WF UAB Report Workflow Officer by Organization

A report can be generated to identify the Approvers set up in Oracle based on one of two parameters: by Organization and by Workflow Officer. This report is available under the UAB HR Officer responsibility. The report will display Workflow Officer, Approvers, and Notify Person for specified Organization and all Document Types (HR & FN), along with threshold approval amounts for FN Documents.

This report is viewable through requestors UAB View Output in PDF format.

UAB HR Officer → Run Reports → Submit Processes → Single Request

1. From the SUBMIT REQUEST form click on the NAME LOV.
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2. Choose the **WF UAB REPORT Workflow Officer by Organization** and then click the **OK** button.

3. The **Parameters** window will open which has two options: **Organization** and **Workflow Officer**. Select one option. Click on the **LOV** button in the Organization field, select the Organization number, Click **OK**.
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4. The WF UAB REPORT Workflow Officer by Organization report is now populating the NAME Field of the Submit Request form. Click on Submit.

5. The Request window opens.

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.
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6. When the Phase Field shows Completed, click on the View Output button at the bottom of the screen to view the report.
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7. You should see something that resembles the sample report shown below. The report displays Approvers for the Organization chosen (114302000 HRM Data Systems) for all document types.

8. To run report by Workflow Officer, In the Parameter window click on the LOV button and select Person (Workflow Officer) and follow the same steps listed above. The report will be in the same format but will display the Workflow Officer for the Organization(s) in which the Workflow Officer is assigned to; along with the Notify Person and Approvers.