

## Run Reports Documentation View Requests

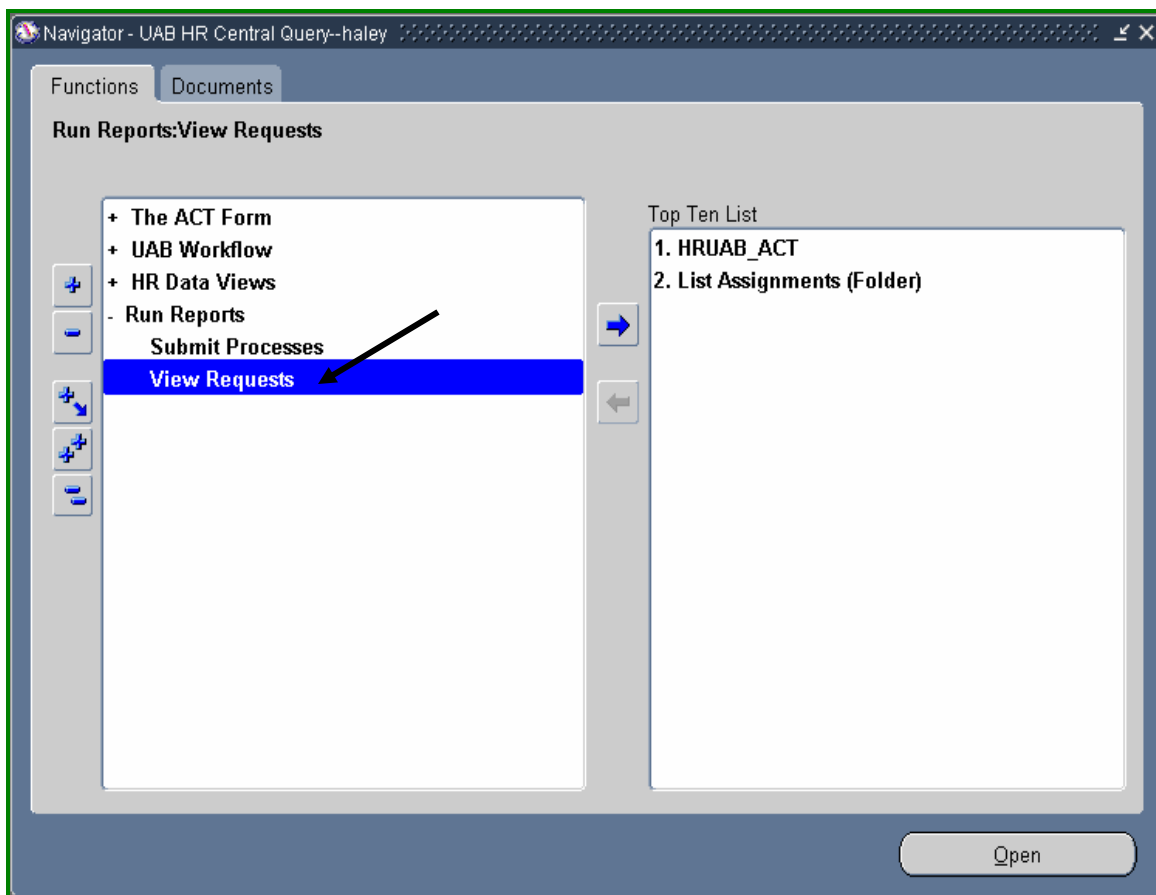
The View Request option is available to end users within the HR Officer responsibility. End users can view submitted request for HR Ad Hoc reports using the View Request menu option. End users can also view the output of the HR ad hoc report using this menu option.

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### UAB HR Officer → Run Reports → View Requests

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1. Select the **VIEW REQUEST** menu option; click on the **OPEN** button.



2. The **FIND REQUEST** window opens.

## Run Reports Documentation View Requests

Find Requests

My Completed Requests

My Requests In Progress

All My Requests

Specific Requests

Request ID

Name

Date Submitted

Date Completed

Status

Phase

Requestor

Include Request Set Stages in Query

Order By **Request ID**

Select the Number of Days to View:

Submit a New Request... Clear Find

3. The system defaults to the  All My Requests option. The default will display **all** requests you have made within the **SELECT THE NUMBER OF DAYS TO VIEW** period. If you wish to minimize your display, select the appropriate radio button to change option.

My Completed Requests

Displays all requests which have ran and are ready to view.

My Requests In Progress

Displays all requests still “In Progress” and running.

4. The **SPECIFIC REQUESTS** option allows you to filter your display.

Request ID

Displays only the Request ID entered.

Name

Displays only the Name of the Report entered. If you have run the same report more than once, each request will display.

## Run Reports Documentation View Requests

Date Submitted   
Date Completed

Displays only request submitted or completed on the specific date entered.

