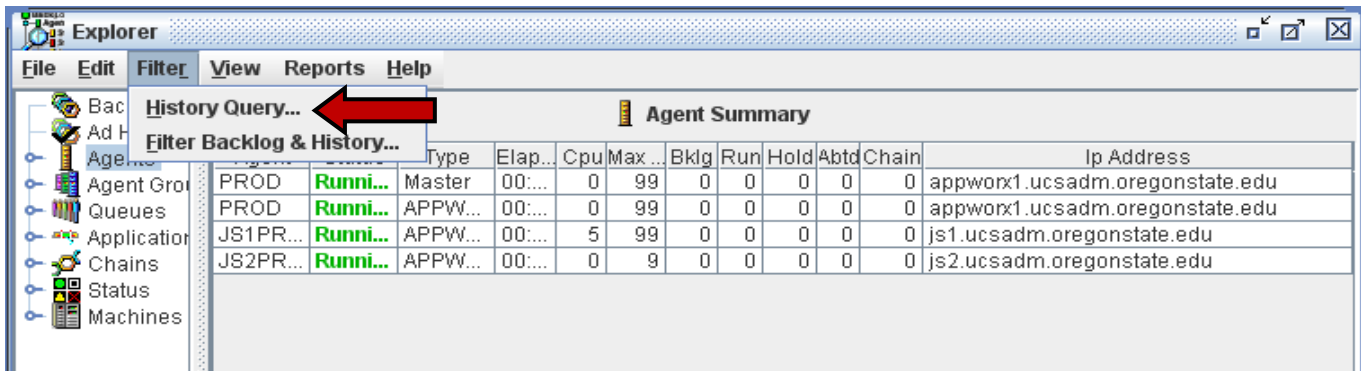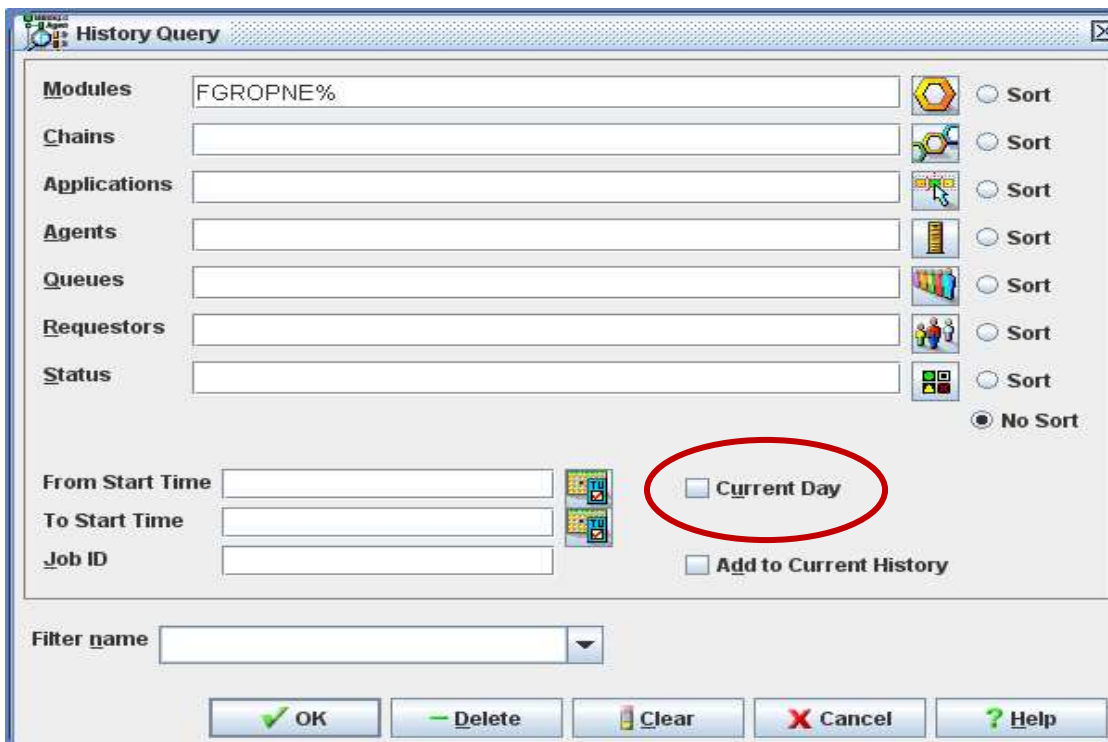# HOW TO RECALL A BANNER APPWORX REPORT

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 <u>uncheck</u> 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.