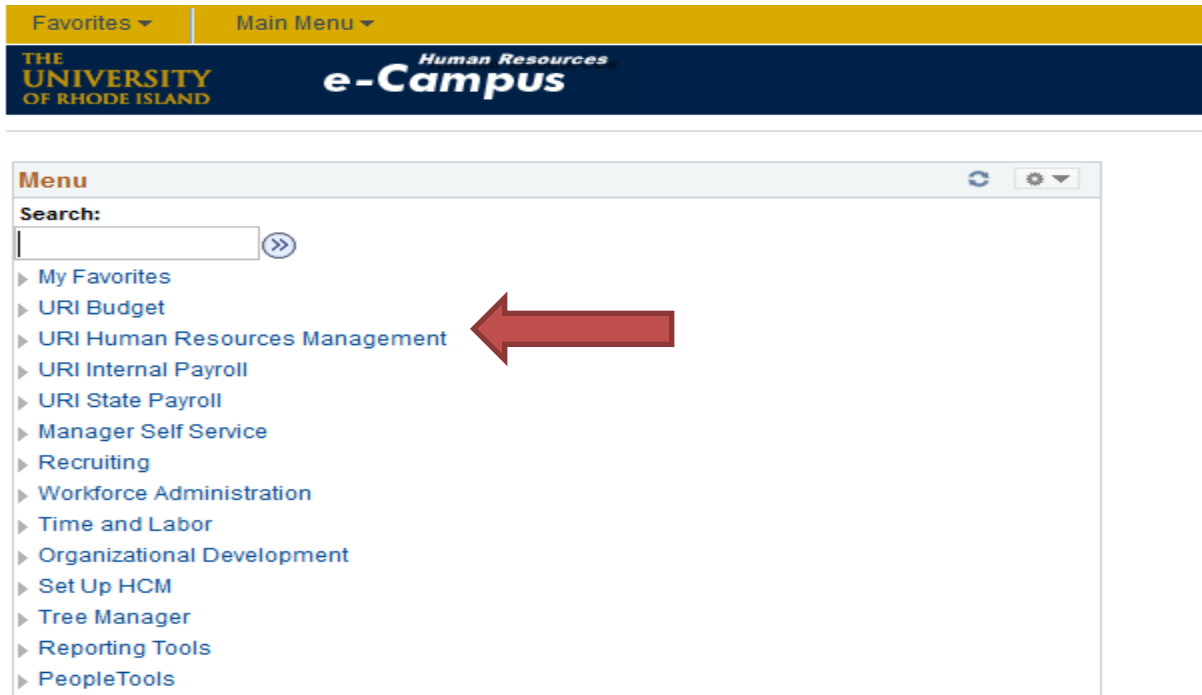


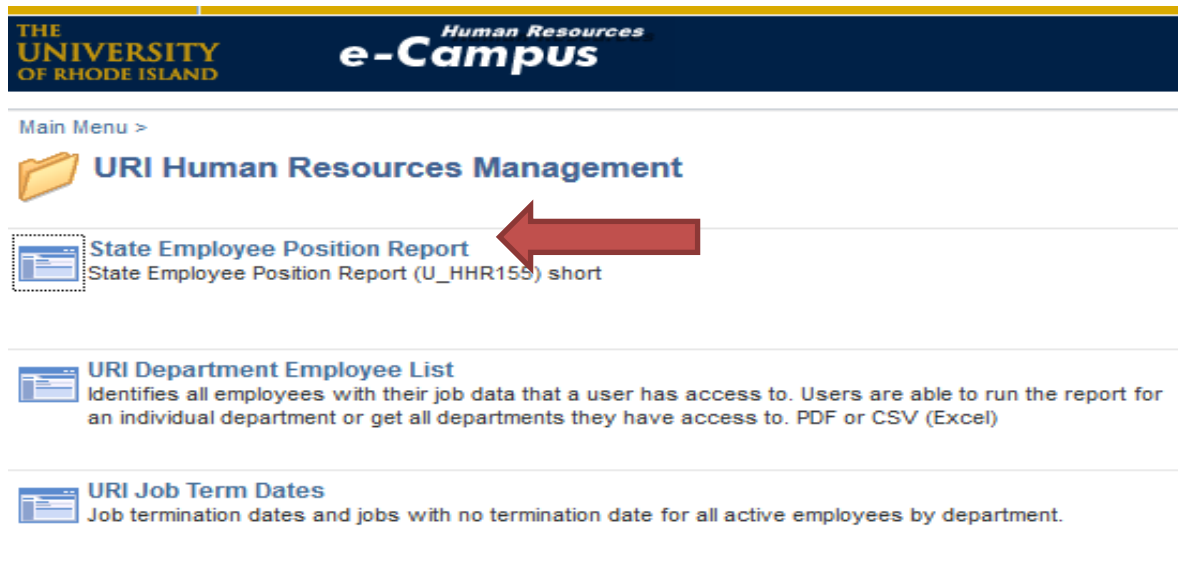
How to Run A Report in HR

To run the URI State Position report, follow these instructions:

Once you log into HR e-Campus:



- Click on URI Human Resources Management



- Then click on State Employee Position Report

How to Run A Report in HR

State Employee Pos RPT Short

Find an Existing Value | Add a New Value

Run Control ID Training

Add

Find an Existing Value | Add a New Value

- If you have a Run Control ID – which is basically just another password, enter it in the Run Control ID field.
- If you do not have one, click Add a New Value and create one
- Then Click Add