Requestor

Displays request submitted by the specific Requestor.

Order By **Request ID**

5. The **Order By** allows you to sort your report display:

6. Click on the drop box arrow, the following menu selection appears:

**Request ID**  
Name  
Requested Start Time

Select the desired sort method.

7. Click the **FIND** button at the bottom of the form.

Find Requests

My Completed Requests  
 My Requests In Progress  
 All My Requests  
 Specific Requests

Request ID   
Name   
Date Submitted   
Date Completed   
Status   
Phase   
Requestor

Include Request Set Stages in Query

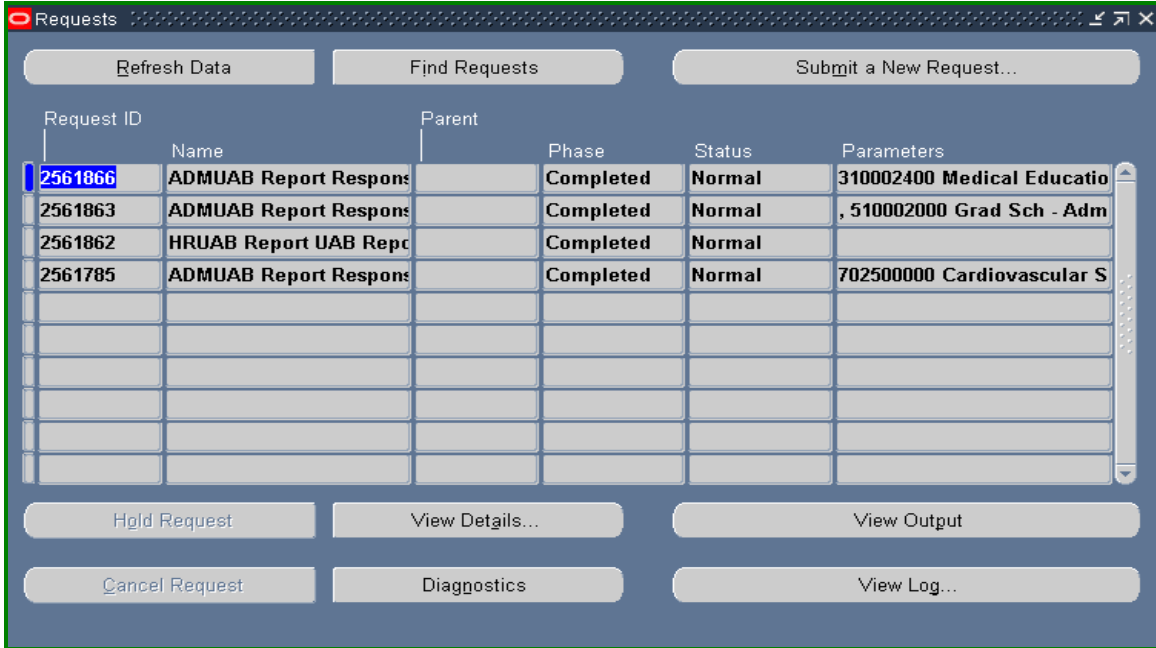
Order By **Request ID**

Select the Number of Days to View:

Submit a New Request... Clear Find

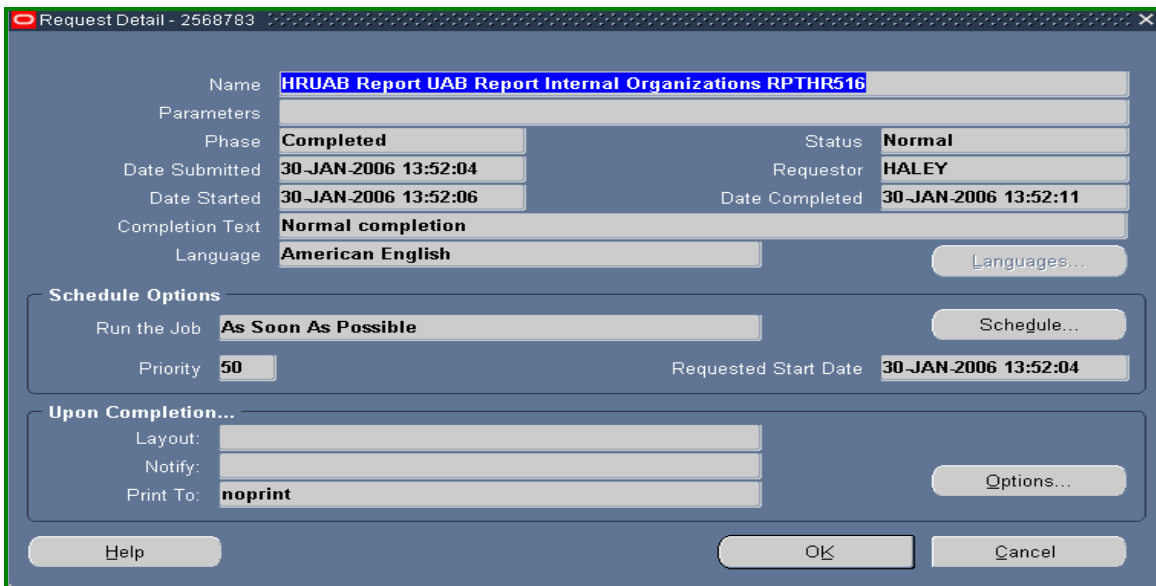
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8. The **REQUESTS** window opens, displaying reports using parameters selected on the **FIND REQUESTS** window.



