

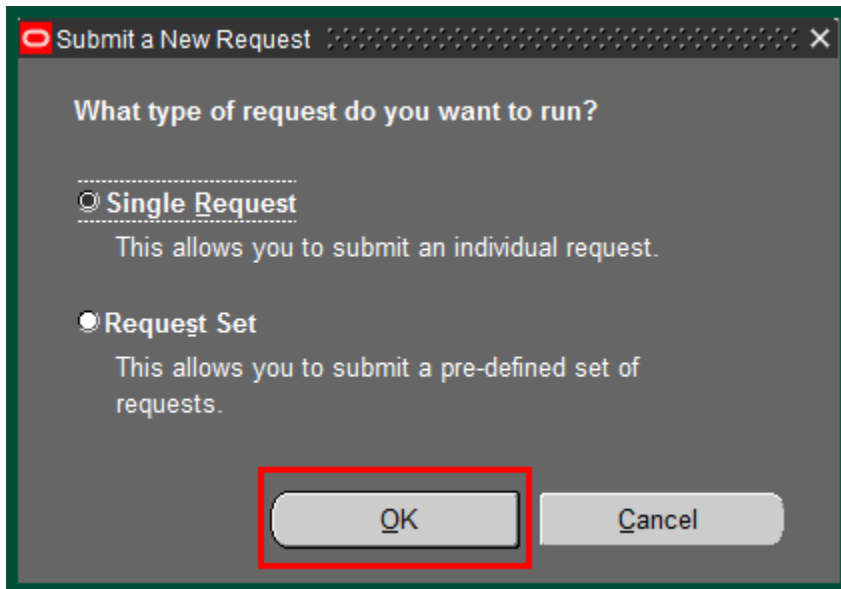
Ad-hoc Reporting

Two ad-hoc reports are available on the **UAB Salary Reclass User** responsibility. End users can run these reports on an as needed basis. Report results will be restricted to the end users HR Organizational Security when applicable.

UAB Salary Reclass → Run Reports → Submit Processes

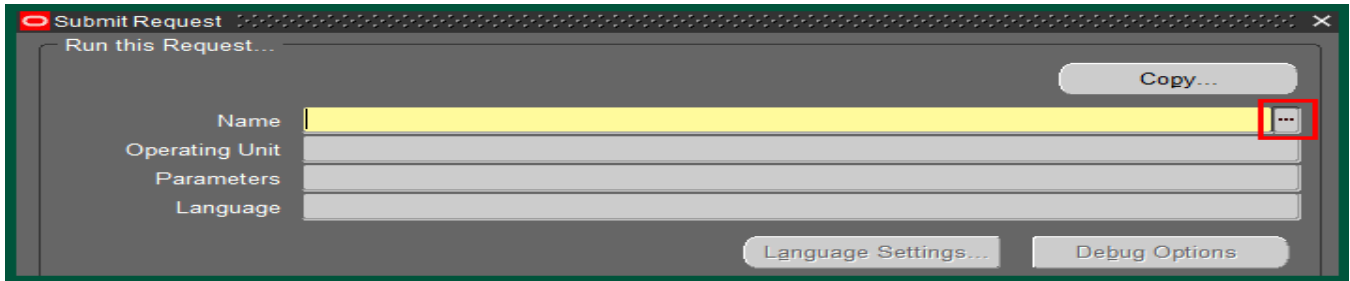
A window will open asking which type of request to submit to the system. The default selection is **SINGLE REQUEST**.

Leave this option selected and click the **OK** button.

