

# Running / Viewing / Printing Reports

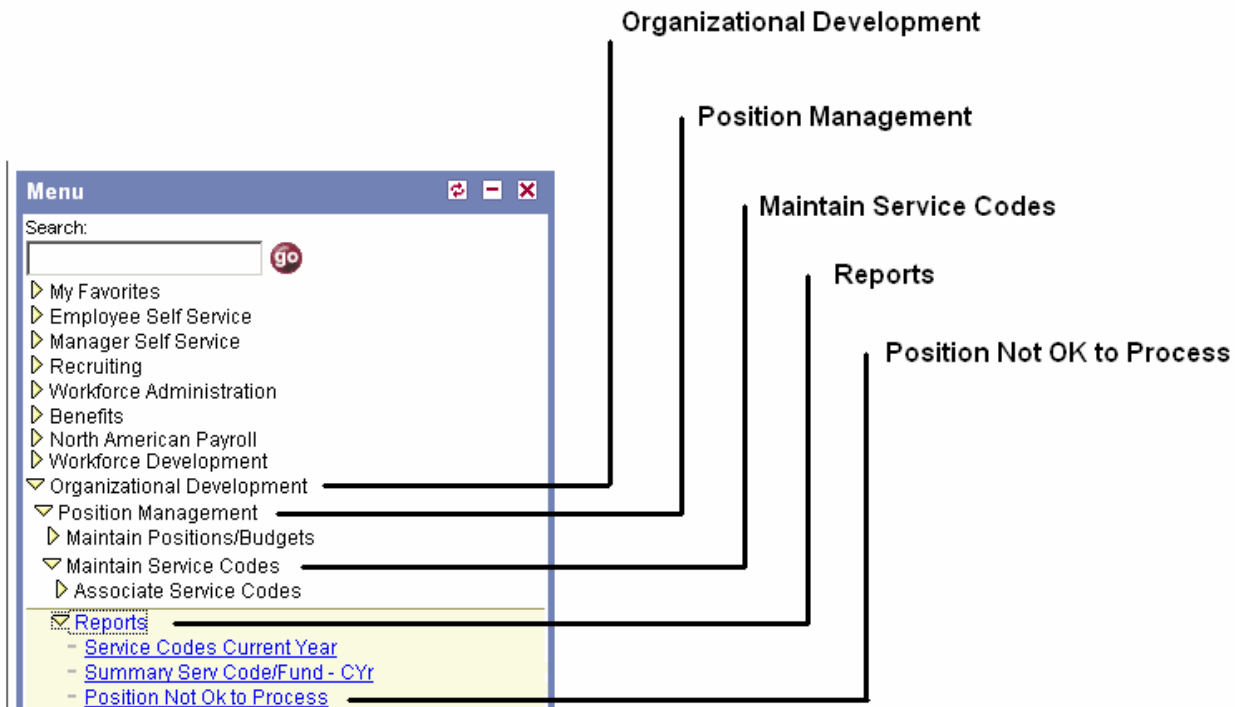
## Position Not OK to Process

This report is used to view those positions that have not been designated as “OK to Process” . . . where the “OK to Process” check box has not been selected.

The appropriate time to print this report is after entering\updating service code information. Normally, service code information is updated at the beginning of the fiscal year.

### 1. Access HRIS Report

**Organizational Development >> Position Management  
Maintain Service Codes >> Reports >> Position Not OK to Process**



## 2. Select 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.

**Position Not OK to Process**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Run Control ID: begins with | amd

Search | Clear | Basic Search | Save Search Criteria

Find an Existing Value | Add a New Value

**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.

**The Report Request Parameters page will appear.**

**2. Complete the Report Request Parameters.**

- ❖ **As of Date:** Enter either today's date or a different date.
- ❖ **Fiscal Year:** Enter fiscal year (YYYY).
- ❖ **Department:** Used to print information for a single department. This identification number will print service code information for all budgeted positions\employees within the department. Example: 367000XXXX

**OR**

- ❖ **Department Group ID:** This identification number will allow major administrative units to print the report for all the departments within the college or the unit.

The screenshot shows a web form titled "Report Request Parameters". It contains four input fields, each with a search icon to its right:

- As Of Date:** A date picker field containing "09/12/2006".
- Fiscal Year:** A text input field containing "2007".
- Department:** A text input field containing "3670005050".
- Department Group ID:** An empty text input field.

**3. Save and Run the Report**

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



## 5. View or Print the Report

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

Select **Report Manager** to produce a list of reports that have been set up using the web type on the Process Scheduler Request Page and sent to the process scheduler/report list.

Position Not OK to Process

Run Control ID: AMD

[Report Manager](#) [Process Monitor](#)

Process Instance:197352

**Report Request Parameters**

As Of Date:

Fiscal Year:

Department:

Department Group ID:

## Report Manager - Set Up Report List

- ◆ Select "Refresh" to View Report List
- ◆ If status = Posted ... Select "View" to Access report detail page.

The screenshot shows the 'Report Manager' interface. At the top, there are tabs for 'Administration' and 'Archives'. Below the tabs is a section titled 'View Reports For' with several input fields: 'User ID' (ALMAMD), 'Type' (dropdown), 'Last' (1 Days), 'Status' (dropdown), 'Folder' (dropdown), and 'Instance' (input). A yellow 'Refresh' button is highlighted with a red box and a red arrow. Below this is a 'Report List' table with columns: 'Select', 'Report ID', 'Prce Instance', 'Report Description', 'Request Date/Time', 'Format', 'Status', 'Details', and 'View'. A single report entry is shown with a checkbox, Report ID 183363, Prce Instance 197352, Report Description 'Position Not OK to Process', Request Date/Time '08/21/2006 1:02:19PM', Format 'Acrobat (\*.pdf)', and Status 'Posted'. The 'View' link in the 'View' column is highlighted with a red box and a red arrow.

Select "**Refresh**" to view reports that have been processed. Note: May need to select "Refresh" more than once to view report on the list.

After report appears on the list, select "**View**"

Note: Reports will remain on the "Report List" for 30 days.

## Report Manager -Access Report from Report/Log Viewer

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

Select the wbud405\_xxxxx.PDF to view the report.

Report Detail			
Report ID:	183363	Process Instance:	197352
Name:	WBUD405	Process Type:	SQR Report
Run Status:	Success		
Position Not OK to Process			
File List			
Name	File Size (bytes)	Datetime Created	
<a href="#">Message Log</a>	1,644	08/21/2006 1:02:29.000000PM CDT	
<a href="#">wbud405_197352.PDF</a>	1,580	08/21/2006 1:02:29.000000PM CDT	
<a href="#">Trace File</a>	230	08/21/2006 1:02:29.000000PM CDT	

### Print Report

To print the report, select the  icon.

Or, select File > Print.

If an error occurs, please contact the **HELP DESK at 532-7722**. Be prepared to provide them with any details (i.e., error message(s), steps followed, etc.).

If you have questions regarding the information displayed in the report -- please call your HR liaison at 532-6277 or Alma Deutsch at 532-1448.