

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.

Process Scheduler Request

User ID: 17386 Run Control ID: Example

Server Name: PSUNX Run Date: 07/27/2011

Recurrence: Recurrence Run Time: 4:39:54PM [Reset to Current Date/Time](#)

Time Zone: [Search]

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Students in Terms Reports	FRSR0124	SQR Report	Web	PDF	Distribution

[OK](#) [Cancel](#)

- 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;

Distribution Detail

Process Name: FRSR0124

Process Type: SQR Report

Folder Name: [Dropdown]

Retention Days: 2

Email Only

Email Subject: My Report on Linguistics CF10 students

Email With Log:

Email Web Report:

Message Text: See Attachment for list

Email Address List: hollybaum@csufresno.edu; jhowell@csufresno.edu; otherperson@csufresno.edu

Distribute To

ID Type	*Distribution ID
User	17386

[OK](#) [Cancel](#)

- 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.

The screenshot shows the 'Process Monitor' interface. At the top, there are tabs for 'Process List' and 'Server List'. Below this is a 'View Process Request For' section with search filters: User ID (17386), Type (dropdown), Last (dropdown), 10 Minutes (dropdown), Server (dropdown), Name (input), Instance (input), Run Status (dropdown), and Distribution Status (dropdown). A 'Refresh' button is on the right. Below the filters is a 'Process List' table with columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The table contains one row with Instance 1479451, Process Type SQR Report, Process Name FRSR0124, User 17386, Run Date/Time 07/28/2011 11:27:42AM PDT, Run Status Success, and Distribution Status Posted. A 'Details' link is visible in the last column.

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

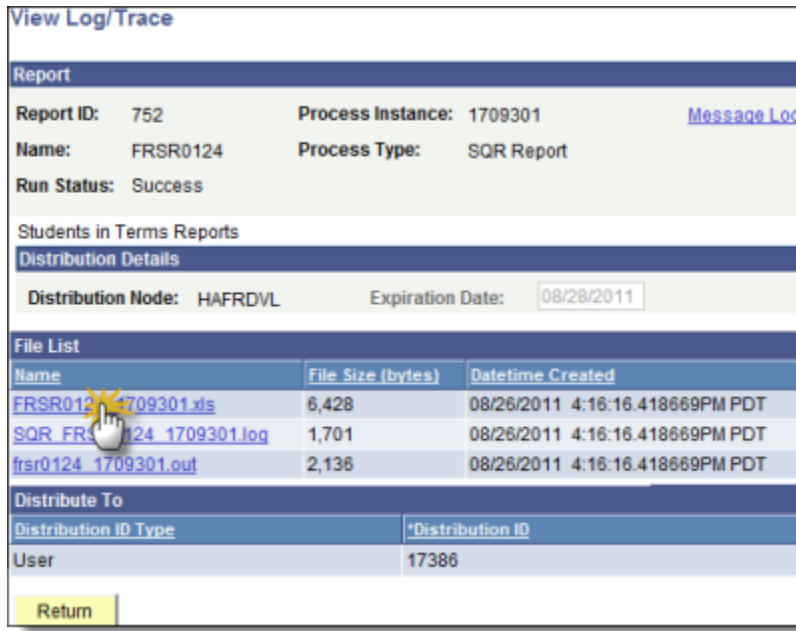
- When the **Run_Status** indicates **Success** and the **Distribution_Status** indicates **Posted** your process is complete.
- If you did **not** send the output to yourself in an email:
 - click on the **Details** link

The screenshot shows the 'Process Detail' dialog box. It is divided into several sections:

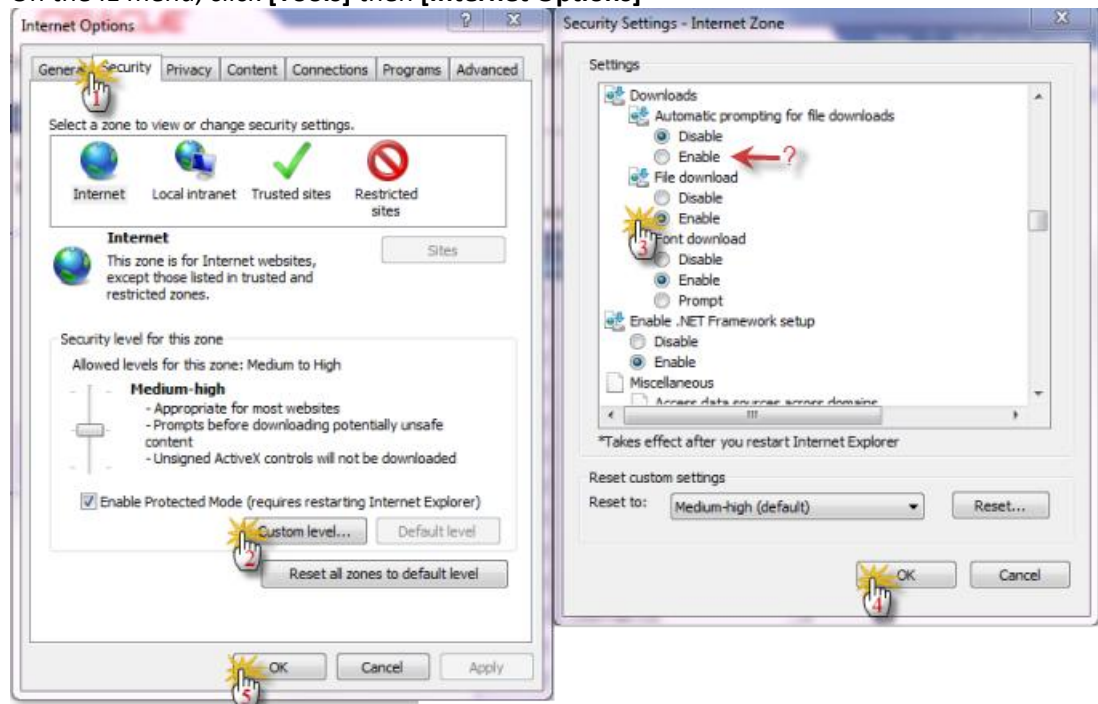
- Process:** Instance: 1709301, Type: SQR Report, Name: FRSR0124, Description: Students in Terms Reports, Run Status: Success, Distribution Status: Posted.
- Run:** Run Control ID: Example, Location: Server, Server: PSUNX, Recurrence: (empty).
- Update Process:** A list of radio buttons: Hold Request, Queue Request, Cancel Request, Delete Request, Restart Request.
- Date/Time:** Request Created On: 08/26/2011 4:14:38PM PDT, Run Anytime After: 08/26/2011 4:14:31PM PDT, Began Process At: 08/26/2011 4:15:14PM PDT, Ended Process At: 08/26/2011 4:16:16PM PDT.
- Actions:** Parameters (Transfer), Message Log, Batch Timings, View Log/Trace.

