

Report of Oracle Access Responsibilities

A report can be generated to identify the access responsibilities set up in Oracle based on one of three parameters: by individual, by organization, or by responsibility. This report is available under the UAB HR Officer responsibility.

Choose the **ADMUAB Responsibilities by Group Report**, and then click the **OK** button.

ADMUAB Responsibilities by Group Report is now populating the NAME field of the Submit request form. The Parameters window will open which has three options: Organization, Responsibility, and Person. **Select only one option to run a report.**

The screenshot shows the Oracle Submit Request form with the following fields and options:

- Run this Request...**
 - Name: **ADMUAB Responsibilities by Group Report**
 - Parameters: (empty field)
 - Language: **American English**
- At these Times...**
 - Run the Job: (empty field)
- Upon Completion...**
 - Notify: (empty field)
 - Print to: (empty field)

The **Parameters** window is open, showing three options:

- Organization: (empty field)
- Responsibility: (empty field)
- Person: (empty field)

Buttons at the bottom: **OK**, **Cancel**, **Clear**, **Help**.

Responsibilities by *Organization* Parameter

In the Parameter window click on the **LOV** button in the Organization field. Select the org number. Once the org number is selected, click the **OK** button.

The main 'Submit Request' dialog box is titled 'Submit Request' and has a close button (X) in the top right corner. It is divided into three main sections: 'Run this Request...', 'At these Times...', and 'Upon Completion...'.
 - In the 'Run this Request...' section, there is a 'Name' field with the value 'ADMUAB Responsibilities by Group Report', a 'Parameters' field, and a 'Language' field with the value 'American English'. There are 'Copy...' and 'Languages...' buttons to the right.
 - In the 'At these Times...' section, there is a 'Run the Job' field.
 - In the 'Upon Completion...' section, there are 'Notify' and 'Print to' fields.
 - At the bottom of the main dialog are 'Help (E)', 'Submit', and 'Cancel' buttons.
 A smaller 'Parameters' dialog box is open over the main dialog. It has fields for 'Organization' (190200000 Customer Services), 'Responsibility', and 'Person'. It has 'OK', 'Cancel', 'Clear', and 'Help' buttons at the bottom.

Click once on the SUBMIT button in the bottom, right-hand portion of the screen.

The 'Submit Request' dialog box is shown after clicking the 'SUBMIT' button. The 'Parameters' sub-dialog is no longer present.
 - The 'Name' field remains 'ADMUAB Responsibilities by Group Report'.
 - The 'Parameters' field now contains '190200000 Customer Services..'.
 - The 'Language' field remains 'American English'.
 - In the 'At these Times...' section, the 'Run the Job' field now contains 'As Soon as Possible', and a 'Schedule...' button is visible to its right.
 - In the 'Upon Completion...' section, there is a checked checkbox for 'Save all Output Files'. The 'Notify' field is empty, and the 'Print to' field contains 'noprint'. An 'Options...' button is to the right.
 - The bottom buttons are 'Help (E)', 'Submit', and 'Cancel'.

Once the report request is submitted, the following window will appear on your screen.

The screenshot shows a window titled 'Requests'. At the top, there are three buttons: 'Refresh Data', 'Find Requests', and 'Submit a New Request...'. Below these is a table with the following columns: Request ID, Name, Parent, Phase, Status, and Parameters. The first row of data shows: Request ID 181564, Name ADMUAB Responsibilities, Parent (empty), Phase Running (highlighted in green), Status Normal (highlighted in green), and Parameters 190200000 Customer Services, . Below the table is another set of buttons: 'Hold Request', 'View Details...', 'View Output', 'Cancel Request', 'Diagnostics', and 'View Log...'.

Request ID	Name	Parent	Phase	Status	Parameters
181564	ADMUAB Responsibilities		Running	Normal	190200000 Customer Services, ,

Notice that the report has been assigned a Request ID number that is followed by the name of the report. The PHASE field identifies at which point of the process the report is in currently. Valid phases are *Pending*, *Running*, and *Completed*. Click on the REFRESH DATA button in the top, left-hand area of the window to see the update of the Phase. The STATUS field maintains the status of the report request. The only valid statuses are *Standby*, *Normal*, and *Error*. The final field is the PARAMETERS field and lists the subsetted parameters applied to this report request before submission.

