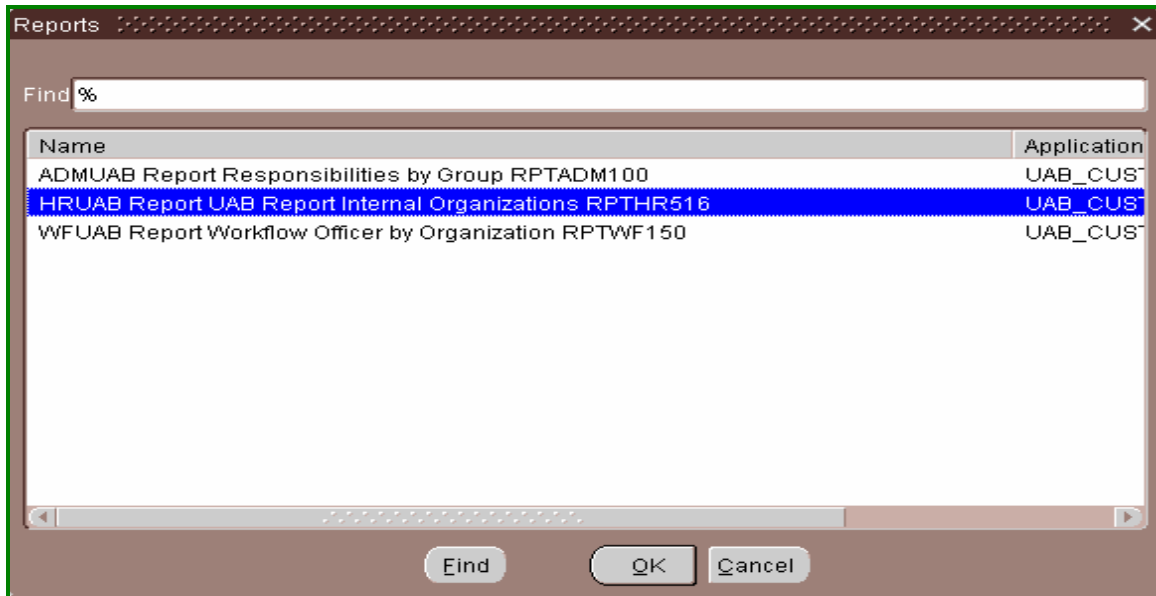


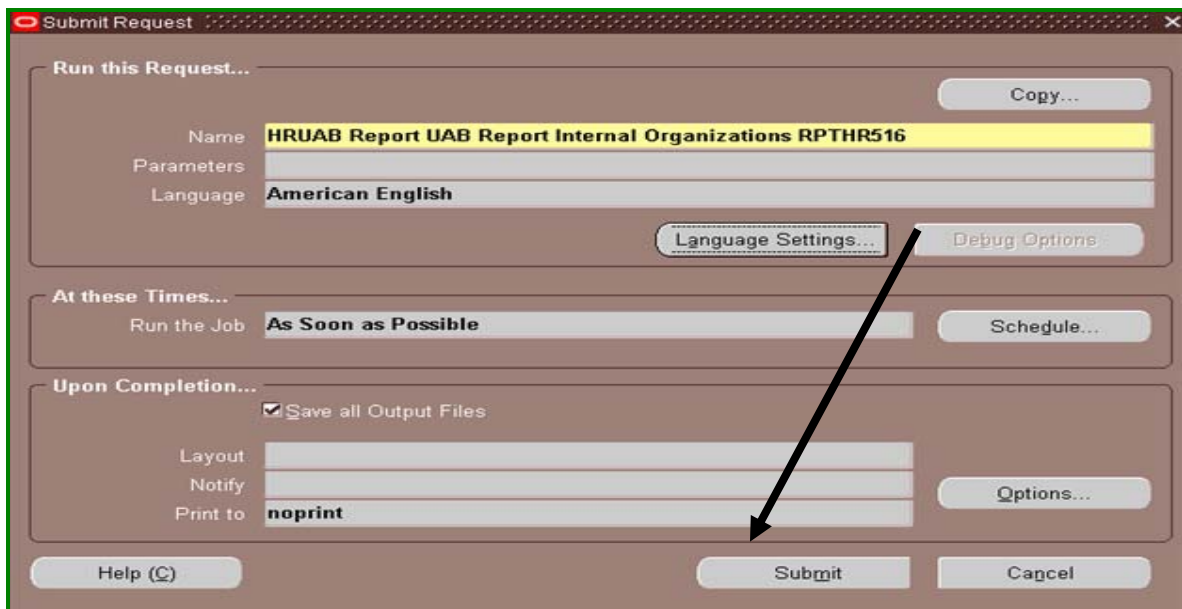
UAB Internal Organization Report

The **UAB INTERNAL ORGANIZATION REPORT** is a listing of all internal organizations by name, organization number, HR contact and phone number, DEO and DEO phone number. This report is available under the UAB HR Officer responsibility and can be generated on an as needed basis.

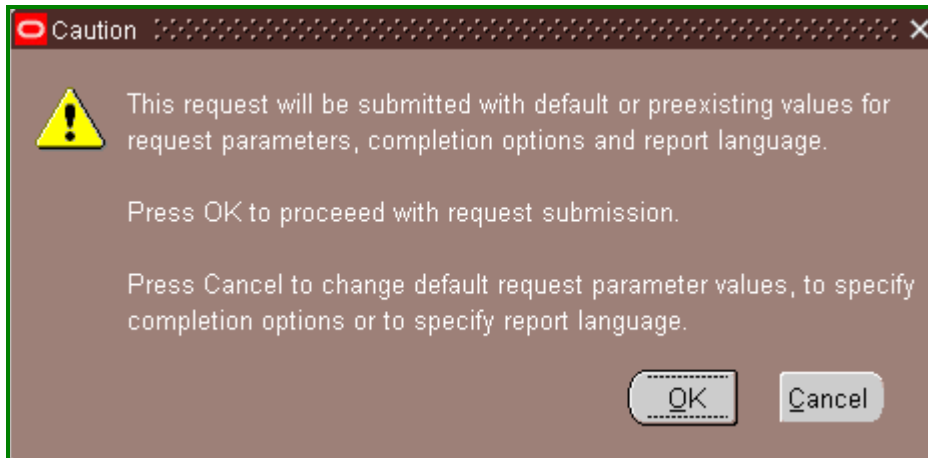
1. Choose the **HRUAB REPORT UAB REPORT INTERNAL ORGANIZATIONS RPTHR516**, and then click the **OK** button.