 At the bottom, there are 'OK' and 'Cancel' buttons. A mouse cursor is pointing at the 'View Log/Trace' 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 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.

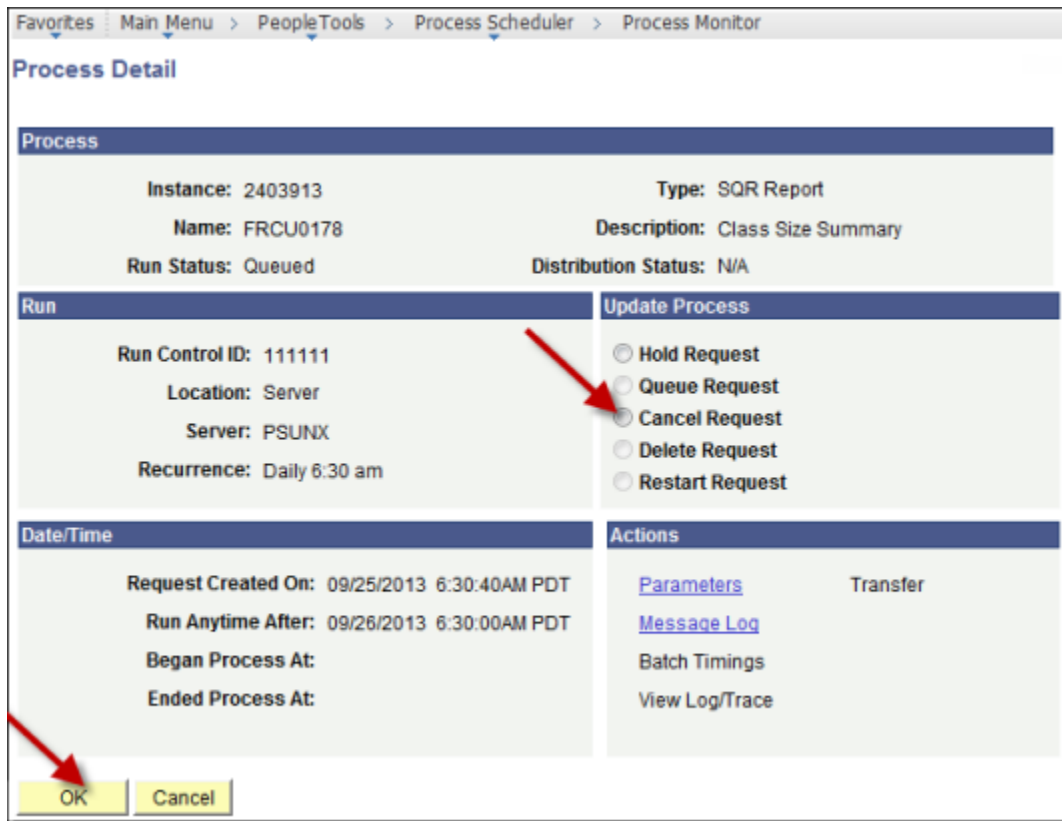
Stopping/Cancelling a Standard PeopleSoft Process or Report;

- 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.)

The screenshot shows the PeopleSoft Process Monitor interface. At the top, there are navigation links: Favorites, Main Menu, PeopleTools, Process Scheduler, and Process Monitor. Below this, there are tabs for 'Process List' and 'Server List'. The 'View Process Request For' section contains several search filters: User ID (111111), Type (dropdown), Last (dropdown), 3 Days (dropdown), and a Refresh button. There are also fields for Server, Name, Instance, Run Status, and Distribution Status, along with a 'Save On Refresh' checkbox. The 'Process List' table below has columns: Select, Instance, Seq, Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The table contains five rows of data, with the first row highlighted in yellow. A red arrow points to the 'Details' link in the first row.

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2403913		SQR Report	FRCU0178	111111	09/26/2013 6:30:00AM PDT	Queued	N/A	Details
<input type="checkbox"/>	2403912		SQR Report	FRCU0178	111111	09/26/2013 6:30:00AM PDT	Queued	N/A	Details
<input type="checkbox"/>	2402870		SQR Report	FRCU0178	111111	09/24/2013 8:28:53AM PDT	Success	Posted	Details
<input type="checkbox"/>	2402841		SQR Report	FRCU0178	111111	09/24/2013 8:02:52AM PDT	Success	Posted	Details
<input type="checkbox"/>	2402768		SQR Report	FRCU0178	111111	09/25/2013 6:30:00AM PDT	Success	Posted	Details

- 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.