—SPS ALERT—

SPS Alert 198 Special Alert – Reminder on SPS Reporting

Release date: 4/11/2022

As a reminder, please use the “Notify Me Later” option when running reports in SPS, see instructions below. The system will work faster for all when everyone uses the “Notify Me Later” option. As a result, reports will take less time for everyone.

Additional tips for getting reports to run faster:

- Limit your report runs to the specific sup org you need for the report, larger sup org reporting takes more time to complete.
- Do not run the same report multiple times if it is not completing as you expect. Usage and the report type impact the time reports take to run.

Report Instructions:

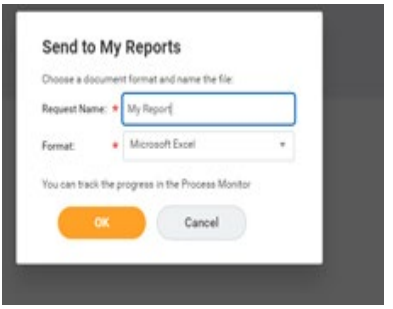
For all support staff using reports in SPS, please make sure that you are clicking the “**Notify Me Later**” box when it appears. This option comes up when the report will take more than 20-30 seconds to run. When you select “**Notify Me Later**”, it will get you a chance to name the report, then click OK.

This “**Notify Me Later**” box appears when a report will take extra time to run. This allows you to move on to other work in SPS while the report is running/compiling. After completing, the report will show up: in the top right hand side of the screen if you are still logged into SPS or you can check in your “**My Reports**” listing when you sign into SPS again later. You can get to My Reports by clicking on your cloud or photo on the upper right hand side of the Home or Profile page in SPS.

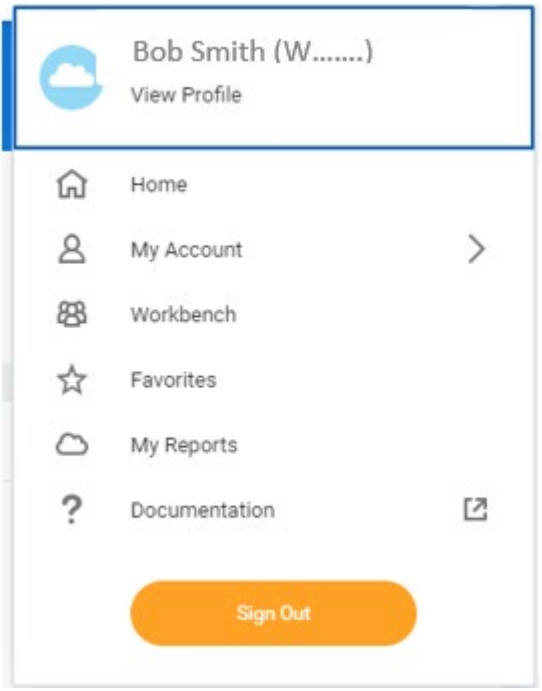
If you let the report run without using “**Notify Me Later**”, the system can get overloaded and slow down for other tasks. This will make all reports take longer and impact employee usage.

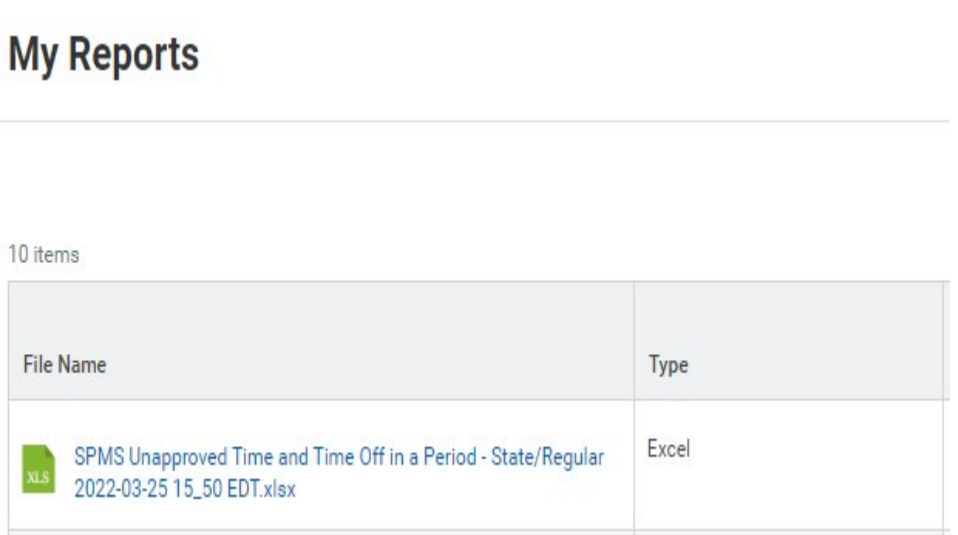
Click “**Notify Me Later**”

Name the report



Go to My Reports in the dropdown list to find your report



Under **My Reports**

You will see the report listed: