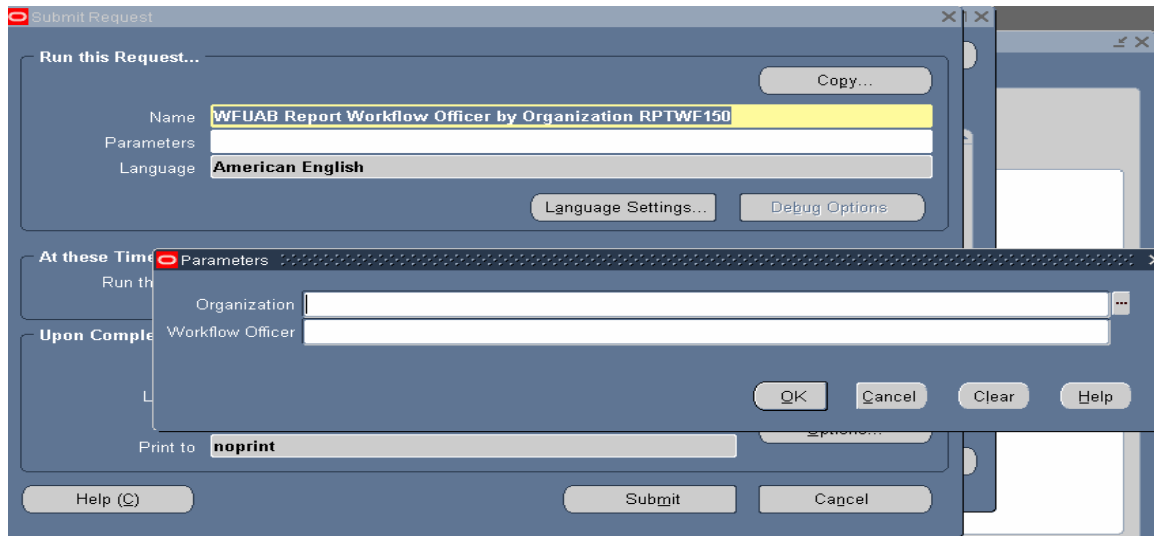


Report of Workflow Approvers

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

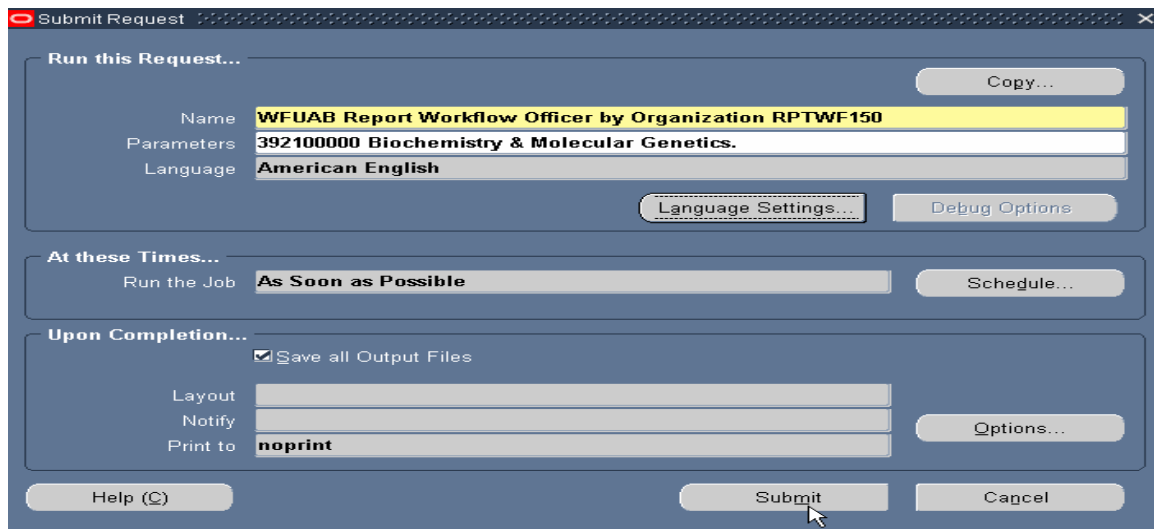
Choose the **WFUAB Workflow Officer by Organization Report**, and then click the **OK** button. **WFUAB Workflow Officer by Organization Report** is now populating the NAME field of the Submit request form. The Parameters window will open which has two options: Organization and Workflow Officer. **Select only one option to run a report.**