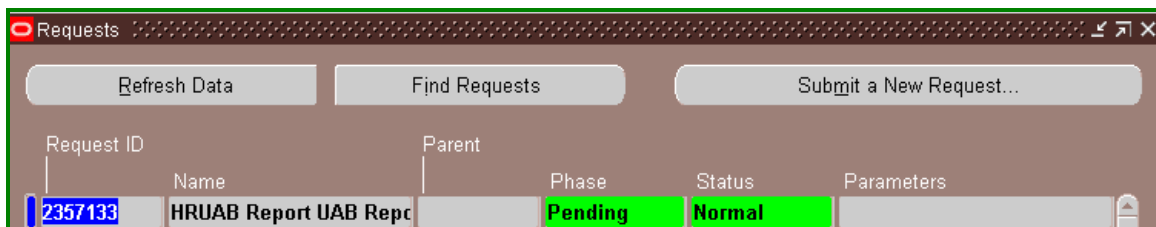
2. The **NAME** field of the **SUBMIT REQUEST** window populates. Click on the **SUBMIT** button.



3. The following caution window will display; click Ok.

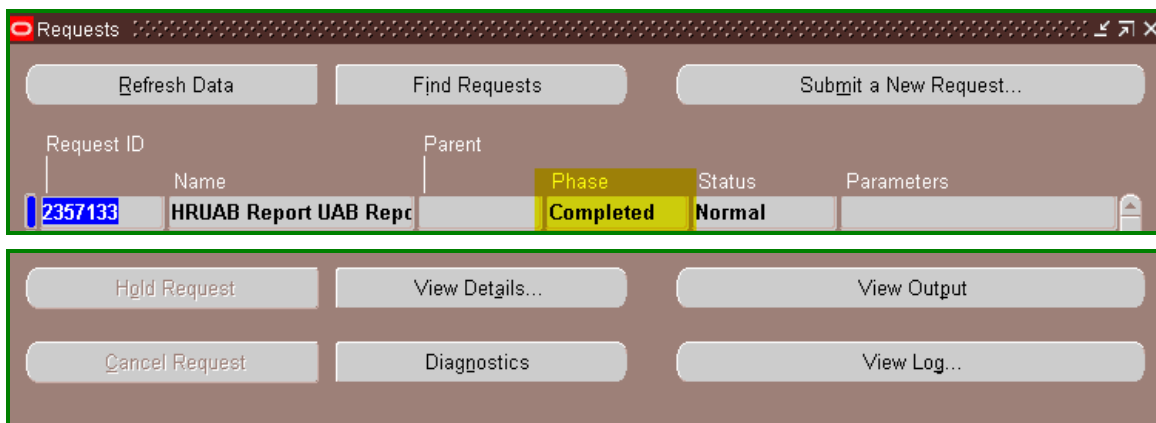


4. The Request window opens.



Notice: 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 the subsetting parameters do not apply to this report.

5. 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.



6. You should see a report that resembles the report shown below.

RUN: 25-JAN-06 02:06:19		UNIVERSITY OF ALABAMA AT BIRMINGHAM				PAGE 1 OF 23	
PGM: RPT.HR.516		UAB Internal Organization Report					
Organization	Univ/Hosp	Org	Org Contact	Deo	Deo		
Name	Ext	Contact	Phone	Phone	Phone		
010000000 General UAB Administration	Univ	Raczynski, Patricia A	(205) 934-5121	Raczynski, Patricia A	(205) 934-5121		
010009000 General UAB Admin - Gift Records	Univ	Raczynski, Patricia A	(205) 934-5121	Raczynski, Patricia A	(205) 934-5121		
080000000 University of Alabama System - General	Univ	Justice, Melissa C	(205) 934-5493	Justice, Melissa C	(205) 934-5493		
080001000 Chancellor's Office	Univ	Justice, Melissa C	(205) 934-5493	Justice, Melissa C	(205) 934-5493		
080002000 Office of Counsel	Univ	Justice, Melissa C	(205) 934-5493	Justice, Melissa C	(205) 934-5493		

Column 1: **Organization Name**

```
RUN:      25-JAN-06 02:06:18
PGM:      RPT.HR.516

Organization
Name
010000000 General UAB Administration
010009000 General UAB Admin - Gift Records
```

Column 2: **Univ/Hosp**

```
Univ/Hosp
Ext
Univ
Univ
Univ
```

Column 3: **Org Contact**

```
Org
Contact
Raczynski, Patricia A
Raczynski, Patricia A
Justice, Melissa C
```

Column 4: **Org contact Phone:**

```
Org Contact
Phone
(205) 934-xxxx
(205) 934-xxxx
(205) 934-xxxx
```

Column 5: **DEO**

```
Deo
Raczynski, Patricia A
Raczynski, Patricia A
Justice, Melissa C
```

Column 6: **DEO Phone:**

```
Deo
Phone
(205) 934-xxxx
(205) 934-xxxx
(205) 934-xxxx
```

[RETURN TO TOP](#)