1. Starting from your SAP User Menu, click open the HRPA – ISR Initiator folder, click open the ISR folder, and then double-click “ISR Report.”

2. You’ll arrive at an ISR Report variable screen. This screen contains a series of empty fields. You can use these fields to identify the information that you want to include in your ISR report.
3. If you have previously created and saved a customized report layout, and you want to use it, you can enter the code for your layout in the Layout field. If you don’t have a customized report layout, just clear the information out of this field. The system will generate your report using the default view.

4. Click the Execute button to generate your report. If you don’t receive the desired results, you can try running the report again using a broader set of criteria. Just click the Back button, and enter your new criteria.