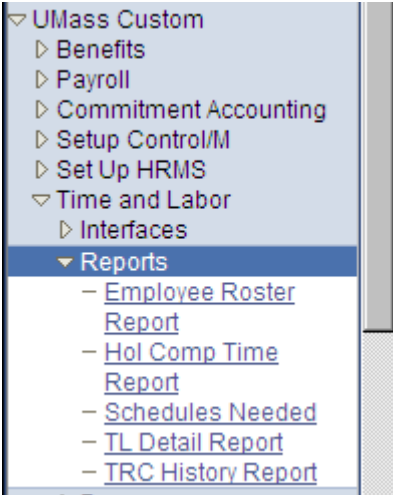
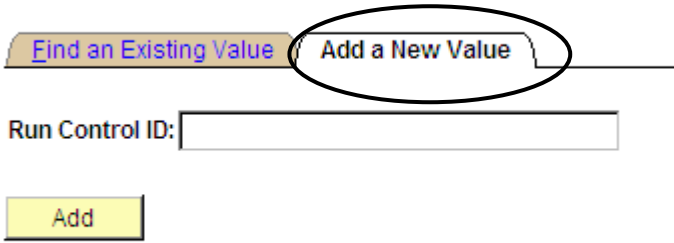


Running Time and Labor Reports (UMTL706 Example)

<p>1.</p>	<p>Navigation: UMass Custom → Time and Labor → Reports → TL Detail Report</p> 
<p>2.</p>	<p>You can run this process by searching for an existing Run Control ID or you can add a new value. Click the Add a New Value tab otherwise defaults to Find an Existing Value</p> <p>TL Detail Report</p>  <p>Find an Existing Value Add a New Value</p>
<p>3.</p>	<p>A Run Control ID is an identifier that, when paired with your User ID, uniquely identifies the process you are running. The Run Control ID defines parameters that are used when a process is run. If you are adding a new Run Control ID it should contain the name of the module such as TL for time and labor with an underscore, because no spaces are allowed, followed by the report name so that it is easily identified if there is a need to refer back to it.</p>

<p>4.</p>	<p>Enter a value in the Run Control ID field.</p> <p>TL Detail Report</p> <p>Find an Existing Value Add a New Value</p> <p>Run Control ID: <input type="text" value="TL_DETAIL"/></p> <p><input type="button" value="Add"/></p> <p>Find an Existing Value Add a New Value</p>
<p>5.</p>	<p>Click the Add button.</p> <p><input type="button" value="Add"/></p>
<p>6.</p>	<p>Use the TL Detail Report page to enter the request parameters. These parameters will be used to define the processing rules and data to be included when the report is run. The parameters will vary depending on which report you are running.</p> <p>TL Detail Report</p> <p>Run Control ID: <input type="text" value="TL_DETAIL"/> Report Manager Process Monitor <input type="button" value="Run"/></p> <p>Report Select Criteria</p> <p>Time Type: <input type="text"/> Report Type: <input type="text"/></p> <p>Optional Sort By: <input type="text"/> <input type="checkbox"/> Paid Time Batch Approved</p> <p>Employee Select Criteria</p> <p>Pay Period End Date: <input type="text"/> <input type="button" value="B1"/> OR From Date: <input type="text"/> <input type="button" value="B1"/></p> <p>Thru Date: <input type="text"/> <input type="button" value="B1"/></p> <p><input type="text" value="Group ID:"/> <input type="text" value="EmplID:"/> <input type="text" value="Rcd Nbr: 0"/> <input type="button" value="Find"/> <input type="button" value="1 of 1"/> <input type="button" value="Last"/></p>

7. An example of a completed run control for **TL Detail Report**

8. Click the **Run** button.

9. Use the **Process Scheduler Request** page to enter or update parameters, such as the process output format.

10. Leave the **Server Name** field blank. The appropriate server is automatically selected.

11. Use the **Type** field to select the type of output you want to generate for this job. Use the **Format** field to define the output format for the report. Keep the choice to **Web** and **PDF** for SQR reports, such as the one in this example.

