View Ad Hoc Reports Documentation

The **View Request/View** menu option allows HR Officers to view previously submitted request for Ad Hoc reports. End users may also view the output of Ad Hoc reports using this menu option.

UAB HR Officer → Run Reports → View Requests

Select the **VIEW REQUEST** menu option; click on the **OPEN** button.

The **FIND REQUEST** window opens.

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View Options:

The system **defaults** to the [○ All My Requests] option.

The default will display **all** requests you have made within the **SELECT THE NUMBER OF DAYS TO VIEW** period.

```
☐ Include Request Set Stages in Query

Order By   Request ID                    ▼

           Select the Number of Days to View:    7
```
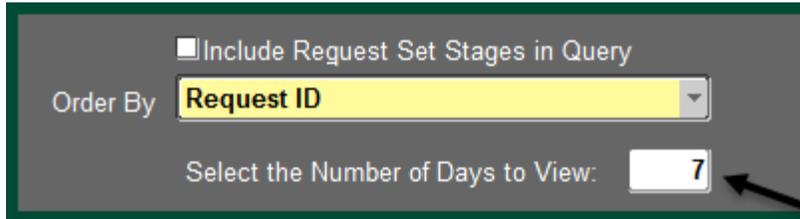
If you wish to minimize your display, select the appropriate radio button to change options.

Displays all requests which have been ran and are ready to view.

[● My Completed Requests]
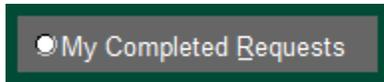
Displays all requests still "In Progress" and running.

[● My Requests In Progress]
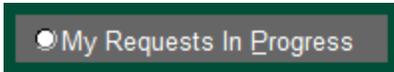
The **SPECIFIC REQUESTS** option allows user to filter the display:

Displays only the Request ID entered.

Request ID [   ]

Displays only the Name of the Report entered. If you have ran the same report more than

once, each request will display.

Name [   ]

Displays only request submitted or completed on the specific date entered.
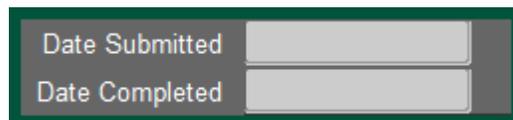
Date Submitted [   ]
Date Completed [   ]

Displays request submitted by a specific Requestor.

Requestor

The **Order By** field allows a user to sort the report display by clicking on the drop box arrow.
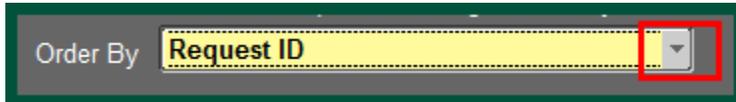
Order By Request ID

The following menu selection appears:

Request ID
Name
Requested Start Time

Click the **FIND** button at the bottom of the form.
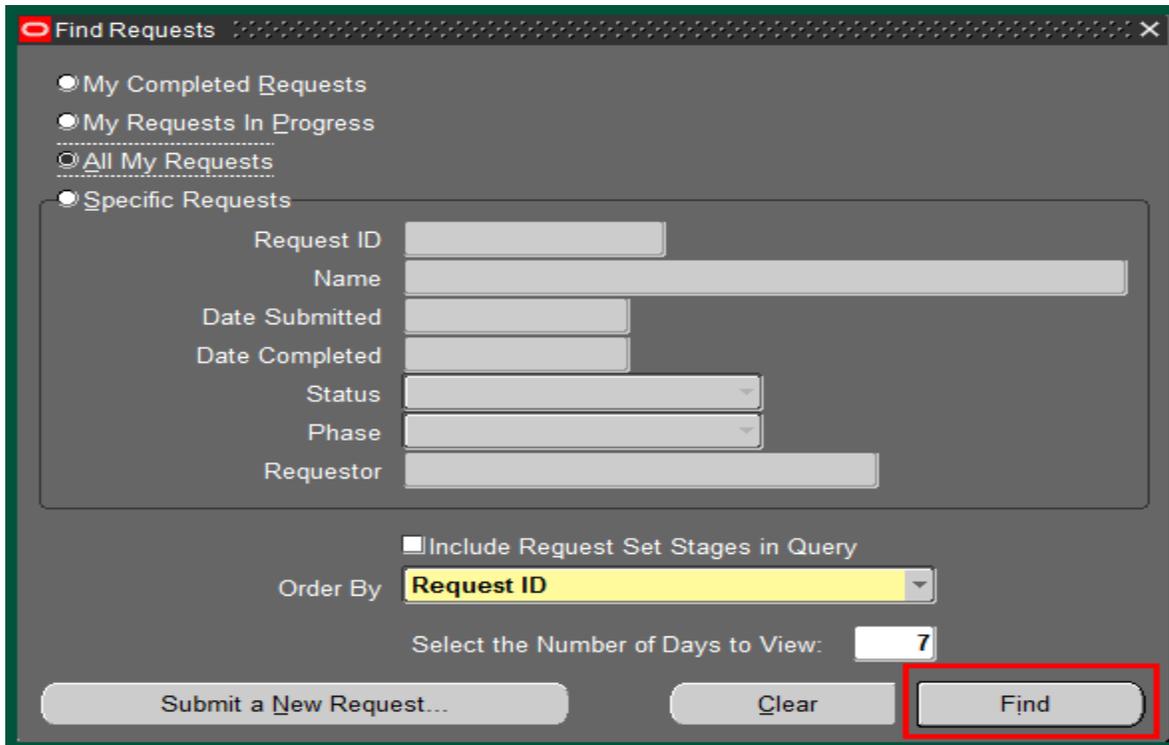
Find Requests

My Completed Requests
My Requests In Progress
All My Requests
Specific Requests

Request ID
Name
Date Submitted
Date Completed
Status
Phase
Requestor

Include Request Set Stages in Query
Order By Request ID
Select the Number of Days to View: 7

Submit a New Request...   Clear   Find

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The **REQUESTS** window opens, displaying reports using parameters selected on the **FIND REQUESTS** window.

Each report listed displays the: **REQUEST ID #** (assigned by the system at the time a New Request is submitted), **NAME** of the report, **PHASE** the request is in (**Pending**, **Running**, or Completed), the **STATUS** of the report, and the selected **PARAMETERS**.

Screen Options:

FIND REQUEST button to return to the **FIND REQUEST** window.

SUBMIT A NEW REQUEST button to request a new report.

VIEW OUTPUT button to open a selected report in PDF format.

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VIEW DETAILS button to view details on a specific report. A window similar to the window below opens displaying details of a submitted request.

To exit the View Request menu option, click on the X in the upper right hand corner of the **REQUESTS** window.

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