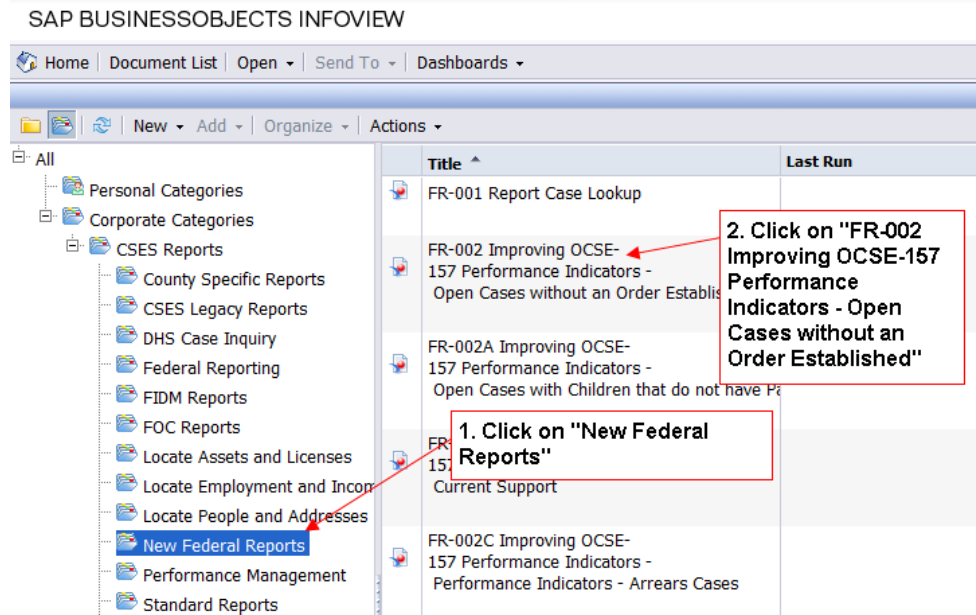# Generate the FR-002 Report on Business Objects – Job Aid
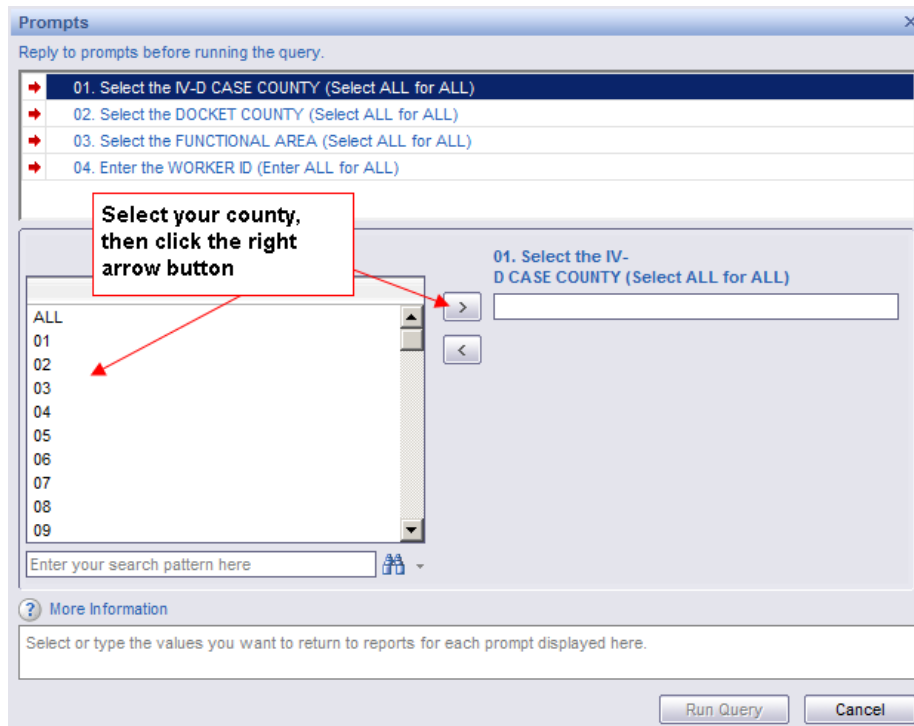
To generate the FR-002 report on Business Objects, follow the steps below.

