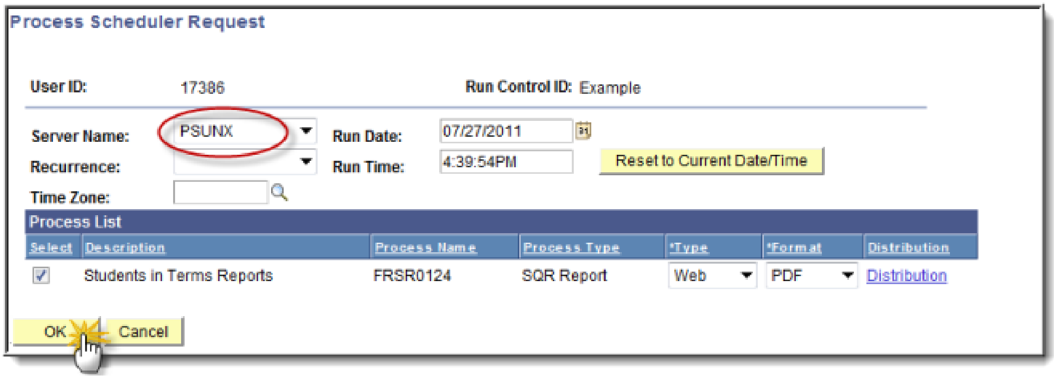
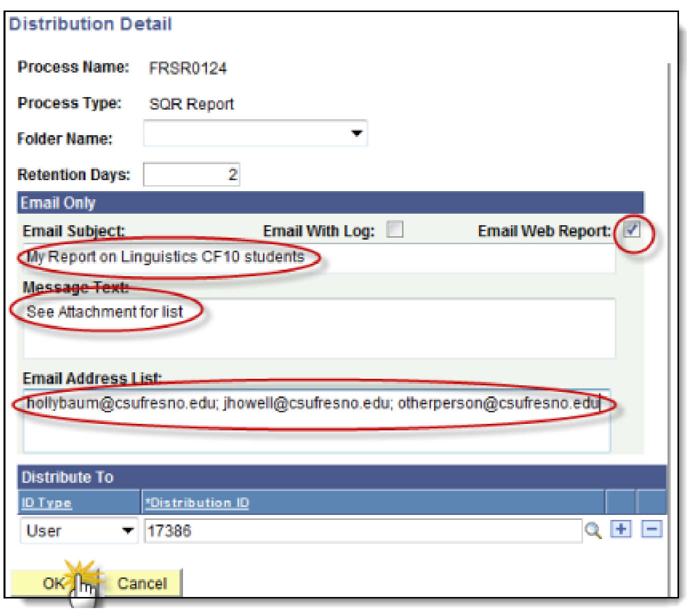
Running_Standard_Process_and Reports_in_PeopleSoft

Running a Standard PeopleSoft Process or Report;

- After a Run Control ID is selected or created and after the request page fields are populated, click the **[Run]** button.



