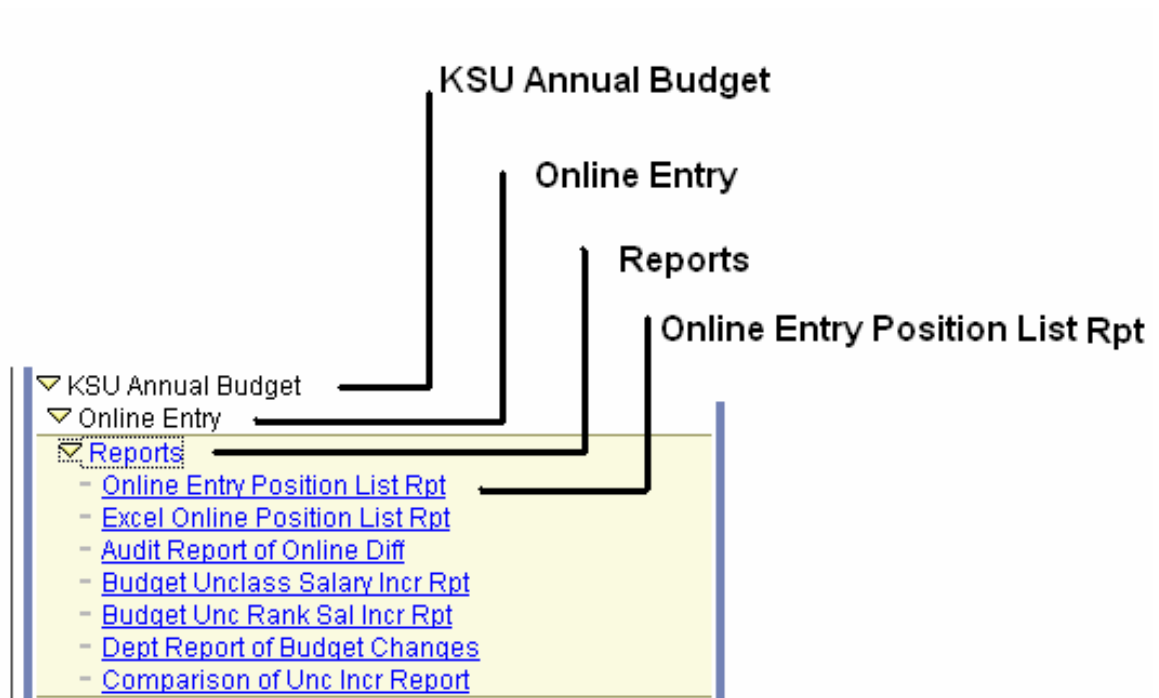


Running / Viewing / Printing Reports

Online Entry Position Listing

This report is used while data is being entered in the on-line area. This report displays information for unclassified, pooled, student, and OOE lines and reflects on-line changes new fiscal year changes.

1. Access Report



OnLine Entry Position Listing

2. Create a Run Control ID OR Select Run Control ID

To Create a Run Control ID:

If a RUN CONTROL ID DOES NOT EXIST, repeat Step 1. Select "Add a New Value." A "Run Control ID" edit box will appear. Enter a three-digit Run Control ID. Select the "Add" button. Note: This procedure will only need to be done ONE TIME.

The RUN CONTROL ID is used to define the parameters for running the report. Once the Run Control ID is created, it may be reused over and over for any HRIS report.

HRIS Training Tip: When creating a RUN CONTROL ID, keep the Run Control ID short and use only alphabetical letters or numbers. Some characters (Examples: &, %, *, etc.) take on a special meaning that is not intended and cause problems. If you have a Run Control ID that includes a special character, please discontinue using it.

Find an Existing Value

Run Control ID:

[Advanced Search](#)

[Add a New Value](#)

To Select an Existing Run Control ID:

* Enter an existing Run Control ID

or

* click on the "Search" button to produce a list of Run Control ID's ... search results will appear. Select a Run Control ID from the list. <Enter>

OnLine Entry Position Listing

The Report Request Parameters page will appear.

Preliminary Position Listing

Run Control ID: kak [Report Manager](#) [Process Monitor](#) Run

Report Request Parameters

Fiscal Year: 2006

Print Employees with Bonus Only

Print Classified Salaries

<-- Starting Page# to Print on Report

Department: 3670040010 Education Dean of

Budget Unit:

Department Group ID:

Sub Agency:

Class Indc:

BL Type:

- ESARP
- Main Camp
- Vet Med
- All
- Classified
- Temporary
- Unclassifd
- Benefit
- HRIS
- Joint
- OOE
- Pooled
- Shrink Up
- Shrinkage
- Student

3. Complete Report Request Parameters for desired output.

Fiscal Year: New Fiscal Year

Department
or
Budget Unit
or
Department Group ID: Enter either the Department ID, Budget Unit ID, or Department Group ID for desired output. *Note: The Budget Unit and Department Group ID do not always include the same departments.*

OnLine Entry Position Listing

3. Continued ... Complete Report Request Parameters for desired output.

Sub	<input type="text"/>
Agency:	<input type="text"/>
Class Indc:	<input type="text"/>
BL Type:	<input type="text"/>

Sub Agency:

Used to select/print budget lines for a specified sub-agency.