1. Go to CSES Reports → New Federal Reports.
2. Click on "FR-002 Improving OCSE-157 Performance Indicators – Open Cases without an Order Established."

3. Request report criteria. To do this:

3a. At the top of the screen, click "01. Select the IV-D CASE COUNTY" to highlight it, then select your county by clicking your county number. Then click the right arrow button.
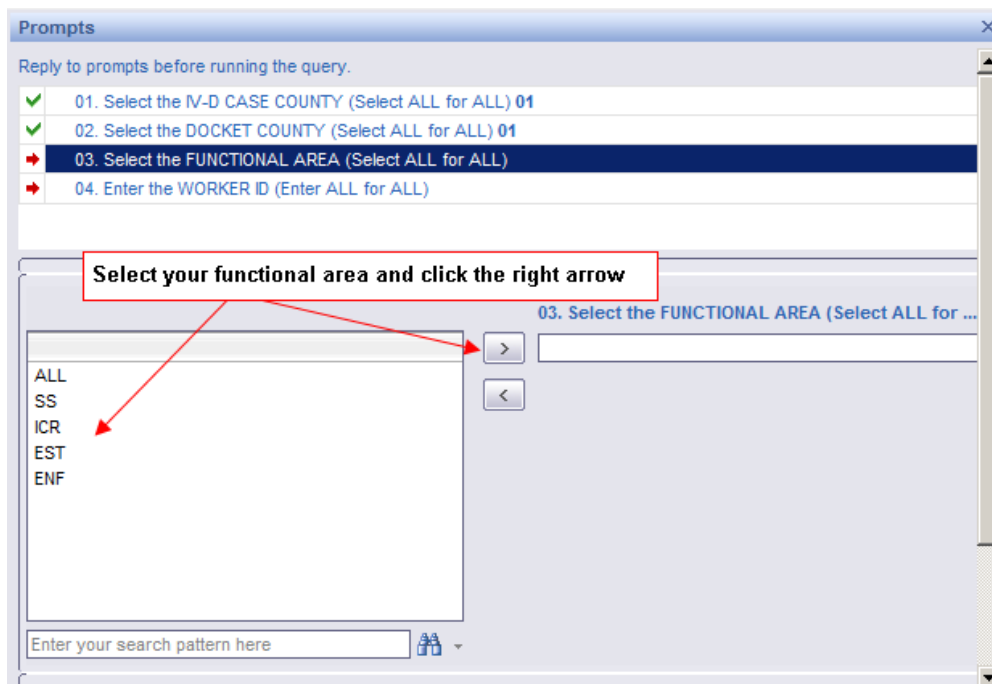
Generate the FR-002 Report on Business Objects – Job Aid