12. **Process Scheduler Request**

User ID: 10022006 Run Control ID: tl_detail

Server Name: [Dropdown] Run Date: 03/26/2009 [Calendar] [Reset to Current Date/Time]

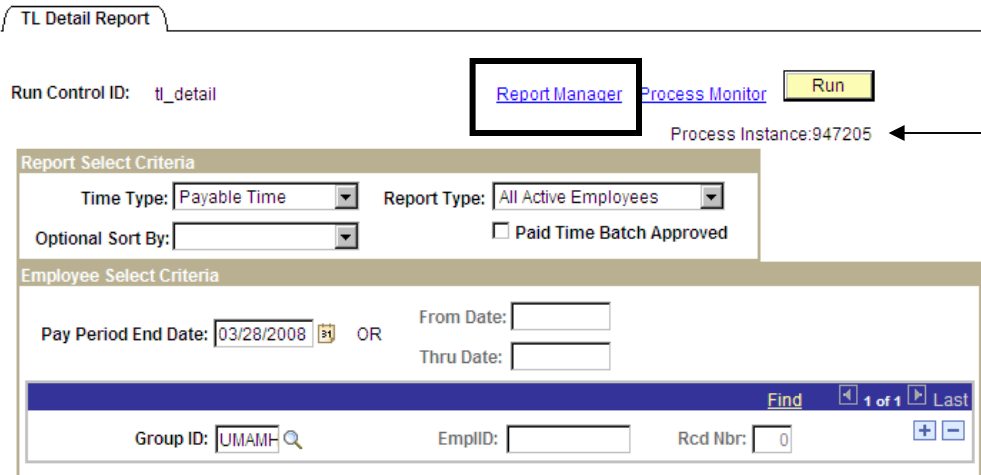
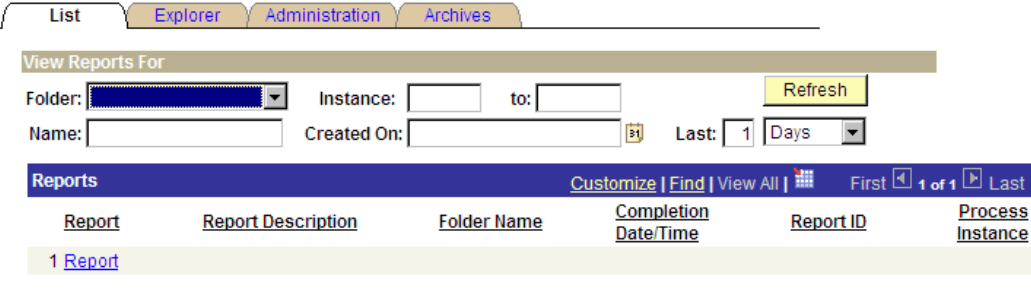
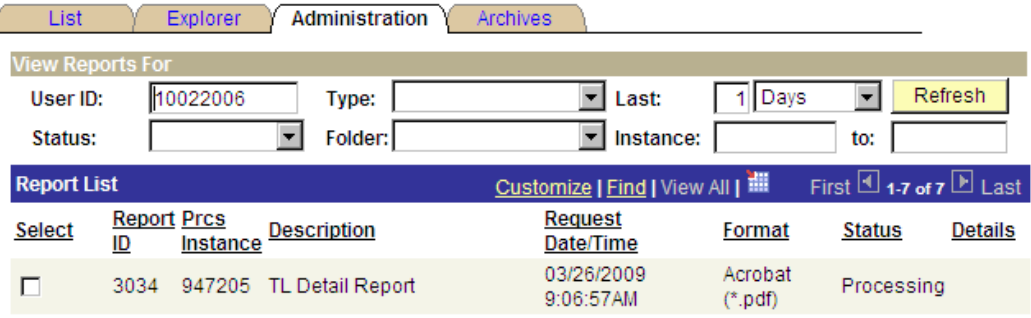
Recurrence: [Dropdown] Run Time: 9:00:16AM

