

This job aid describes how to run a Report. For a complete list of report names and navigation paths, please reference the Time and Labor, HR or Benefits Reports Job Aids.

**IMPORTANT:** It is not necessary to add a new Run Control ID each time a report is run. You may run reports under an existing Run Control ID.

1. Navigate to [Reports](#)
2. The [Reports](#) search page displays
3. Click the Add A New Value link

4. Add a New Value.

# How to Run an HRMS Report

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In the Find an Existing Value, you can use a Control ID already in use.

1. Type in your Control ID in the **Run Control ID beginning with** field
2. Click the **Search** button
3. Click on the Run Control ID from the search results

The screenshot shows the 'Find an Existing Value' section of the 'Position Approval History' report. It includes a search criteria section with 'Recent Searches' and 'Saved Searches' dropdowns. The search criteria is set to 'Run Control ID begins with' and the value '45053209' is entered in the text field. Below the search criteria are buttons for 'Search', 'Clear', and 'Save Search'. The search results section shows '1 result' and a table with the following data:

Run Control ID	Language Code	
45053209	English	>

4. The [Report](#) page displays

The screenshot shows the 'Run by Department ID' and 'Run by Position Number' sections of the 'Position Approval History' report. The 'Run by Department ID' section has 'Set ID' set to 'AGNCY' and 'Department' set to 'DAS23000'. The 'Run by Position Number' section has 'Position Number' set to '00000102' and 'Department' set to 'GOV12000'. The 'Run' button is highlighted with a red box and a callout box labeled 'b. Click the Run button'. The 'Run by Position Number' section is also highlighted with a red box and a callout box labeled 'a. Fill in the relevant report request parameters.'

5. The Request page displays

**Process Scheduler Request**

User ID: [redacted] Run Control ID: 45053209

Server Name: PSUNX Run Date: 10/30/2024  
Recurrence: [dropdown] Run Time: 4:16:22PM  
Time Zone: [dropdown]

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Position Approval History	CTHRR908	SQR Report	Web	PDF	Distribution

OK Cancel

a. Click the **OK** button

a. Select **PDF** from the format drop down list

6. The Report page displays

**Position Approval History**

Run Control ID: 45053209

Report Manager Process Monitor Run

Process Instance: 19859

Run by Department ID:

Only Enter Setid/Deptid if running for an entire Department

Set ID: AGENCY  
Department: DAS23000

Run by Position Number:

Position Number: 00000102  
Department: GOV12000

ExecOficAdminAid1  
Job Code: 3551EX

Save Return to Search Notify Add Update/Display

Click the **Report Manager** link

7. The [Report List](#) page displays

**Report Manager**

View Reports For

Folder  Instance  to  **Refresh**

Name  Created On  Last  days

**Reports**

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 <b>CTHRR908</b>	POSITION APPROVAL HISTORY	General	10/30/24 4:29PM	19277	19859

Go back to Position Approval History **Save**

List | Explorer |

a. Click the **Refresh** button periodically until the report link appears.

Click the **Report** hyperlink

**Special Note:**

The Report List row will be blank until your report has been completed.

8. The [Report/Log Viewer](#) page displays

**Report Index**

Report

Report ID 19277 Process Instance 19859 Message Log

Name CTHRR908 Process Type SQR Report

Run Status Success

Position Approval History

**Distribution Details**

Distribution Node PRODRPTFTP Expiration Date 11/29/2024

**File List**

Name	File Size (bytes)	Datetime Created
SQR_CTHRR908_19859.log	1,943	10/30/2024 4:29:13.722336PM EDT
<b>cthr908_19859.PDF</b>	38,137	10/30/2024 4:29:13.722336PM EDT
cthr908_19859.out	115	10/30/2024 4:29:13.722336PM EDT

**Distribute To**

Distribution ID Type

User

**Return**

Click the **Report** name link to view the report

## 9. View your report.

### Optional:

To print, click or select **File > Print** in your web browser. For information on saving the report refer to the Saving a Report to a Drive job aid.

### Special Note:

You can view the Status (Queued, Generated, or Posted) on the Report List's Administration Tab:

The screenshot shows the 'Report Manager' interface with the 'Administration' tab selected. It includes a 'View Reports For' section with filters for User ID, Type, Last, Days, Status, and Folder. Below is a 'Report List' table with one entry. The 'Status' column for the entry is highlighted with a red box.

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	19277	19859	Position Approval History	10/30/2024 4:28:34PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>