3b.   Click "02. Select the DOCKET COUNTY" to highlight it. Then select "ALL" for the docket county and click the right arrow button.
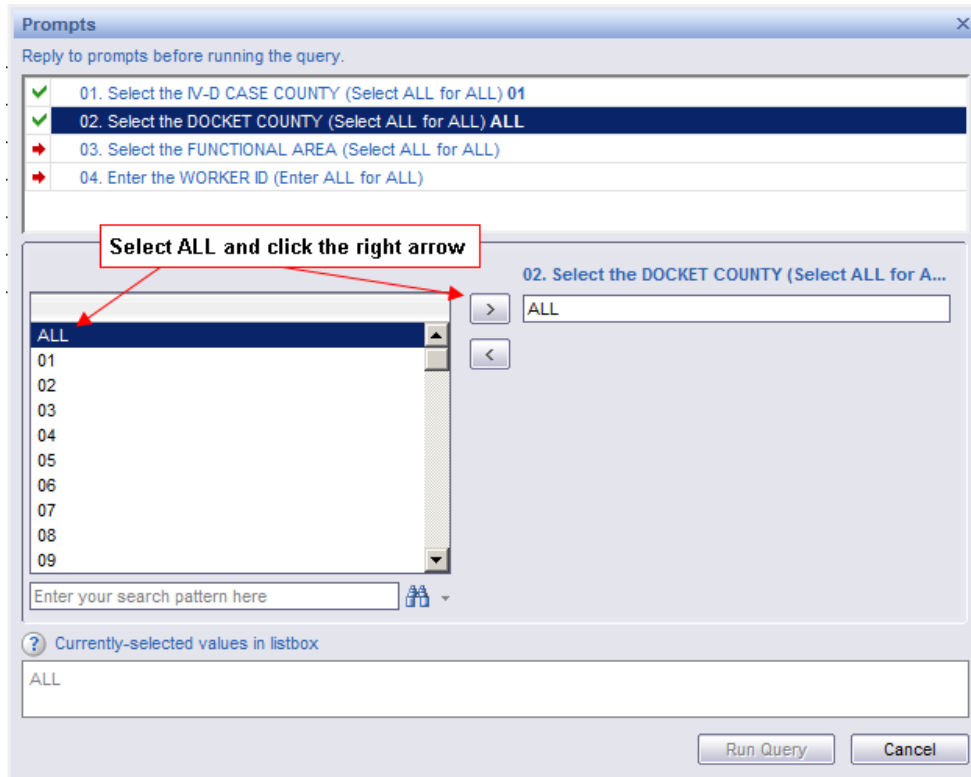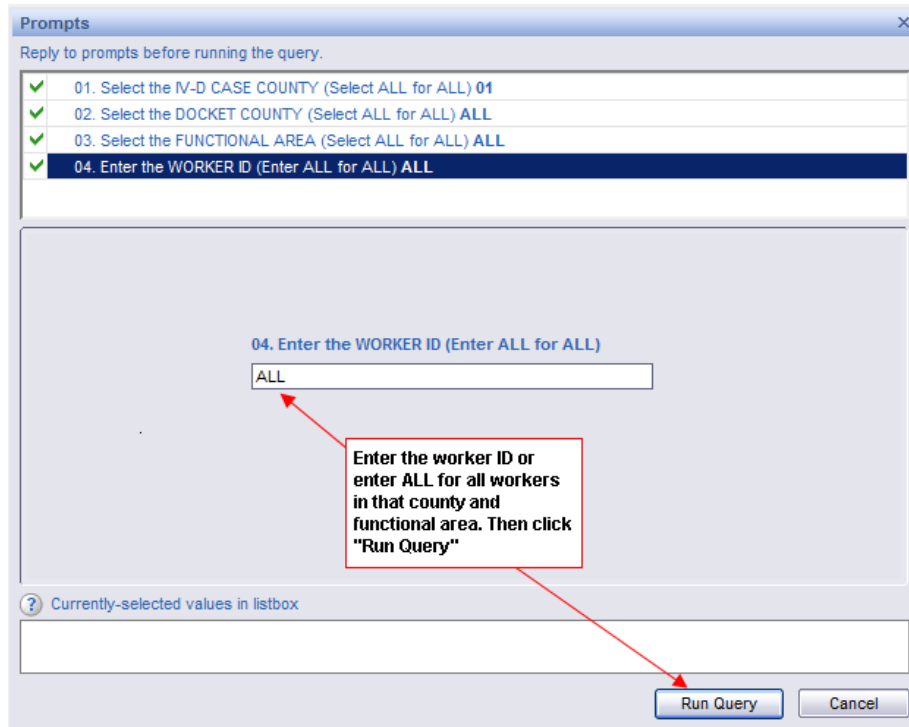

3c.   Click "03. Select the FUNCTIONAL AREA" to highlight it. Then select your functional area (SS, ICR, EST, or ENF) and click the right arrow button.

2013-012E1 (Rev. 12/13)

3d. Click "04. Enter the WORKER ID" to highlight it. Then enter the worker ID or "ALL" in the box in the center of the screen. Click the "Run Query" button.