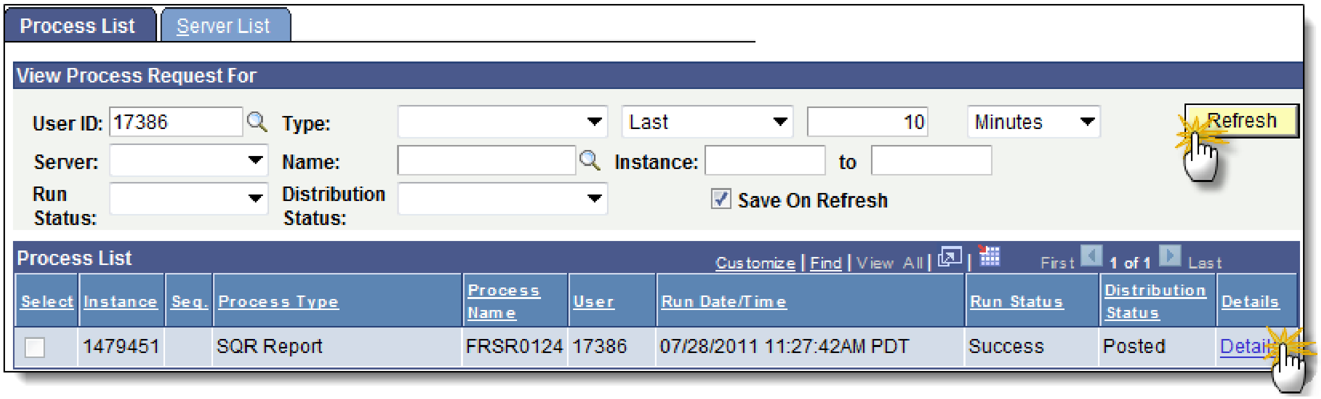
- If the process or report you are running has the word "**SQR**" in the Process_Type, make sure the **Server Name** is **PSUNX**
- You may schedule the process or report to run in the future by changing the **Run Date** or **Run Time**
- You may schedule this report to run over and over again, by selecting the appropriate **Recurrence**
- You may change where the output goes by changing the **Type** to **Web** or **Email**
- If you selected **Email** for the **Type** you will get an email notification that the process completed.
- If you need to email yourself a link to the output use **Web** for the **Type** and then click on the the **Distribution** link;



- Verify the **Email Web Report** is checked
  - Enter what you need for the **Email Subject** and **Message Text**
  - Enter all the email addresses for the people who need to receive the email (separated by semicolons)
  - ***Note****: If you are sending a link to the file, add additional users Emplids to the "Distribute To" list (so they will have access to view the output files).*
  - Click on the **[OK]** button

- Click on the **[OK]** button (to return to the main page)

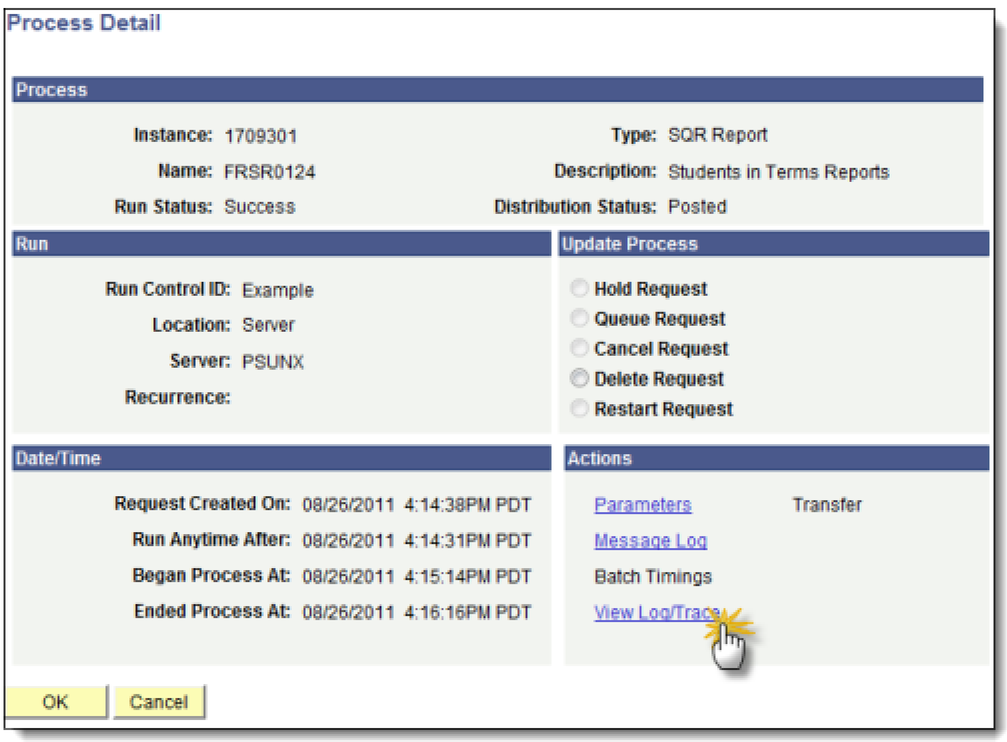
You may click on the **Process Monitor** link to view the progress of your process or report.



