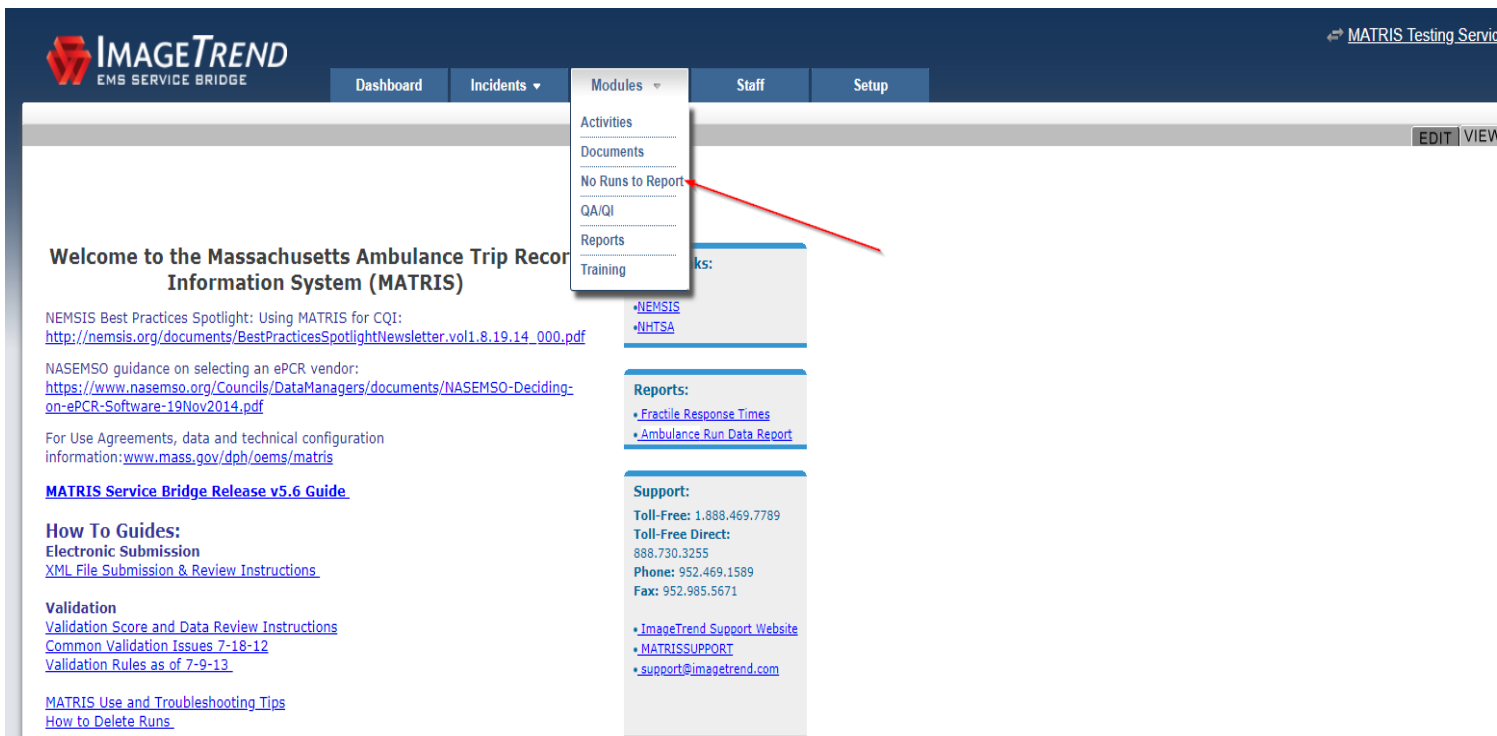# No Runs to Report User Guide

By creating "*No Runs To Report*" entries you will be notifying OEMS for months in which you did not have any runs. Otherwise you will be contacted to enter data for months with 0 runs. This should be used for any month since 12/15/2010 in which there were no runs.

DO NOT use this if you have runs to enter but have not yet for a month.

Steps to Enter "No Runs to Report" in MATRIS.

1. Click on Modules → No Runs to Report.

2. Click on No EMS Runs.

3. On the next screen, click on Add No Runs Button.

4. Select the year and the month and Click OK.

5. This will add the "No Runs to Report" record for that month and year.