

Running Dynamic Reports in PeopleSoft

Dynamic Reporting

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

Limit the number of results to (up to 300):

Run Control ID: begins with

Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

No matching values were found.

- Click on the **[Search]** button and select or create a Run Control ID ([click here for information on Run Control IDs](#))

Fresno Dynamic Reporting

Run Control ID: Plan_Changes **Run**

Report ID: SR_04197 Students Changing Majors

Career (Optional) Undergrad

Term 2117 Fall 2011

School (Optional)

Department (Optional) 450

Single EmplID (Optional)

Display Report **Clear Report**

Select which Fields are Reported and Sort Order

	Include	Row Header	Sort Nbrs
1	<input checked="" type="checkbox"/>	Emplid	
2	<input checked="" type="checkbox"/>	Last Name	1
3	<input checked="" type="checkbox"/>	First Name	2
4	<input checked="" type="checkbox"/>	Change Date	
5	<input checked="" type="checkbox"/>	New School	
6	<input checked="" type="checkbox"/>	New Dept	
7	<input checked="" type="checkbox"/>	New Plan Cd	3
8	<input checked="" type="checkbox"/>	New Plan	
9	<input checked="" type="checkbox"/>	Old School	
10	<input checked="" type="checkbox"/>	Old Dept	
11	<input checked="" type="checkbox"/>	Old Plan Cd	4
12	<input checked="" type="checkbox"/>	Old Plan	
13	<input checked="" type="checkbox"/>	Cum GPA	
14	<input checked="" type="checkbox"/>	Term	
15	<input checked="" type="checkbox"/>	Career	

Save

- Fill in any prompted fields (*many fields are optional, so you don't have to fill them all in*)
- On the right screen - select/deselect fields to include on the report
- If needed you may change the names of the Column Headers
- Data can also be sorted by adding a number under to the "Sort Nbrs" column (*if performance is an issue, do not sort the report, wait until the data is downloaded in Excel*)

- Click the **[Run]** button to save the information and to run the process

Process Scheduler Request

User ID: 17386 Run Control ID: Plan_Changes

Server Name: Run Date: 08/26/2011

Recurrence: Run Time: 4:56:19PM **Reset to Current Date/Time**

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Dynamic Reporting	FRCC0131	Application Engine	Web	TXT	Distribution

OK **Cancel**

- Just click the **[OK]** button (no need to do anything else)

Fresno Dynamic Reporting

Run Control ID: Plan_Changes

Report ID: SR_04197 Students Changing Majors

Process Instance: 1708600 Status: Queued

Refresh

Career (Optional) Undergrad

Term 2117 Fall 2011

Select which Fields are Reported and Sort Order		
Include	Row Header	Sort Nbrs
<input checked="" type="checkbox"/>	Emplid	

- Occasionally click the **[Refresh]** button (you may leave this page and come back if the process is taking a long time)

Fresno Dynamic Reporting

Run Control ID: Plan_Changes

Report ID: SR_04197 Students Changing Majors

Process Instance: 1708600 **Status: Success**

Career (Optional) Undergrad

Term 2117 Fall 2011

School (Optional)

Department (Optional) 450

Single EmplID (Optional)

Display Report **Clear Report**

Select which Fields are Reported and Sort Order		
Include	Row Header	Sort Nbrs
<input checked="" type="checkbox"/>	Emplid	
<input checked="" type="checkbox"/>	Last Name	1
<input checked="" type="checkbox"/>	First Name	2
<input checked="" type="checkbox"/>	Change Date	
<input checked="" type="checkbox"/>	New School	
<input checked="" type="checkbox"/>	New Dept	
<input checked="" type="checkbox"/>	New Plan Cd	3

- When the Status is **Success**, click on the **[Display Report]** button to view your report.

[Return to Previous Page](#)

