

View Adhoc Reports Documentation

The **View Request/View** menu option allows HR Officers to view previously submitted request for Ad Hoc reports. End users may also view the output of ad hoc reports using this menu option.

UAB HR Officer → Run Reports → View Requests

1. Select the **VIEW REQUEST** menu option; click on the **OPEN** button.
2. The **FIND REQUEST** window opens.

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

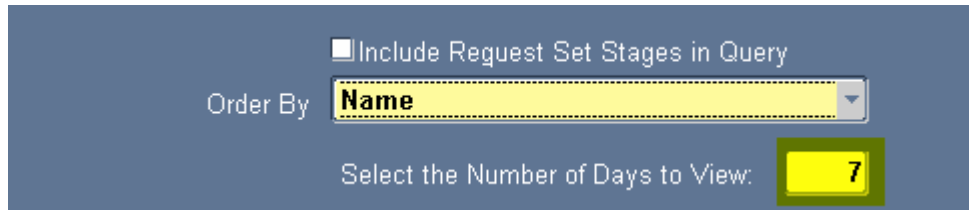
Order By **Request ID**

Select the Number of Days to View:

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View Options:

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.

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.
- Date Submitted
 Date Completed Displays only request submitted or completed on the specific date entered.
- Requestor Displays request submitted by the specific Requestor.

The Order By Request ID  allow you to sort your report display; click on the drop box arrow, the following menu selection appears:



Select the desired sort method.

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- 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:

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

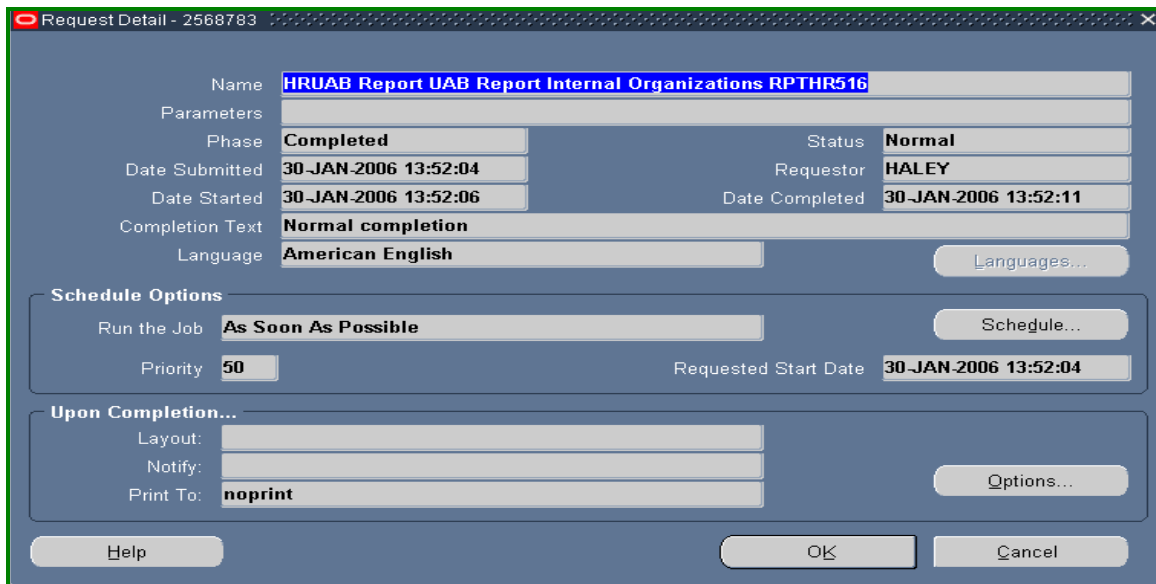
Requests

| Request ID | Name | Parent | Phase | Status | Parameters |
|------------|------------------------|--------|-----------|-----------|------------------------------|
| 3534313 | ADMUAB Report Respons | | Completed | Normal | 311653000 Ped - Infectious D |
| 3565862 | GLUAB Monthly Account | | Completed | Normal | 189901 |
| 3565874 | GLUAB Monthly Account | | Completed | Normal | 189905 |
| 3565858 | GLUAB Report GL Chart | | Completed | Normal | Enabled Only, Organization |
| 3565898 | GLUAB Report GL Chart | | Completed | Normal | Enabled Only, Organization |
| 3565867 | GMUAB Report GA Encur | | Completed | Normal | NOV-2006, 300790, 300790, , |
| 3565799 | HRUAB ACT Hire Docs in | | Completed | Normal | 16-NOV-2006 |
| 3566196 | HRUAB ACT Hire Docs in | | Pending | Scheduled | 16-NOV-2006 |
| 3565895 | HRUAB ACT Term Docs C | | Completed | Normal | 16-NOV-2006, 16-NOV-2006 |
| 3565942 | HRUAB ACT Term Docs C | | Completed | Normal | 16-NOV-2006, 16-NOV-2006 |

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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**.