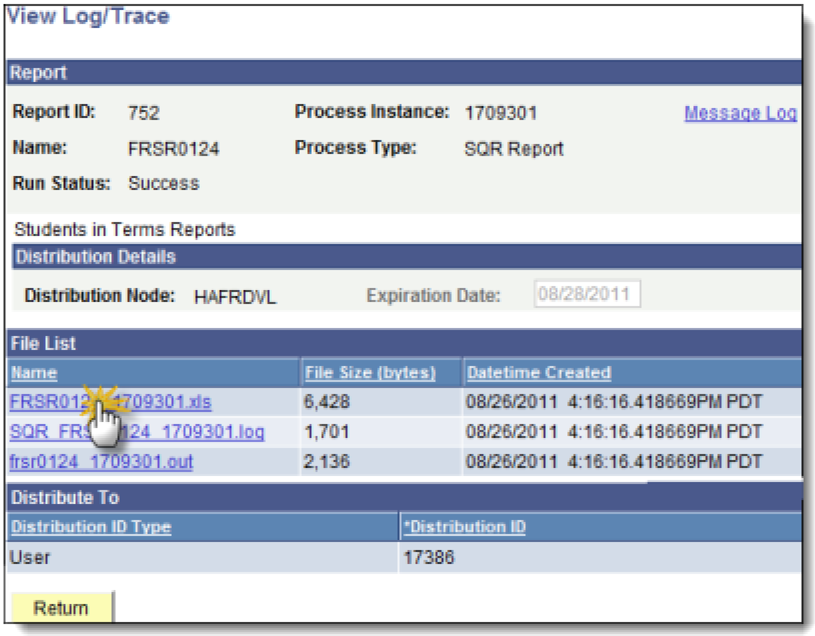
(Occasionally click the **[Refresh]** button to update the display).

- When the ***Run_Status*** indicates **Success** and the ***Distribution_Status*** indicates **Posted** your process is complete.

- If you did **not** send the output to yourself in an email:
  - click on the **Details** link



