



View Ad Hoc 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

Select the **VIEW REQUEST** menu option; click on the **OPEN** button.

The **FIND REQUEST** window opens.

Find Requests

- My Completed Requests
- My Requests In Progress
- All My Requests
- Specific Requests

Request ID

Name

Date Submitted

Date Completed

Status

Phase

Requestor

Include Request Set Stages in Query

Order By **Request ID**

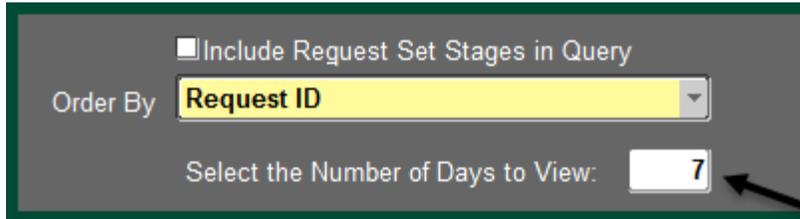
Select the Number of Days to View:

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View Options:

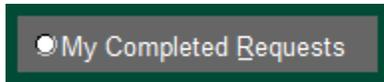
The system **defaults** to the  option.

The default will display **all** requests you have made within the **SELECT THE NUMBER OF DAYS TO VIEW** period.

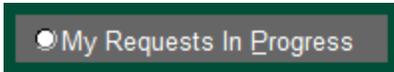


If you wish to minimize your display, select the appropriate radio button to change options.

Displays all requests which have been ran and are ready to view.



Displays all requests still “In Progress” and running.



The **SPECIFIC REQUESTS** option allows user to filter the display:

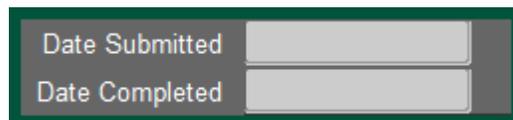
Displays only the Request ID entered.



Displays only the Name of the Report entered. If you have ran the same report more than once, each request will display.



Displays only request submitted or completed on the specific date entered.



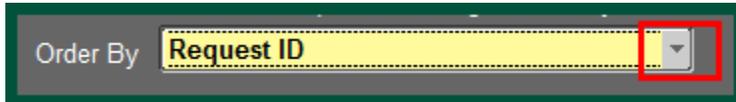
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Displays request submitted by a specific Requestor.



A screenshot of a form field labeled "Requestor" with a text input box. The field is highlighted with a green border.

The **Order By** field allows a user to sort the report display by clicking on the drop box arrow.



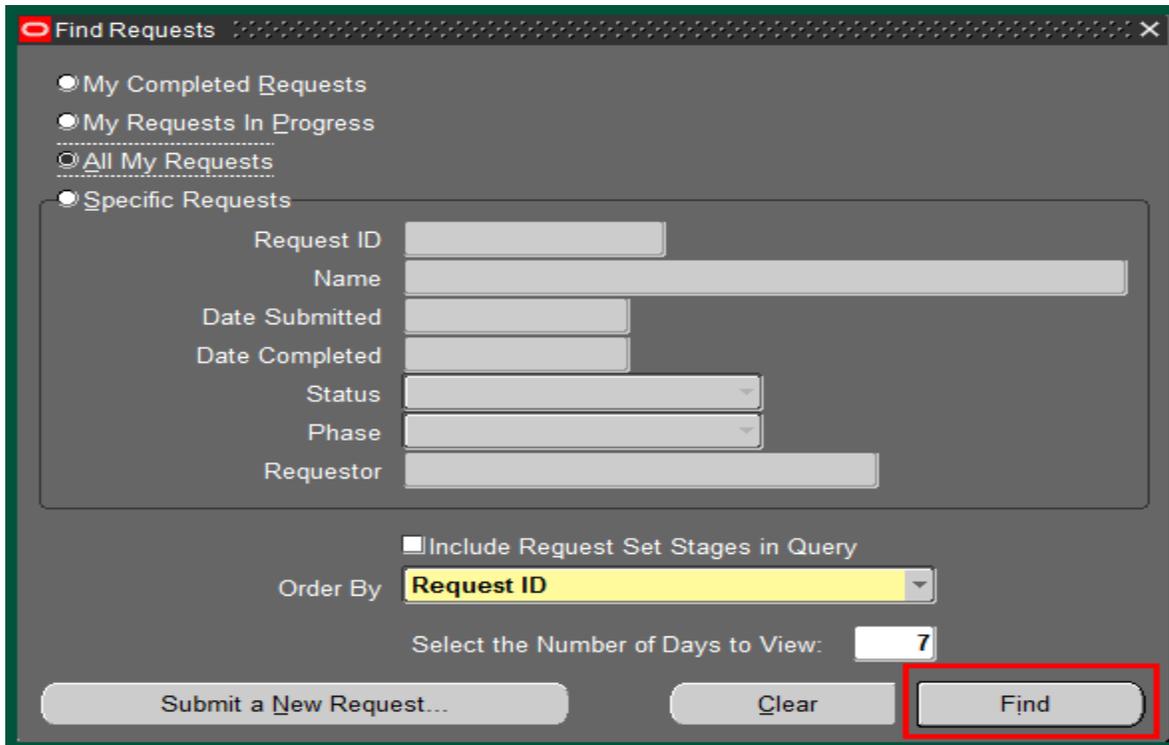
A screenshot of a dropdown menu labeled "Order By" with "Request ID" selected. The dropdown arrow is highlighted with a red box.