**ESARP
Main Camp
Vet Med**

Class Indc:

Used to select/print budget lines for a specified class of employees.

**All
Classified
Temporary
Unclassified**

**BL Type:
(Budget Line Type)**

Used to select/print specified budget line type(s).

**Benefit
HRIS
Joint
OOE
Pooled
Shrink Up
Shrinkage
Student**

OnLine Entry Position Listing

4. Save and Run the Report

- * Select " Save " to retain selected report parameters.
- * Select " Run " to run the report and to access the Process Scheduler Request page.

Preliminary Position Listing

Run Control ID: AMD

[Report Manager](#)

[Process Monitor](#)

Run

Report Request Parameters

Fiscal Year:	2006	<input type="checkbox"/> Print Employees with Bonus Only	Sub:	Main Camp
		<input checked="" type="checkbox"/> Print Classified Salaries	Agency:	
		<input type="text"/> <-- Starting Page# to Print on Report	Class Indc:	All
Department:			BL Type:	
Budget Unit:	3670045010			
Department Group ID:				

Save

Return to Search

Next in List

Previous in List

Notify

OnLine Entry Position Listing

5. Set Up Process Scheduler Request Page - Select OK.

Server Name: PSUNX


The following options exist for running, viewing or printing the report:

Type: Web


Format: PDF

Process Scheduler Request

User ID: ALMAMD Run Control ID: AMD

Server Name: Run Date: 

Recurrence: Run Time:

Time Zone: 

Process List

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	Online Entry Position Listing	WBUD630C	SQR Report	<input type="text" value="Web"/>	<input type="text" value="PDF"/>

All other fields may be left blank or filled with default data (i.e., Recurrence, Time Zone, Run Date, and Run Time). After completing the options, **select "OK" to run the report.**

OnLine Entry Position Listing

6. View or Print the Report

After selecting "OK" ... HRIS will return to the Report Request Parameters page.

Select . . . Report Manager

Preliminary Position Listing

Run Control ID: AMD

[Report Manager](#)

[Process Monitor](#)

Run

Report Request Parameters

Fiscal Year: 2006

Print Employees with Bonus Only

Sub: Main Camp

Print Classified Salaries

Agency:

<-- Starting Page# to Print on Report

Class Ind: All

BL Type:

Department:

Budget Unit: 3670045010

Department Group ID:

Report Manager - Set Up Report List

Status: Leave edit box "blank" or select "Posted."

Refresh: Select to View Report List

View: When status is "Posted" ... Select **View** to Access Report/Log Viewer

The screenshot shows the 'List' tab in the Report Manager. At the top, there are navigation tabs: Explorer, List (selected), Administration, and Archives. Below these is a 'View Reports For' section with fields for User ID (ALMAMD), Type (dropdown), Last (1 Days), Status (dropdown), Folder (dropdown), Instance (dropdown), and a Refresh button. Below this is a 'Report List' table with columns: Select, Report ID, Prcs Instance, Report Description, Request Date/Time, Format, Status, Details, and View. A single report is listed with ID 45234, Instance 49516, Description 'Online Entry Position Listing', Date/Time '05/10/2005 9:17:18PM', Format 'Acrobat (*.pdf)', and Status 'Posted'. There are 'Details' and 'View' links for this report.

A Message Log, Trace File, and File Name (wbud630c) will appear.

PDF file ... to view the report, select the file name (wbud630c xxxxxx.PDF).

The screenshot shows the 'Report Detail' page. It displays the following information: Report ID: 45234, Process Instance: 49516, Name: WBUD630C, Process Type: SQR Report, Run Status: Success. Below this is the text 'Online Entry Position Listing'. A 'File List' table follows with columns: Name, File Size (bytes), and Datetime Created. The table lists three files: 'Message Log' (1,644 bytes, 05/10/2005 9:19:45.000000PM CDT), 'wbud630c_49516.PDF' (212,779 bytes, 05/10/2005 9:19:45.000000PM CDT), and 'Trace File' (432 bytes, 05/10/2005 9:19:45.000000PM CDT). The PDF file name is highlighted in blue.

Report will appear on your desktop. Print report by selecting the "Print" icon or by selecting File ... Print.