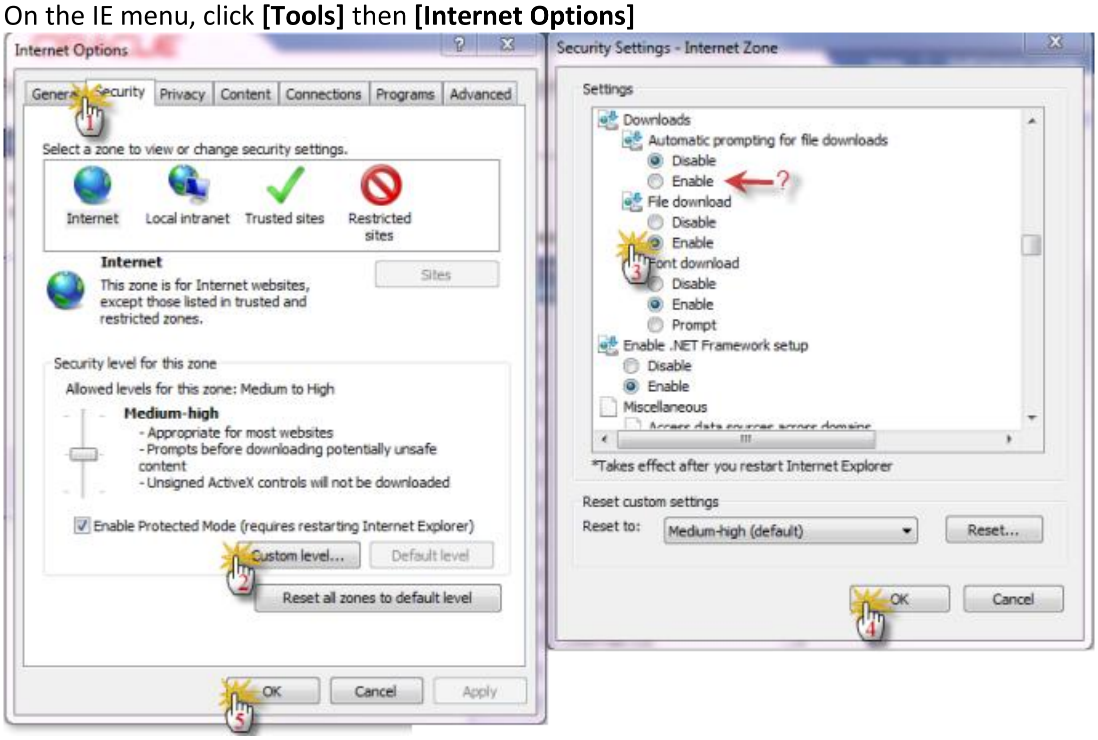
- click on the **View/Log Trace** link



- click on the name of your file (ex: **<your_file_name>.xls**) 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]**



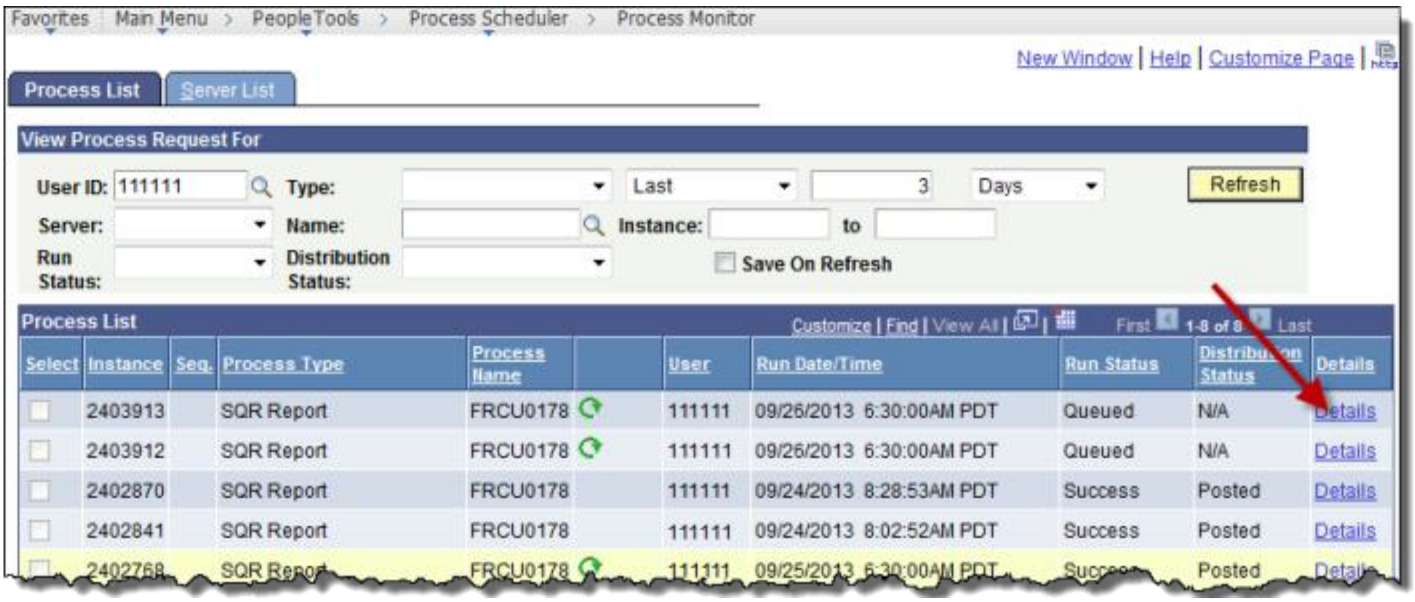
  - Click on the **[Security Tab]** then **[Custom level...]** button
  - Scroll down to the "Downloads" area and and click on the File download **[Enable]** button.
  - Click both **[OK]** buttons to save your changes and exit out of the setup pages

