How to Run an EEO Custom Report:

1. Go to **Reports > Custom Reports**
2. Find the EEO Report
3. Under the Action drop down, select **Copy**
4. Rename the report, i.e. “System office EEO Report”
5. Click the Requisition/OU Filters tab
6. Click the Select Criteria dropdown
7. Select **Institution**
8. Choose your Institution
9. Click on the Field Filters tab
10. Enter the Req ID for the position you would like to run the report for
11. Click on the **Refresh** button
12. For a preview of your report, select **Print Preview** or **Excel Preview** from the Action dropdown box
13. Click the **Save** button at the top of the page. Once you see the report successfully saved message, you may close
14. Click the **Close** button
15. Back in the Custom Report Folder view, the report will appear as **Processing**
16. Refresh your page (press F5 on your keyboard) until you see a date in the Last Run column.
17. Click on the dropdown arrow under the Action column and click on the **View** option to view your report

\*\*Please be sure to create a copy and do not edit the template report. You can edit the report you create each time you would like to run a new report, just enter the new Requisition ID