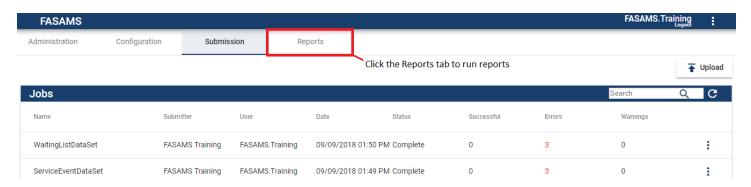
## **FASAMS Job Aid**

## **Portal Reports**

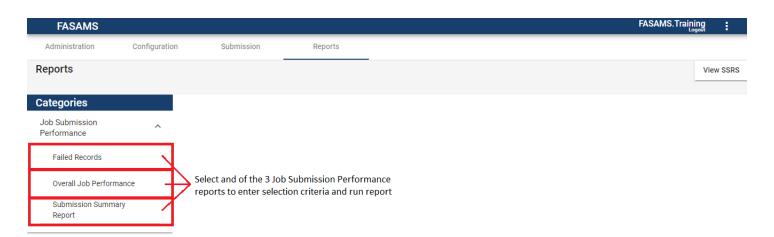
1. Click on the Reports tab after logging into the FASAMS Portal.



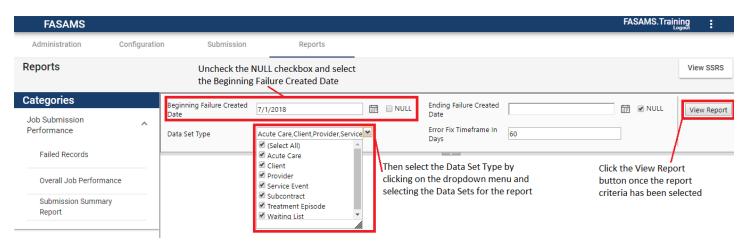
2. Click on the Job Submission Performance dropdown to expand the category.



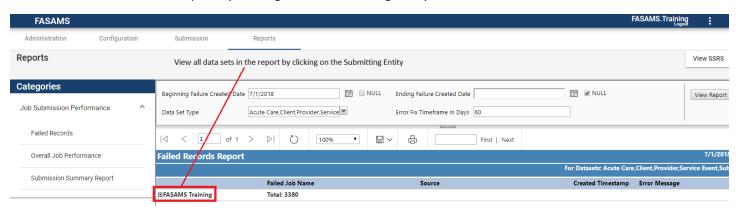
3. Select any of the 3 Job Submission Performance reports to enter selection criteria and run report. The example below will be the Failed Records report.



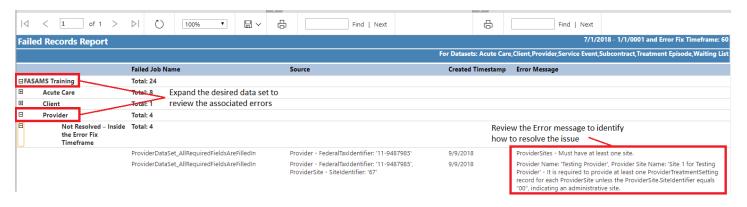
4. Uncheck the NULL check box and select the Beginning Failure Created Date. The Ending Failure Created Date is not required. Then, select the Data Set Type by clicking on the dropdown menu and selecting the Data Sets for the report. Click the View Report button once the report criteria has been selected.



5. View all data sets in the report by clicking on the Submitting Entity.



6. Expand the desired data set to review the associated errors. Review the Error Message to identify how to resolve the issue.



- 7. The Overall Job Performance and Submission Summary Report work similarly. Fill out the search criteria and select View Report to view the information.
  - a. Overall Job Performance search criteria