How to Run A Report in HR

Emp Pos Rpt Short

Run Control ID Training

Report Manager

Process Monitor

Run



Save

- On this page, click Run

Process Scheduler Request

User ID hrtrainer

Run Control ID Training

Server Name

Run Date 07/25/2016

Recurrence

Run Time 3:45:39PM

Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	State Emp Pos Rpt short	U_HHR155	SQR Report	Web	PDF	Dis

- CSV
- HP
- HTM
- LP
- PDF
- PS
- SPF
- XML

OK



- Here you can choose to run it either as a PDF or CSV file.
- Click OK

How to Run A Report in HR

Emp Pos Rpt Short

Run Control ID Training

Report Manager

Process Monitor

Process Instance:1793391



Save

- The system brings you back to the original page but now there is a Process Instance # listed under the Process Monitor link. This tells you the report is running.
- Click on Process Monitor

Process List Server List

View Process Request For

User ID Type Last 1 Days
Server Name Instance to
Run Status Distribution Status Save On Refresh

Refresh



Process List

Personalize | Find | View All | First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1793391		SQR Report	U_HHR155	hrtrainer	07/25/2016 3:45:39PM EDT	Processing	N/A	



[Go back to State Employee Pos RPT Short](#)

Save Notify

Process List | Server List

- Click the Refresh button until the Run Status shows *Success* and the Distribution Status shows *Posted*

How to Run A Report in HR

Process List | Server List

View Process Request For

User ID Type Last 1 Days Refresh

Server Name Instance to

Run Status Distribution Status Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1793391		SQR Report	U_HHR155	hrtrainer	07/25/2016 3:45:39PM EDT	Success	Posted	Details



[Go back to State Employee Pos RPT Short](#)

Process List | Server List

- Once the Run Status is listed as Success and the Distribution Status states Posted, Click on the Details link on the right.

Process Detail

Process

Instance 1793391 Type SQR Report
Name U_HHR155 Description State Emp Pos Rpt short
Run Status Success Distribution Status Posted

Run

Run Control ID Training
Location Server
Server PSUNX
Recurrence

Update Process

Hold Request
 Queue Request
 Cancel Request
 Delete Request
 Re-send Content Restart Request

Date/Time

Request Created On 07/25/2016 3:47:10PM EDT
Run Anytime After 07/25/2016 3:45:39PM EDT
Began Process At 07/25/2016 3:47:35PM EDT
Ended Process At 07/25/2016 3:50:34PM EDT

Actions

Parameters Transfer
Message Log
Batch Timings
[View Log/Trace](#)



- Click on the View/Log Trace link

How to Run A Report in HR

The screenshot shows the 'View Log/Trace' page in the e-Campus HR system. The page header includes 'THE UNIVERSITY OF RHODE ISLAND' and 'Human Resources e-Campus'. The main content area is titled 'View Log/Trace' and contains several sections:

- Report**: A table showing report details.

Report ID	1452711	Process Instance	1793391	Message Log
Name	U_HHR155	Process Type	SQR Report	
Run Status	Success			
- Distribution Details**: A table showing distribution information.

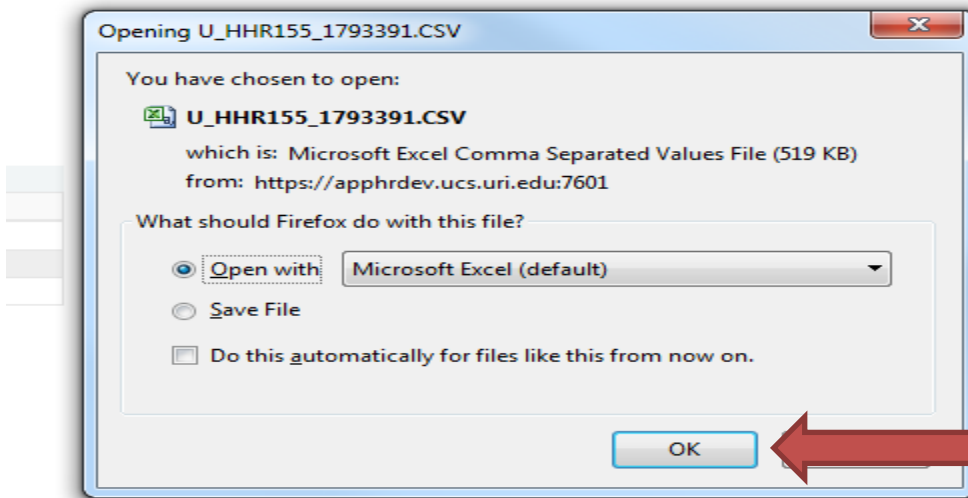
Distribution Node	URI_REPORTS	Expiration Date	09/23/2016
-------------------	-------------	-----------------	------------
- File List**: A table listing files generated by the report.

Name	File Size (bytes)	Datetime Created
Message Log	1,597	07/25/2016 3:50:34.336512PM EDT
U_HHR155_1793391.CSV	30,990	07/25/2016 3:50:34.336512PM EDT
u_hhr155_1793391.out	161	07/25/2016 3:50:34.336512PM EDT
- Distribute To**: A table showing distribution settings.

Distribution ID Type	*Distribution ID
User	hrtrainer

A red arrow points to the 'U_HHR155_1793391.CSV' link in the File List table. A 'Return' button is located at the bottom left of the interface.

- Under the File List, the report is listed under the Message Log, U_HHR155_*****.CSV
- Click on the link for the report



- If you ran this file as in the CSV format, you will get this box when you try to open it.
- Click OK.
- Your file will open in Excel.