preupdatelisting

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[Review the report.](#)

Review the report using the following buttons:

Click First to go to the first page of the report.
Click ◀ to go back one page.
Click ▶ to go forward one page.
Click Last 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 **X** 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 the user clicks 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.

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