



## preupdatelisting



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Review the report.

### Review the report using the following buttons:

Click  to go to the first page of the report.

Click  to go back one page.

Click  to go forward one page.

Click  to go to the last page of the report.

### The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.

Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.

Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

Click **Continue** to proceed to the Increment Leave Earned for Employees report, which displays the list of employees eligible to be incremented.

If you click **Continue**, then the system displays the Increment Leave Earned to Employees list of **changes** for review.

Click **Cancel** to return to the Leave tab without making the changes.

Click X to close the Human Resources report window.