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.
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**View Options:**

The system **defaults** to the **All Requests** option. The default will display **all** requests you have made within the **SELECT THE NUMBER OF DAYS TO VIEW** period.

- **Include Request Set Stages in Query**
  - **Order By** Name
  - **Select the Number of Days to View:** 7

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

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

- **Request ID**
- **Name**
- **Requested Start Time**

Select the desired sort method.

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3. Click the **FIND** button at the bottom of the form.

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

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

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