5. Click on the **FIND REQUEST** button to return to the **FIND REQUEST** window.
6. Click on the **SUBMIT A NEW REQUEST** button to request a new report.
7. Click on the **VIEW OUTPUT** button to open a selected report in PDF format.
8. 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.



The 'Request Detail - 2568783' window displays the following information:

| | | | |
|-----------------|---|----------------|----------------------|
| Name | HRUAB Report UAB Report Internal Organizations RPTHR516 | | |
| Parameters | | | |
| Phase | Completed | Status | Normal |
| Date Submitted | 30-JAN-2006 13:52:04 | Requestor | HALEY |
| Date Started | 30-JAN-2006 13:52:06 | Date Completed | 30-JAN-2006 13:52:11 |
| Completion Text | Normal completion | | |
| Language | American English | Languages... | |

Schedule Options

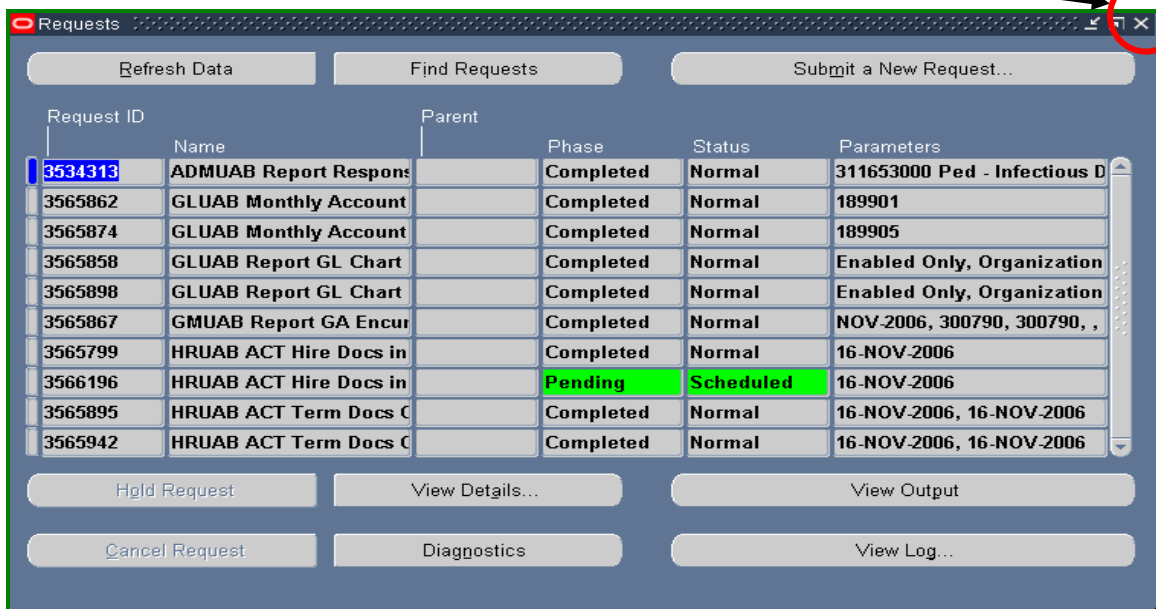
| | | | |
|-------------|---------------------|----------------------|----------------------|
| Run the Job | As Soon As Possible | Schedule... | |
| Priority | 50 | Requested Start Date | 30-JAN-2006 13:52:04 |

Upon Completion...

| | |
|------------|---------|
| Layout: | |
| Notify: | |
| Print To: | noprint |
| Options... | |

Buttons: Help, OK, Cancel

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



The 'Requests' window displays a table of requests. The 'X' button in the upper right corner is highlighted with a red circle and an arrow pointing to it from the text above.

| Request ID | Name | Parent | Phase | Status | Parameters |
|------------|------------------------|--------|-----------|-----------|------------------------------|
| 3534313 | ADMUAB Report Respons | | Completed | Normal | 311653000 Ped - Infectious D |
| 3565862 | GLUAB Monthly Account | | Completed | Normal | 189901 |
| 3565874 | GLUAB Monthly Account | | Completed | Normal | 189905 |
| 3565858 | GLUAB Report GL Chart | | Completed | Normal | Enabled Only, Organization |
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Buttons: Refresh Data, Find Requests, Submit a New Request..., Hld Request, View Details..., View Output, Cancel Request, Diagnostics, View Log...

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