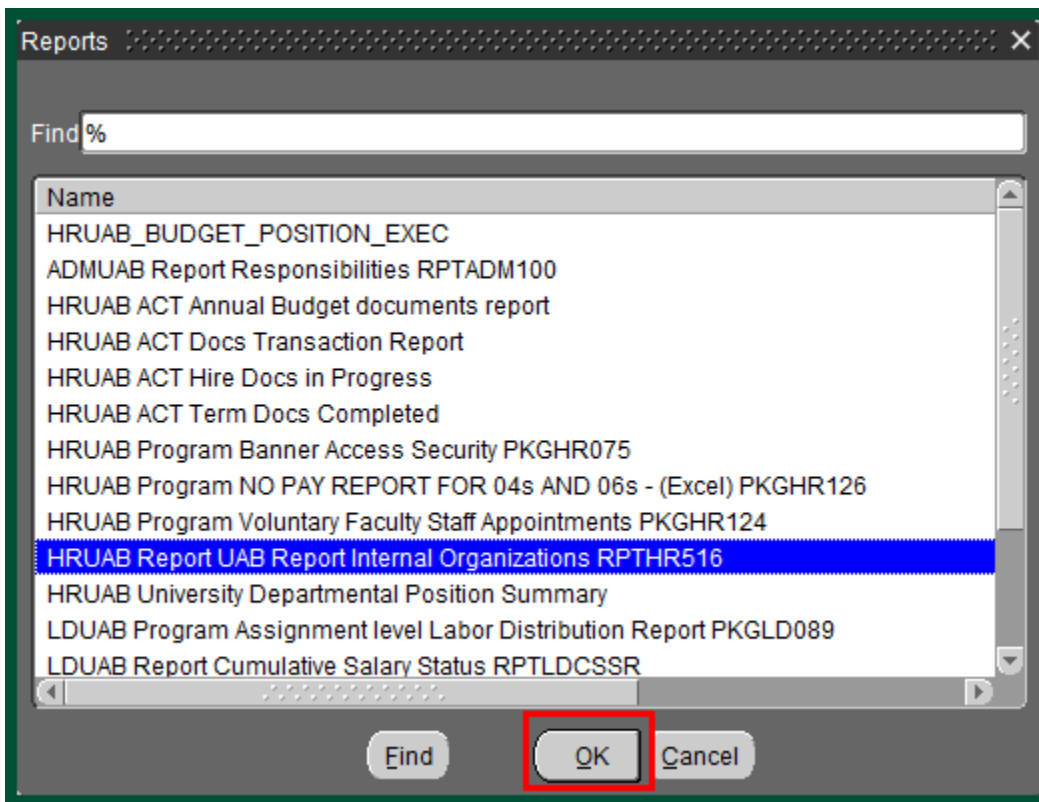


Ad-hoc Reporting

The **SUBMIT REQUEST** window will open. Click on the **LOV** in the **NAME** field



Select the report wish to run. Click on the **OK** button.



** For a detailed explanation of each report, report parameters and to view a sample report, click on the selected report name:

[HR UAB Report UAB Report Internal Organizations RPTHR516](#)

[LDUAB Report Cumulative Salary Status RPTLDCSSR](#)

Ad-hoc Reporting

Report name and parameters (when applicable) will display in the **NAME** field. Click on the **SUBMIT** button to generate the report.

Submit Request

Run this Request...

Name: **HRUAB Report UAB Report Internal Organizations RPTHR516**

Operating Unit: _____

Parameters: _____

Language: **American English**

Language Settings... Debug Options

At these Times...

Run the Job: **As Soon as Possible**

Schedule...

Upon Completion...

Save all Output Files Byrst Output

Layout: _____ Options...


Notify: _____

Print to: **noprint**

Help (C) **Submit** Cancel

If a **CAUTION** window displays, click on **OK** to proceed.

Caution

 This request will be submitted with default or preexisting values for request parameters, completion options and report language.