- *If this doesn't correct the problem, try also checking the "Automatic prompting for file downloads" button (see red arrow above).*

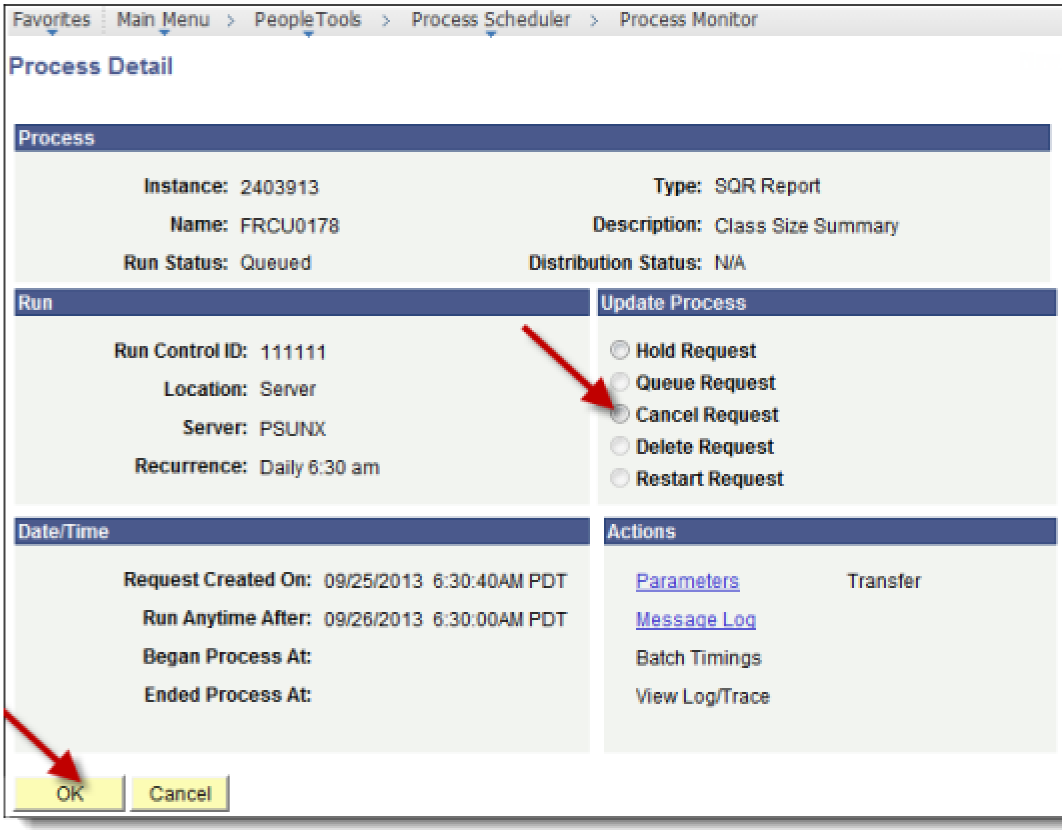
- *If you still are having browser problems, contact the help desk and ask for desktop support.*

Stopping/Cancelling a Standard PeopleSoft Process or Report;

- To stop a running, queued or reoccurring report click on the **Process Monitor** link as above
  (Make sure that your data at the top of the page has your User ID and Last 3-10 Days, all other fields should be blank.)



- Click on the **Details** link of your queued report.



- Click the "**Cancel Request**" radio button
- Click the [**OK**] button.

- When you click the [**Refresh**] button on the Main Process monitor page, you should see your process cancelling, and after a few seconds it should be cancelled.