ADMUAB Report Responsibilities

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

Click on the HR Officer Responsibility, under menu option “Run Reports”, click on Submit Processes. The “Submit a New Request” box will appear. “Single Request” will be preselected, then click on OK.

This report is delivered to the requestors UAB View Output in PDF format.

1. In the Name field, click on the LOV to select the ADMUAB Report Responsibilities RPTADM100, and then click on OK button. ADMUAB Report Responsibilities RPTADM100 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 the option(s) in to run the report.
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Responsibilities by Organization Parameter

2. In the Parameter window click on the LOV button in the Organization field. Select the Organization and click on the OK button.

3. Click once on the SUBMIT button in the bottom, right-hand portion of the screen.
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Once the report request is submitted, the report request status screen will appear.

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 **Normal** and **Error**. The final field is the **PARAMETERS** field and lists the subsetted parameters applied to this report request before submission.

4. When the **Phase** field shows **Completed**, click on the **VIEW OUTPUT** button at the bottom of the screen to view the report.

You should see something that resembles the screen shot shown below, which is a list of employees’ affiliated with org 114302000 HRM Data Systems and the responsibilities these employees have in Oracle, as well as start date and end date. The report lists the **Person ID** (an Oracle generated number that is not useful for End Users), **Employee Full Name**, **Employee Number**, and **Blazer ID**.

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Responsibilities by Responsibility Parameter

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

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 (114503000 HRM Records Administration).
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Responsibilities by Person Parameter

6. In the Parameter window click on the LOV button in the Responsibility field. Select the Person 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 Organization (114300000 HRM Organizational Learning & Development) of the employee.

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