The following menu selection appears:



A screenshot of the dropdown menu options for "Order By". The options are "Request ID" (highlighted in blue), "Name", and "Requested Start Time".

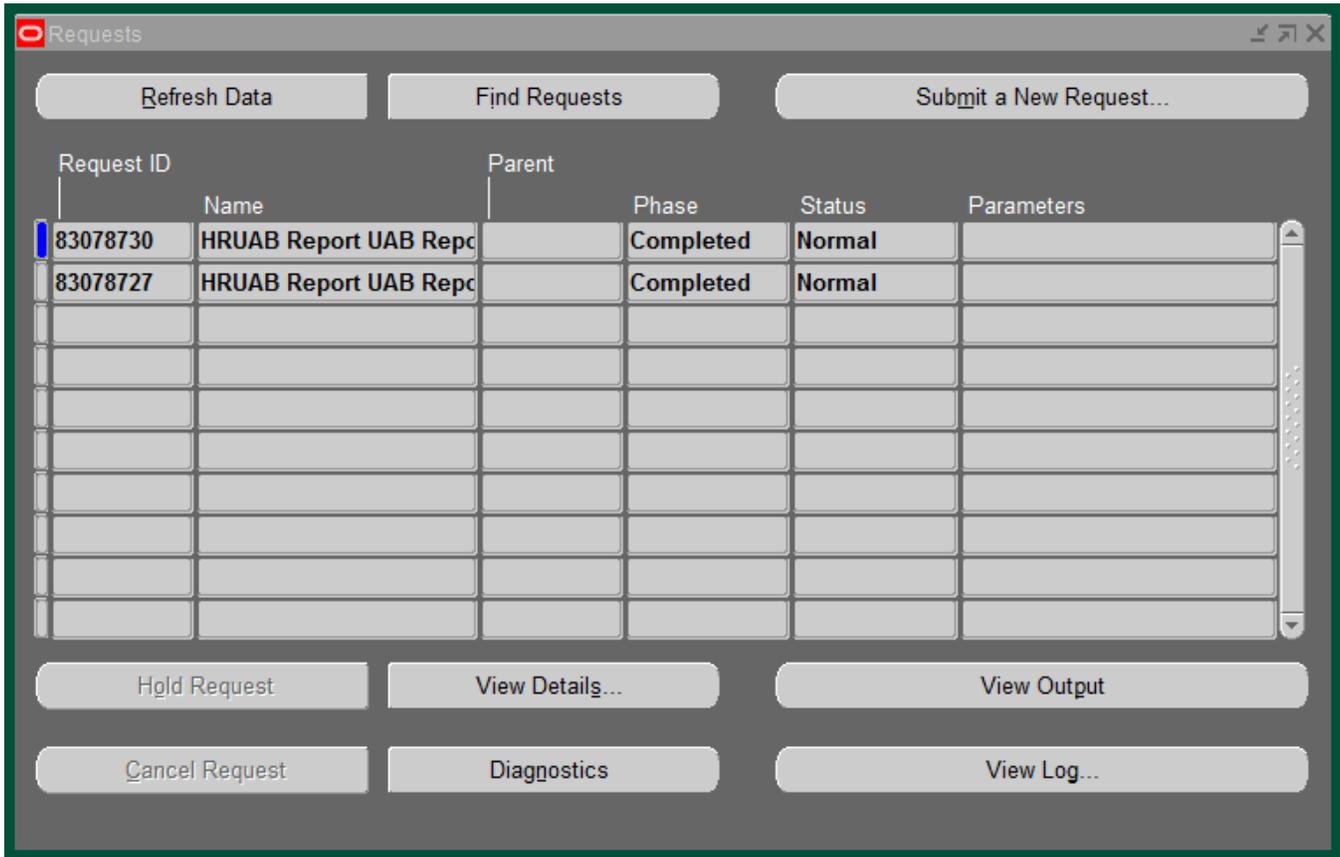
Click the **FIND** button at the bottom of the form.



