
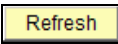


## How to Run an HR Report

1.	<p>All URI HR reports require a <b>Run Control ID</b> - this is an identifier created by the user, it is the first thing you must enter when running a report. If you have a <b>Run Control ID</b>, enter it here, if you do not have a <b>Run Control ID</b> click the <b>Add a New Value</b> tab and create one.</p> <p><b>TIP:</b> If you have created a <b>Run Control ID</b> but cannot remember it leave the box blank and click the <b>Search</b> button. This will display a list of all the <b>Run Control IDs</b> you have created.</p>
2.	<p>To create a <b>Run Control ID</b>, enter the text you want for your <b>Run Control ID</b> it can be all letters or a combination of letters and numbers and click <b>Add</b>.</p> <p><b>TIP:</b> You should choose a <b>Run Control ID</b> that you can remember. If you forget your Run Control you can always create a new one by following this process.</p>
3.	<p>Enter the <b>Run Control ID</b> you want to create and click <b>Add</b>. </p>
4.	<p>URI HR reports allow users to obtain specific information based on the criteria they search on.</p> <p>Enter the information you'd like to search by and then click <b>Run</b> in the upper left hand section of the screen.</p> <p>All reports run in a similar fashion, some may have fewer input/search options but the concept and layout are the same.</p>
5.	<p>We have two different kinds of report formats:</p> <p>1) PDF - Reports that combine data into an Adobe PDF form which you can save to your desktop. This report format is best for printing. To run a PDF report you must choose PDF as the Format.</p> <p>2) CSV - Reports that combine data into a Microsoft Excel readable format. The .CSV file can be downloaded and organized/sorted by the user in MS Excel. To run a .CSV report you must choose CSV as the format</p>
6.	<p>After clicking <b>Ok</b> on the previous screen you now want to click the <b>Process Monitor</b> link</p>
7.	<p>Under the <b>Process List</b> and will see your report below with a status of <b>Queued</b> under the <b>Run Status</b>. Click the <b>Refresh</b> button to obtain the latest status of your report.</p> <p>Note some reports may take several minutes to compile the data.</p> <p><b>TIP:</b> If you do not see your report listed check your settings at the top of the page; you may be only displaying results for the last day, or a specific server. You can select the blank setting and it will display reports run on both servers (PSUNX, PSNT). </p>
8.	<p>When your <b>Run Status</b> has updated to "<b>Success</b>" and the <b>Distribution Status</b> reads "<b>Posted</b>" click on the "<b>Details</b>" link <a href="#">Details</a></p>
9.	<p>Click the <b>View Log/Trace</b> link. <a href="#">View Log/Trace</a></p>
10.	<p>Click on the link (<b>.PDF or .CSV</b>) to open/download your report.</p>
11.	<p><b>End of Procedure.</b></p>