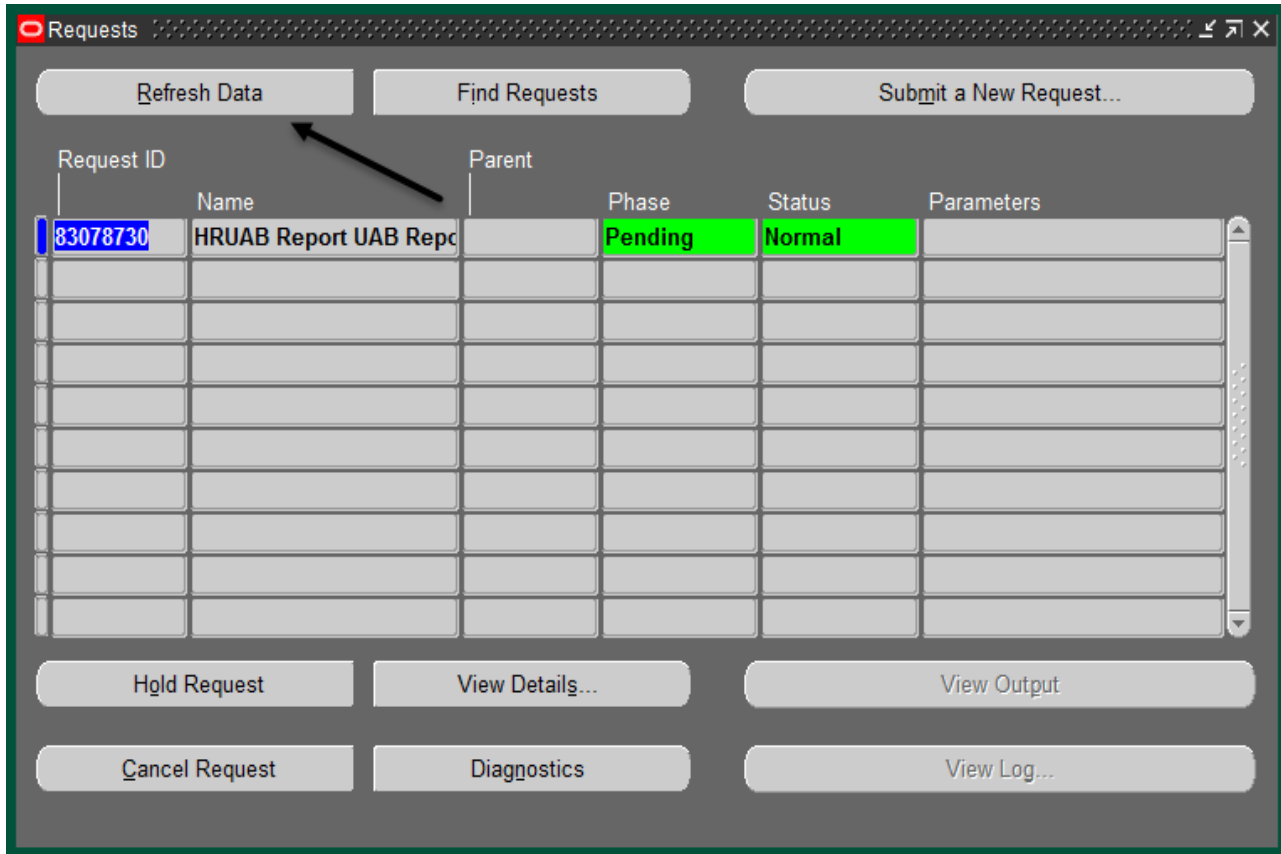
Press OK to proceed with request submission.

Press Cancel to change default request parameter values, to specify completion options or to specify report language.

OK Cancel

Ad-hoc Reporting

The **REQUEST** window opens.



