

Running the Change Item Status (INS4000) Ad Hoc Process

Step	Action
1.	Navigate to Items > Define Items and Attributes > Change Item Status Click Search to find an existing Run Control or if it is the first time running the report, click the Add a New Value tab. 
2.	Enter CHG_ITEM_STATUS into the Run Control ID field.
3.	Click the Add button. 
4.	Create an ID for the process. Enter CHGITMSTAT into the required Request ID field.
5.	To run the process for all Bus, change the Unit from Specific to All . Click the All option. 
6.	Click the Save button. 
7.	Click the Run button. 
8.	Click the OK button. 
9.	Click the Process Monitor link. 
10.	Click the Refresh button until the Run Status is Success and the Distribution Status is Posted. 
11.	Click the Details link. 
12.	Click the View Log/Trace link. 
13.	Click the INS4000_7033960.PDF link. 
14.	The Item Change Status Report displays as a PDF in a new window.
15.	End of Procedure.