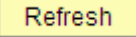
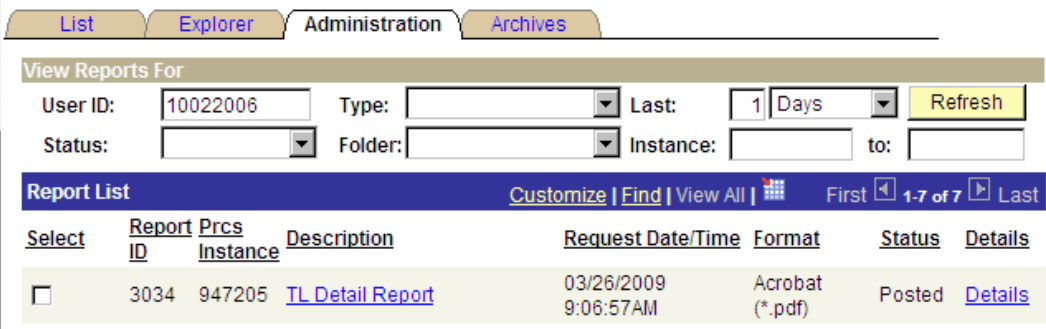


Time Zone: [Dropdown]

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	TL Detail Report	UMTL706	SQR Report	Web	PDF	Distribution

OK Cancel

Click the **OK** button.

<p>13.</p>	<p>Notice the Process Instance number displays. This number helps you identify the process you have run when you check the status.</p> 																
<p>14.</p>	<p>To view the report, click the Report Manager link.</p> 																
<p>15.</p>	<p>The List page displays a list of reports to which you have access.</p>																
<p>16.</p>	<p>Use the Explorer tab to view a hierarchical list of folders and reports.</p>																
<p>17.</p>	<p>Use the Administration tab to view details about the report, and delete unwanted reports from the system. New reports that have been scheduled or are in the process of being posted to the report repository are viewed only through the Administration page.</p>																
<p>18.</p>	<p>Use the Archives tab to view reports that have been archived.</p>																
<p>19.</p>	<p>Click the Administration tab.</p>  <table border="1" data-bbox="341 1659 1347 1795"> <thead> <tr> <th>Select</th> <th>Report ID</th> <th>Prce Instance</th> <th>Description</th> <th>Request Date/Time</th> <th>Format</th> <th>Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>3034</td> <td>947205</td> <td>TL Detail Report</td> <td>03/26/2009 9:06:57AM</td> <td>Acrobat (*.pdf)</td> <td>Processing</td> <td></td> </tr> </tbody> </table>	Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details	<input type="checkbox"/>	3034	947205	TL Detail Report	03/26/2009 9:06:57AM	Acrobat (*.pdf)	Processing	
Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details										
<input type="checkbox"/>	3034	947205	TL Detail Report	03/26/2009 9:06:57AM	Acrobat (*.pdf)	Processing											
<p>20.</p>	<p>The reports are listed in the Report List section of the page. You can sort this list by using the fields in the View Reports for section of the page.</p>																

21.	While the status of the report is 'Queued' or 'Processing', you can click  to see changes in Status./
22.	<p>Once the status of the TL Detail Report is Posted, you may view the report.</p>  <p>Click the name of the report under “Description” to launch the pdf of the report.</p>
23.	<p>The TL Detail Report opens in a new window.</p> <p>You can maximize the window to view the report or print the report using the browser's print button.</p>
24.	<p>Click the Close button.</p> 
25.	<p>Click the OK button on the Report Detail page.</p> 
26.	<p>If you are authorized to delete a report, the Select check box will be active. This enables you to select the report and then click the Delete button to remove the report from the list.</p>
27.	<p>NOTE: An alternative way to retrieve the report is to Click the Details link. On the Report Detail page, click the PDF link.</p>
28.	<p>End of Procedure.</p>