Students Changing Majors

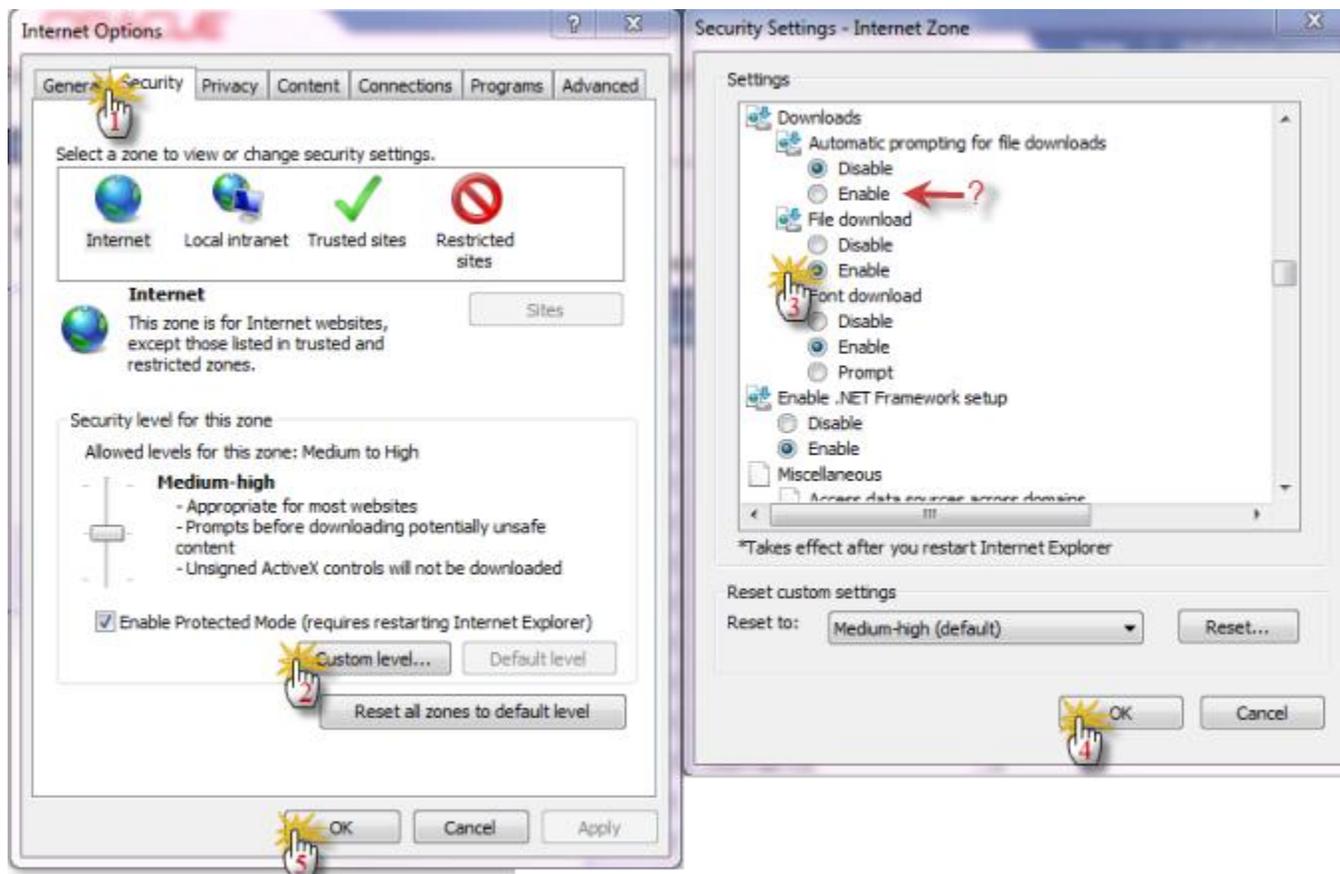
[Download to Excel](#)

Emplid	Last Name	First Name	Change Date	New School	New Dept	New Plan Cd	New Plan	Old School	Old Dept	Old Plan Cd	Old Plan	Cum GPA	Term	Career
104	Bear	Joshua	2011-05-12	48	498	481942BA	Music-Vocal Performance	48	450	488001MN	Japanese MINOR	3.963	2113	UGRD
106	Bedford-Hart	Andrew	2011-04-29	48	450	488001MN	Japanese MINOR	94	376	000000UG	Undeclared UGRD	3.608	2113	UGRD
106	Boen	Nicholas	2011-03-16	48	450	488001MN	Japanese MINOR	48	136	481002BA	Art	2.737	2113	UGRD
105	Burnias	Jason	2011-05-05	48	450	481727BA	Linguistics-Intdrscpl Lang Stu	48	560	482002BA	Philosophy	3	2113	UGRD

- Note: you must clear the report before you can run it again (sending the report to Excel will also clear the report).
- If the Title and Headers are showing, but no data, then there is no data to report

You may send the report to Excel but clicking on the [Download to Excel](#) link

- **If you are prompted for allowing Pop-Ups, it is OK to allow All popups from this web site**
- **If you are prompted if it is OK to open a file from a different format, click the [OK] or [Yes] or [Allow] button to open the report**
- In Internet Explorer you may have to modify setting to allow the report to download;
 - On the IE menu, click **[Tools]** then **[Internet Options]**



- Click on the **[Security Tab]** then **[Custom level...]** button
- Scroll down to the "Downloads" area and click on the File download **[Enable]** button.

- Click both **[OK]** buttons to save your changes and exit out of the setup pages
 - *If this doesn't correct the problem, try also checking the "Automatic prompting for file downloads" button (see red arrow above).*
 - *If you still are having browser problems, contact the help desk and ask for desktop support.*