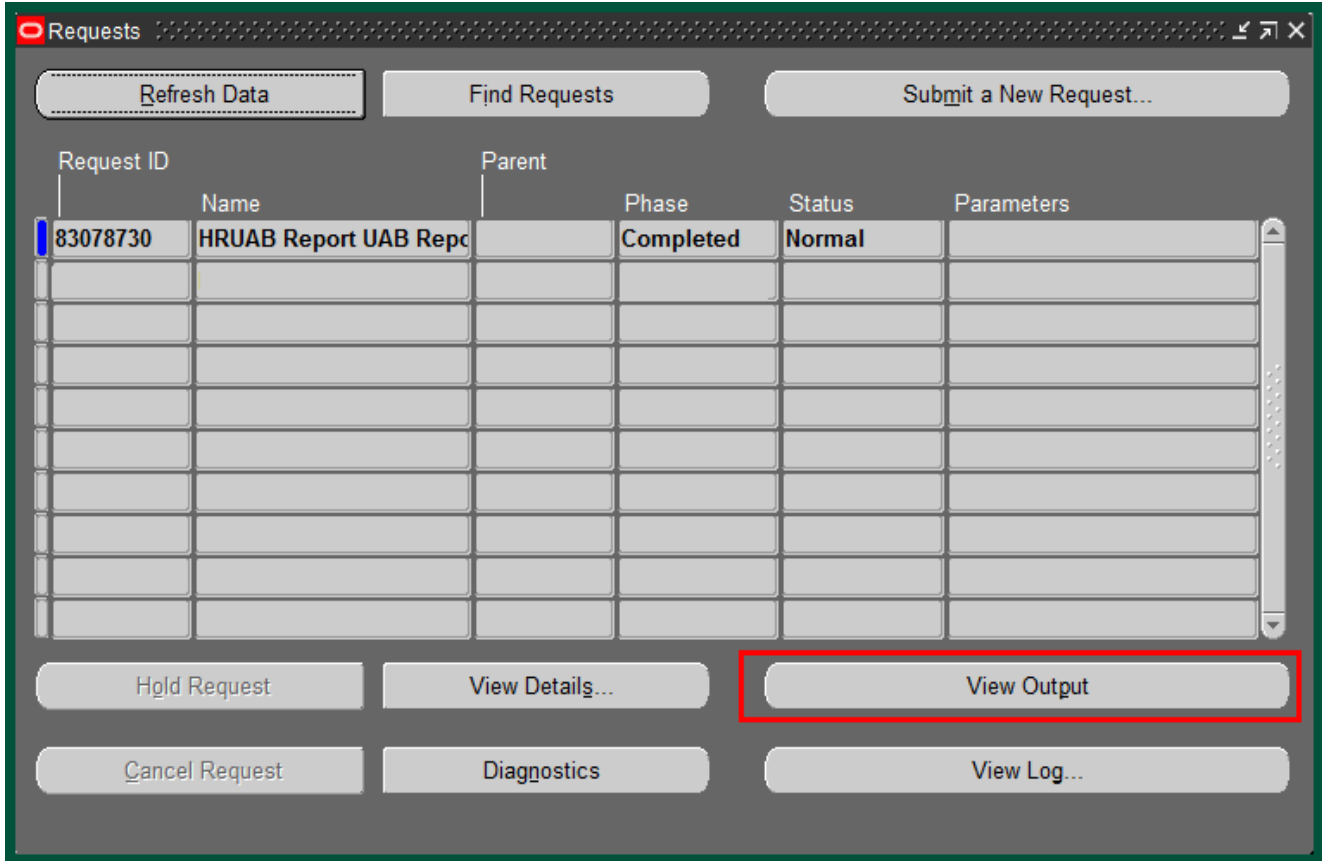
The screenshot shows a window titled "Requests" with a table of request data. The table has the following columns: Request ID, Name, Parent, Phase, Status, and Parameters. The first row is highlighted in blue and contains the following data: Request ID: 83078730, Name: HRUAB Report UAB Repc, Parent: (empty), Phase: Pending, Status: Normal, Parameters: (empty). The "Refresh Data" button is highlighted with a red arrow.

Request ID	Name	Parent	Phase	Status	Parameters
83078730	HRUAB Report UAB Repc		Pending	Normal	

Notice: 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 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 which will display the parameters entered.

Ad-hoc Reporting

When the **PHASE** field shows Completed, click on the **VIEW OUPUT** button to open the PDF report.



The screenshot shows a window titled "Requests" with a table of request data. The table has columns for Request ID, Name, Parent, Phase, Status, and Parameters. The first row is highlighted with a blue selection bar. Below the table, there are several buttons for managing requests, including "View Output" which is highlighted with a red rectangular box.

Request ID	Name	Parent	Phase	Status	Parameters
83078730	HRUAB Report UAB Repc		Completed	Normal	

Buttons: Refresh Data, Find Requests, Submit a New Request..., Hold Request, View Details..., View Output, Cancel Request, Diagnostics, View Log...

Note: Adobe Acrobat Reader must be installed on your machine to see the reports.

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