Accessing DG Inform

HOW TO SUBSCRIBE TO REPORTS

1. Click on ellipses (…) in the upper right hand corner you want to subscribe.
2. Click “Subscribe”

HOW TO ACCESS SAVED SUBSCRIPTIONS

1. Click on the Settings/Gear Icon in the upper right hand corner of the DG Inform screen
2. Click on “My subscriptions”
SALARY BY MONTH – BY EMPLOYEE TEMPLATE

Title that will show up in Subscriptions List

Edit frequency & date you want report auto-sent

Subject: Add specific report name in the beginning so email subject line differentiates reports

To pull report by EMPLOYEE:
Group by 1: Employee
Group by 2: Fund
Group by 3: Default

Enter ALL PI’s cost centers

Add UCLA ID, CC & Earn Code

Choose Division from drop down

Similar to QDB Salary & Percentage by Month – By Sub with Internal Titles
SALARY BY MONTH – BY FUND TEMPLATE

To pull report by FUND:
Group by 1: Fund
Group by 2: Employee
Group by 3: Blank/Default

Similar to QDB Salary & Percentage by Month – By Fund
Set to Curr LYM if you want single month/report. If you want all months starting with July of current fiscal year, leave default.