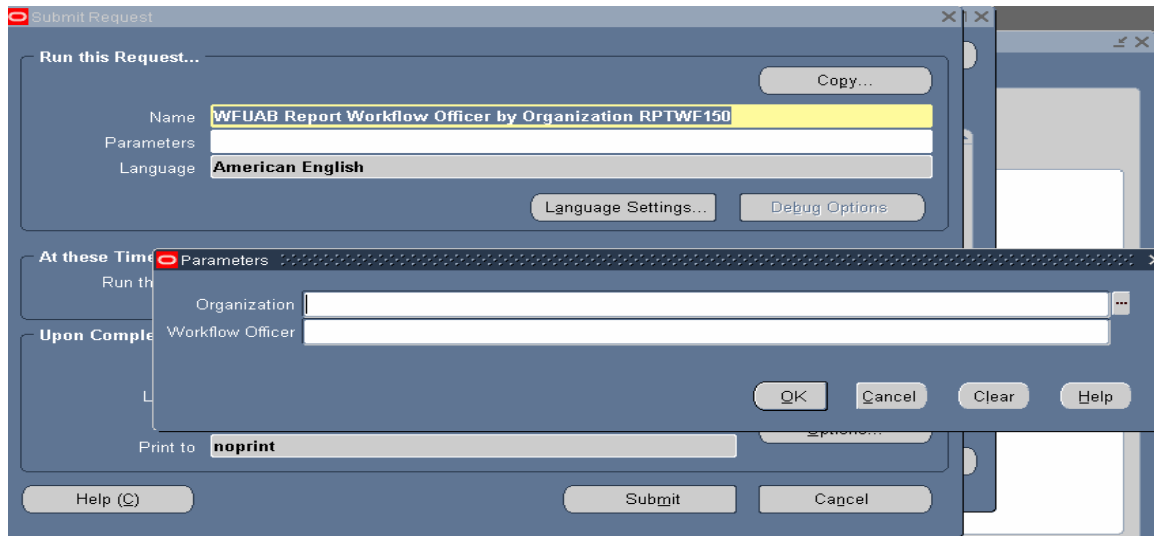# Report of Workflow Approvers

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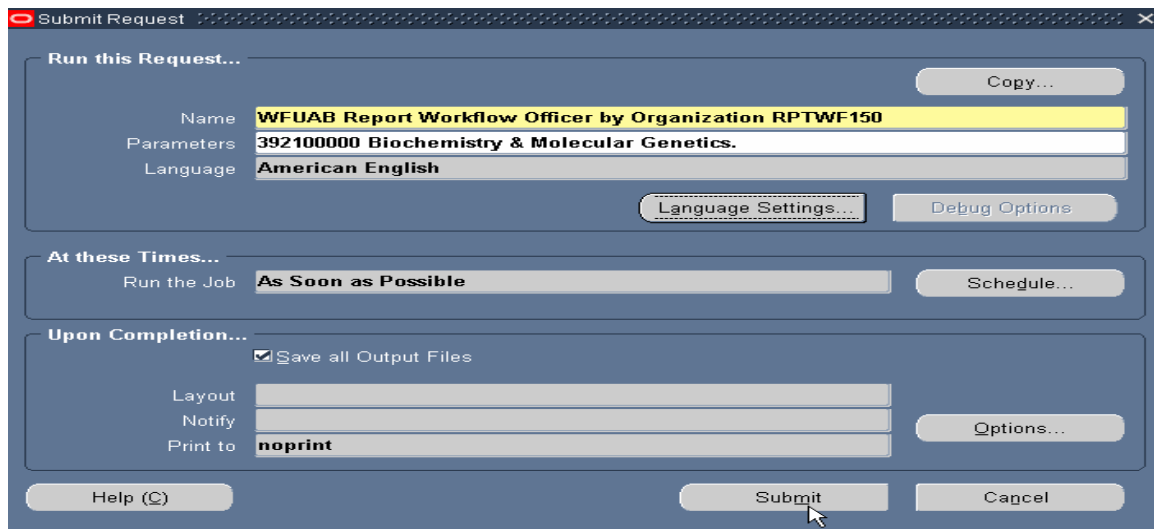
Choose the **WFUAB Workflow Officer by Organization Report,** and then click the **OK** button. **WFUAB Workflow Officer by Organization Report** is now populating the NAME field of the Submit request form. The Parameters window will open which has two options: Organization and Workflow Officer. **Select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

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.

Report of Workflow Approvers

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

 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

```
                                          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, Margarete 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, Margarete 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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