

Running / Viewing / Printing Reports

Blank Time Document

This report produces a blank time document and may be printed at any time. This report is normally printed for employees who did not receive a time document when department time documents were printed (i.e., new hires, rehires, transfers, etc.).

1. Access HRIS Report

- Menu Group: Time and Leave
- Menu Application: Reports
- Menu Item: Time Documents
- Component: **Print Blank Time Doc's**



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. <Enter>

Print Blank Time Doc's

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](#)

Search by: Run Control ID begins with

[Advanced Search](#)

[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. The Report Request Parameters panel will NOT appear for this report . . . proceed to step 3.



3. 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.

5. Set Up Process Scheduler Request Page

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

Web Option

E-Mail Option

To view/print report via the <u>Web</u> :	:	To view/print report via <u>Electronic Mail</u> :
<u>Server Name</u> : PSUNX	:	<u>Server Name</u> : PSUNX
<u>Type</u> : Web	:	<u>Type</u> : E-Mail
<u>Format</u> : PDF	:	<u>Format</u> : PDF
Runs report to the process scheduler.	:	Runs report to e-mail.

Process Scheduler Request

User ID: ALMAMD Run Control ID: kak

Server Name: PSUNX Run Date: 10/07/2004
Recurrence: Recurrence Run Time: 2:34:09PM Reset to Current Date/Time
Time Zone: Time Zone

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	Print Blank Time Documents	KTEC008	SQR Report	Email	PDF
				Web	PDF

OK Cancel

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.

6. View or Print the Report

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

- * **Report Manager** (Page 6) will 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.

Or

- * **Process Monitor** (Page 9) will provide the status of the report (i.e., initiated, error, success, etc.). This option is used when the email type has been selected on the Process Scheduler Request Page.

The screenshot shows a web interface titled "Run Control". On the left, it displays "Run Control ID: kak". In the center, there are two blue hyperlinks: "Report Manager" and "Process Monitor". The "Report Manager" link is circled in black. To the right of these links is a yellow button with a black border labeled "Run". Below the "Process Monitor" link, the text "Process Instance:683" is visible. At the bottom of the interface, there are four buttons: "Save" (with a floppy disk icon), "Return to Search" (with a magnifying glass icon), "Add" (with a plus sign icon), and "Update/Display" (with a refresh icon).

Report Manager - Set Up Report List

Select the Administration Tab:

View Reports For

User ID: Type: Last: Days

Status: Folder: Instance: to:

Report List Customize | Find | View 100 | First 1-50 of 111 Last

Select	Report ID	Prs Instance	Report Description	Request Date/Time	Format	Status	Details	View
<input type="checkbox"/>	603	683	Print Blank Time Documents	10/07/2004 2:36:25PM	Acrobat (*.pdf)	Posted	Details	View

- * Status Edit Box = Posted or Blank
- * Select "Refresh" to View Report List
- * If status = Posted ... Select "View" to Access Report Detail

View Reports For

User ID: Type: Last: Days

Status: Folder: Instance: to:

Report List Customize | Find | View 100 | First 1-50 of 111 Last

Select	Report ID	Prs Instance	Report Description	Request Date/Time	Format	Status	Details	View
<input type="checkbox"/>	603	683	Print Blank Time Documents	10/07/2004 2:36:25PM	Acrobat (*.pdf)	Posted	Details	View
<input type="checkbox"/>	602	682	Department Time Totals by Pay	10/07/2004 2:02:04PM	Acrobat (*.pdf)	Posted	Details	View

Status ... Posted

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 Detail

- * A Message Log, Trace File, and File Name(s) will appear.
- * To view the report, select the file name ...
ktec008_683.PDF.

Report Detail

Report ID: 603 **Process Instance:** 683
Name: KTEC008 **Process Type:** SQR Report
Run Status: Success

Print Blank Time Documents

File List

Name	File Size (bytes)	Datetime Created
Message Log	1,599	10/07/2004 2:36:33.000000PM CDT
ktec008_683.PDF	2,569	10/07/2004 2:36:33.000000PM CDT
Trace File	0	10/07/2004 2:36:33.000000PM CDT

- * After selecting the PFD file, the report will appear.

Process Monitor - View Report Status

Use Process Monitor to view the Process List and Run Status. A report set up using **Type = Email ; Format = PDF** can not be accessed using Report Manger.

Run Control

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

Process List [Server List](#)

View Process Request For

User ID: Type: Last: Days

Server: Name: Instance: to

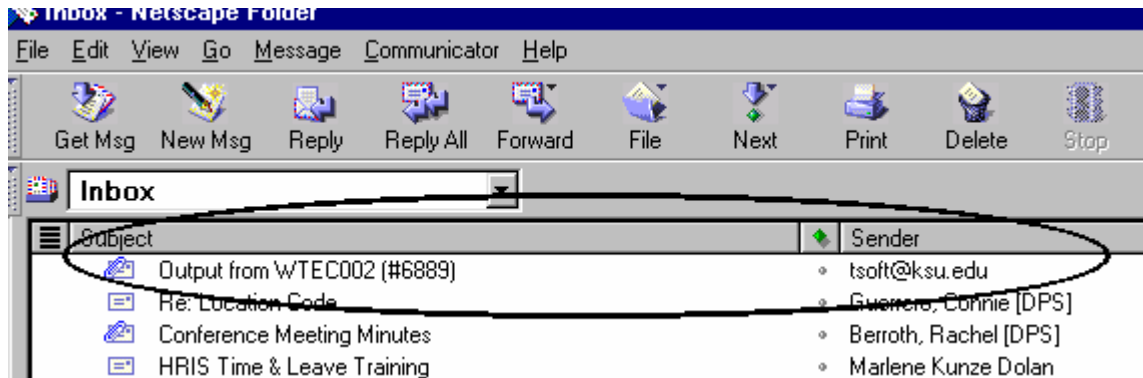
Run Status: Save On Refresh

[Customize](#) | [Find](#) | [View All](#) | 1-21 of 21

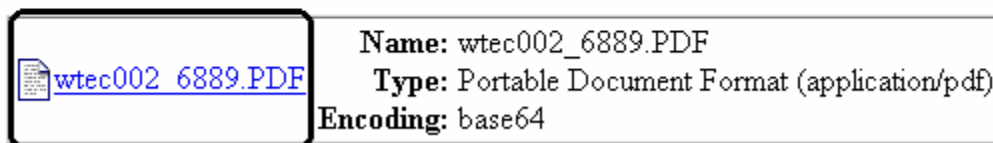
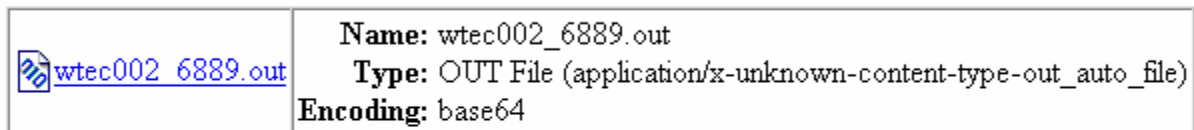
Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
684		SQR Report	KTEC008	ALMAMD	10/07/2004 2:46:37PM CDT	Success	Details
683		SQR Report	KTEC008	ALMAMD	10/07/2004 2:34:09PM CDT	Success	Details
682		SQR Report	KTEC008	ALMAMD	10/07/2004 2:04:57PM CDT	Success	Details

Process Monitor - View Report Status

- * **When Process Monitor Run Status indicates "Success" open e-mail to view/print report.**



- * **Open the PDF file to view or print the report.**



If an error occurs, please contact the **HELP DESK at 532-6282**. 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.