The screenshot shows the 'Submit Request' window. The 'Run this Request...' section has 'Name' set to 'WFUAB Report Workflow Officer by Organization RPTWF150', 'Parameters' is empty, and 'Language' is 'American English'. The 'At these Times...' section has 'Run the Job' set to 'As Soon as Possible'. The 'Upon Completion...' section has 'Save all Output Files' checked, 'Layout' and 'Notify' fields empty, and 'Print to' set to 'noprint'. The 'Parameters' dialog box is open, showing 'Organization' and 'Workflow Officer' fields, both empty. The 'Submit' button is visible at the bottom right.

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



The screenshot shows the 'Submit Request' window with the 'Parameters' dialog box closed. The 'Run this Request...' section has 'Name' set to 'WFUAB Report Workflow Officer by Organization RPTWF150', 'Parameters' set to '392100000 Biochemistry & Molecular Genetics.', and 'Language' is 'American English'. The 'At these Times...' section has 'Run the Job' set to 'As Soon as Possible'. The 'Upon Completion...' section has 'Save all Output Files' checked, 'Layout' and 'Notify' fields empty, and 'Print to' set to 'noprint'. The 'Submit' button is visible at the bottom right.

Report of Workflow Approvers

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

The screenshot shows a window titled 'Requests' with a table of workflow requests. The table has columns for Request ID, Name, Parent, Phase, Status, and Parameters. The first row is highlighted with a blue background and shows a 'Pending' phase and 'Normal' status. Below the table are buttons for 'Hold Request', 'View Details...', 'View Output', 'Cancel Request', 'Diagnostics', and 'View Log...'.

Request ID	Name	Parent	Phase	Status	Parameters
3306046	WFUAB Report Workflow		Pending	Normal	, 10909
3306027	WFUAB Report Workflow		Completed	Normal	248,
3305909	HRUAB ACT Hire Docs in		Completed	Normal	07-SEP-2006
3301488	PSPUAB Effort Report St		Completed	Normal	, , , 25475, HALEY, , Y, Y
3282859	PRUAB PIE Payroll Infor		Completed	Normal	
3282813	PRUAB PIE Payroll Infor		Completed	Normal	
3282810	PRUAB PIE Payroll Infor		Completed	Normal	
3278846	PRUAB PIE Payroll Infor		Completed	Normal	

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.

Report of Workflow Approvers

RUN: 07-SEP-06 01:20:42
PGM: RPT.WF.150

UNIVERSITY OF ALABAMA AT BIRMINGHAM

PAGE 1 OF 5

Workflow Officer Report By Organization

Organization: 392100000 Biochemistry & Molecular Genetics

Workflow Officer: Sunderland, Gary L

Notify Person: Sunderland, Gary L

Document Type: BUDGET

Order	Approver	Amount From	Amount To	Group Number
1	Townes, Tim M			
1	Pawlik, Sandra S			
1	Alston, James Millard III			
1	Sunderland, Gary L			
2	Roser, Margaret A			
2	Freeman, Kevin Micah			
2	Banks, Josephine Jackson			
2	Rodgers, Kim R			

Document Type: BUDGET MODEL

Order	Approver	Amount From	Amount To	Group Number
1	Sunderland, Gary L			
2	Bolton, Glenn Allen			
2	Meadows, Stephanie M			
2	Roberts, Leslie William			
2	Mack, LaKisha			

Document Type: CHANGE

Order	Approver	Amount From	Amount To	Group Number
1	Townes, Tim M			
1	Alston, James Millard III			
1	Sunderland, Gary L			
1	Pawlik, Sandra S			
2	Roser, Margaret A			
2	Banks, Josephine Jackson			

The Document Type is identified in yellow in the example above; the blue area indicates the approval level as entered via the WAM Form.

The information available on this report is a paper copy of the WAM Form.

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