A screenshot of the "Find Requests" form. The form includes radio buttons for "My Completed Requests", "My Requests In Progress", "All My Requests", and "Specific Requests". Below these are input fields for "Request ID", "Name", "Date Submitted", "Date Completed", "Status", "Phase", and "Requestor". There is a checkbox for "Include Request Set Stages in Query", a dropdown for "Order By" (set to "Request ID"), and a text input for "Select the Number of Days to View:" (set to "7"). At the bottom are buttons for "Submit a New Request...", "Clear", and "Find" (highlighted with a red box).

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



The screenshot shows a window titled "Requests" with a table of report requests and several control buttons. The table has columns for Request ID, Name, Parent, Phase, Status, and Parameters. Two rows are visible, both with a Phase of "Completed" and Status of "Normal".

Request ID	Name	Parent	Phase	Status	Parameters
83078730	HRUAB Report UAB Repc		Completed	Normal	
83078727	HRUAB Report UAB Repc		Completed	Normal	

Buttons at the top: Refresh Data, Find Requests, Submit a New Request...

Buttons at the bottom: Hold Request, View Details..., View Output, Cancel Request, Diagnostics, View Log...

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**.

Screen Options:

FIND REQUEST button to return to the **FIND REQUEST** window.

SUBMIT A NEW REQUEST button to request a new report.

VIEW OUTPUT button to open a selected report in PDF format.

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VIEW DETAILS button to view details on a specific report. A window similar to the window below opens displaying details of a submitted request.

Request Detail - 83078730

Name: HRUAB Report UAB Report Internal Organizations RPTHR516

Operating Unit: [Empty]

Parameters: [Empty]

Phase: Completed

Status: Normal

Date Submitted: 18-APR-2016 14:51:40

Requestor: CWBOYD

Date Started: 18-APR-2016 14:51:45

Date Completed: 18-APR-2016 14:51:49

Completion Text: Normal completion

Language: American English

Schedule Options

Run the Job: As Soon As Possible

Priority: 50

Requested Start Date: 18-APR-2016 14:51:40

Upon Completion...

Layout: [Empty]

Notify: [Empty]

Print To: [Empty]

Buttons: Help, OK, Cancel, Languages..., Schedule..., Options..., Delivery Opts

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

Requests

Refresh Data Find Requests Submit a New Request

Request ID	Name	Parent	Phase	Status	Parameters
83078730	HRUAB Report UAB Repc		Completed	Normal	
83078727	HRUAB Report UAB Repc		Completed	Normal	

Buttons: Hold Request, Cancel Request, View Details..., Diagnostics, View Output, View Log...

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