4. After the query has run, it will come up in a window. To save it as an Excel spreadsheet:

4a. Click the second arrow pointing right to go to the last page of the report.
4b. Click the "Document" drop-down arrow.
4c. Select "Save to my computer as."
4d. Select "Excel."

2013-012E1 (Rev. 12/13)
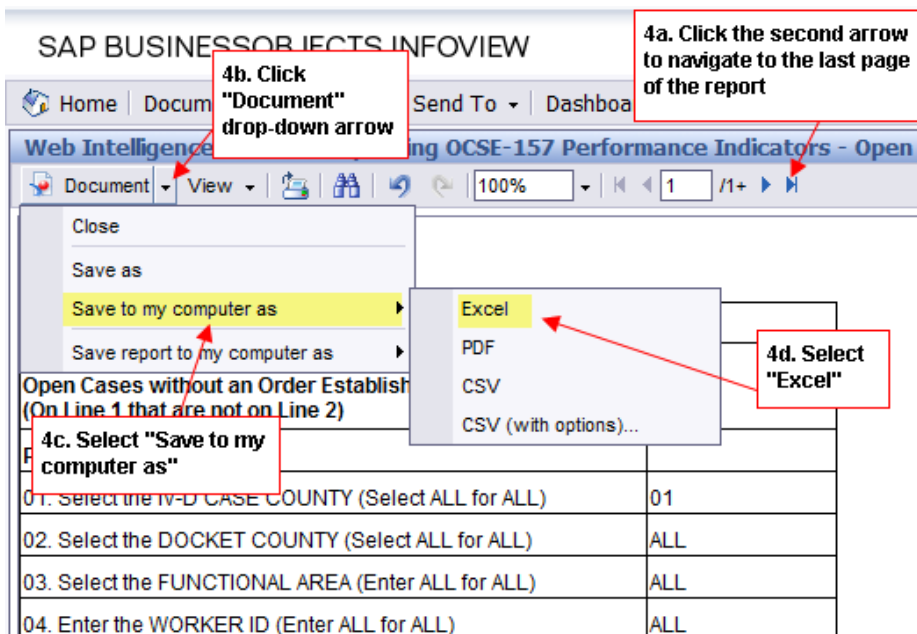
Generate the FR-002 Report on Business Objects – Job Aid

4e. It will ask: "Do you want to open or save this file?" Click "Open."
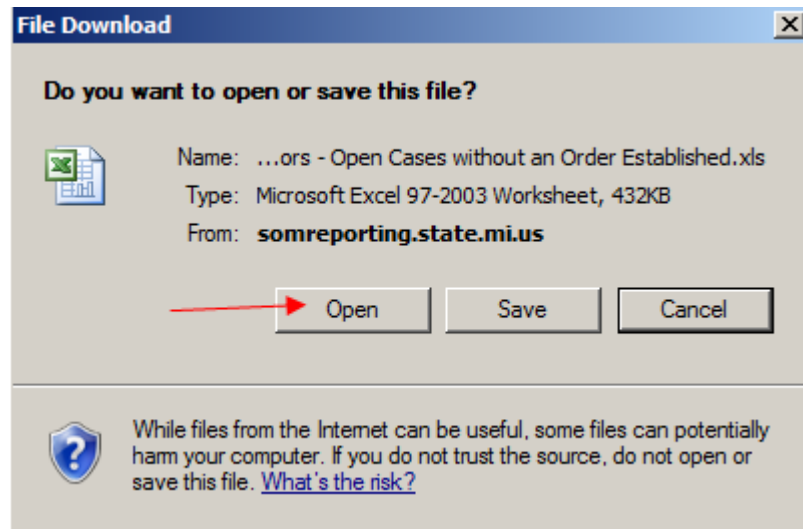
The spreadsheet will open. You can then begin manipulating the spreadsheet and working it immediately, and/or you can save it to your computer.

2013-012E1 (Rev. 12/13)