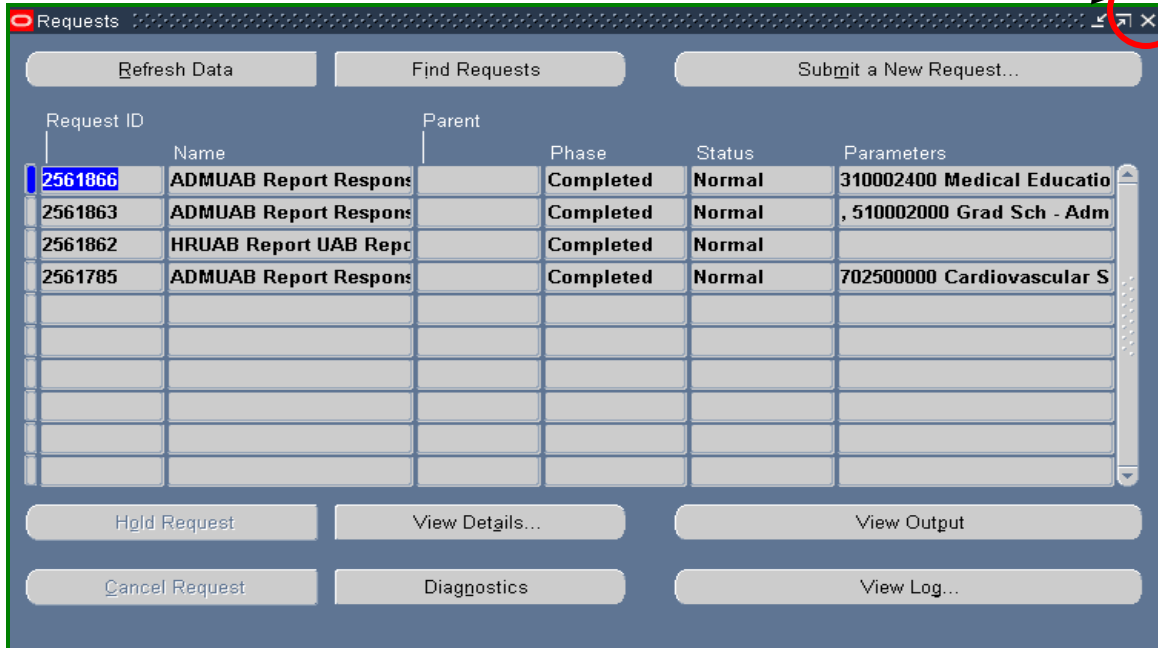
Each report listed displays the: **REQUEST ID #** (assigned by the system at the time a New Request is submitted), **NAME** of the report, **PHASE** the request is in (*Pending, Running or Completed*), the **STATUS** of the report, and the selected **PARAMETERS**.

9. Click on the **FIND REQUEST** button to return to the **FIND REQUEST** window.
10. Click on the **SUBMIT A NEW REQUEST** button to request a new report.
11. Click on the **VIEW OUTPUT** button to open a selected report in PDF format.
12. Click on the **VIEW DETAILS** button to view details on a specific report. A window similar to the window below opens displaying details of a submitted request.



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13. To exit the View Request menu option, click on the **X** in the upper right hand corner of the **REQUESTS** widow.



The screenshot shows a window titled "Requests" with a table of data and several control buttons. A red circle highlights the "X" close button in the top right corner of the window.

Request ID	Name	Parent	Phase	Status	Parameters
2561866	ADMUAB Report Respons		Completed	Normal	310002400 Medical Educatio
2561863	ADMUAB Report Respons		Completed	Normal	, 510002000 Grad Sch - Adm
2561862	HRUAB Report UAB Reprc		Completed	Normal	
2561785	ADMUAB Report Respons		Completed	Normal	702500000 Cardiovascular S

Buttons: Refresh Data, Find Requests, Submit a New Request..., Hold Request, View Details..., View Output, Cancel Request, Diagnostics, View Log...

[RETURN TO TOP](#)