When the PHASE field shows *Completed*, click on the VIEW OUTPUT button at the bottom of the screen to view the report. Adobe Acrobat Reader must be installed on your machine to see the report. After clicking the VIEW OUTPUT button, the Adobe software will open and load the report.

You should see something that resembles the report shown below, which is a list of employees' affiliated with org 190200000 and the responsibilities these employees have in Oracle. The report lists the *Person ID* field (an Oracle generated number that is not useful for End Users), employee full name, employee number, and Blazer ID. Within the boxes are the access responsibilities that employee has are listed, as well as the start date and end date for the responsibility.

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 PGM: RPT.ADM.100

Responsibilities by Org by Person
 Grouped by Organization

Organization: 190200000 Customer Services

Person Id	Full Name	Employee Number	Blazer ID
22128	Tatum, M Terry	1021676	TTATUM

Responsibility	Start Date	End Date
UAB Self Service Applications	14 JAN 2004	
UAB HR Tech User	23 JAN 2004	
190200000 Customer Services	16 JAN 2004	
190200000-Timekeeper	20 JAN 2004	

Responsibilities by Responsibility Parameter

In the Parameter window click on the **LOV** button in the Responsibility field. Select a responsibility and click the **OK** button.

Run this Request... Copy...

Name **ADMUAB Responsibilities by Group Report**

Parameters

Language **American English** Languages...

At these Times... Run the Job

Upon Completion... Notify Print to

Organization

Responsibility **190200000 Customer Services**

Person

OK Cancel Clear Help

You should see something that resembles the report shown below, which is a list of employees with a specific responsibility. The report has the same format and the same fields as the responsibility report by organization shown above. The only responsibility listed is the one requested (in this example--HR Officer for org 190200000). The organization is the affiliation org of the employees who have the HR Officer responsibility for 190200000. Notice that this report has two orgs listed, 114300000 and 190200000. Org 114300000 is listed because Richard B. Pilgreen, who is an HR Officer for org 190200000, has a secondary appointment in org 114300000.

RUN: 16-FEB-04 09:40:05
PGM: RPT.ADM.100

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Responsibilities by Org by Person
Grouped by Organization

Organization 114300000 HRM Organizational Development

<u>Person Id</u>	<u>Full Name</u>	<u>Employee Number</u>	<u>Blazer ID</u>
662	Pilgreen, Richard B rbp	1000221	RICHARD

Responsibility	Start Date	End Date
190200000 Customer Services	16 JAN 2004	

Organization 190200000 Customer Services

<u>Person Id</u>	<u>Full Name</u>	<u>Employee Number</u>	<u>Blazer ID</u>
12656	Johnson, Brendetta	1012205	JOJOY

Responsibility	Start Date	End Date
190200000 Customer Services	16 JAN 2004	

<u>Person Id</u>	<u>Full Name</u>	<u>Employee Number</u>	<u>Blazer ID</u>
662	Pilgreen, Richard B rbp	1000221	RICHARD

Responsibility	Start Date	End Date
190200000 Customer Services	16 JAN 2004	

Responsibilities by Person Parameter

In the Parameter window click on the **LOV** button in the Person field. Select an individual and click the **OK** button.

You should see something that resembles the report shown below, which is a list of responsibilities for one individual. The report has the same format and the same fields as the responsibility reports shown above. The organization listed is the affiliation org of the employees.

RUN: 16-FEB-04 10:02:57
PGM: RPT.ADM.100

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Responsibilities by Org by Person
Grouped by Organization

Organization 190500000 The University Computer Center

<u>Person Id</u>	<u>Full Name</u>	<u>Employee Number</u>	<u>Blazer ID</u>
7261	Ginter, Sandra C	1006810	SGINTER

Responsibility	Start Date	End Date
UAB Self Service Applications	15 JAN 2004	31 DEC 4712
UAB HR Tech User	26 JAN 2004	
UAB HR Central Approver	22 JAN 2004	
UAB Effort Report User	15 JAN 2004	31 DEC 4712
190200000-Timekeeper	22 JAN 2004	