Report Functions

The ***EmpowHR*** menu contains various reports. Each report contains links that perform the following functions:

Report Manager

Process Monitor

Run

Report Manager

Report Manager contains four tabs. Each tab contains values used to format a report.

1. Select the ***Reporting Tools*** menu group.
2. Select the ***Report Manager*** component. The ?????page is displayed.

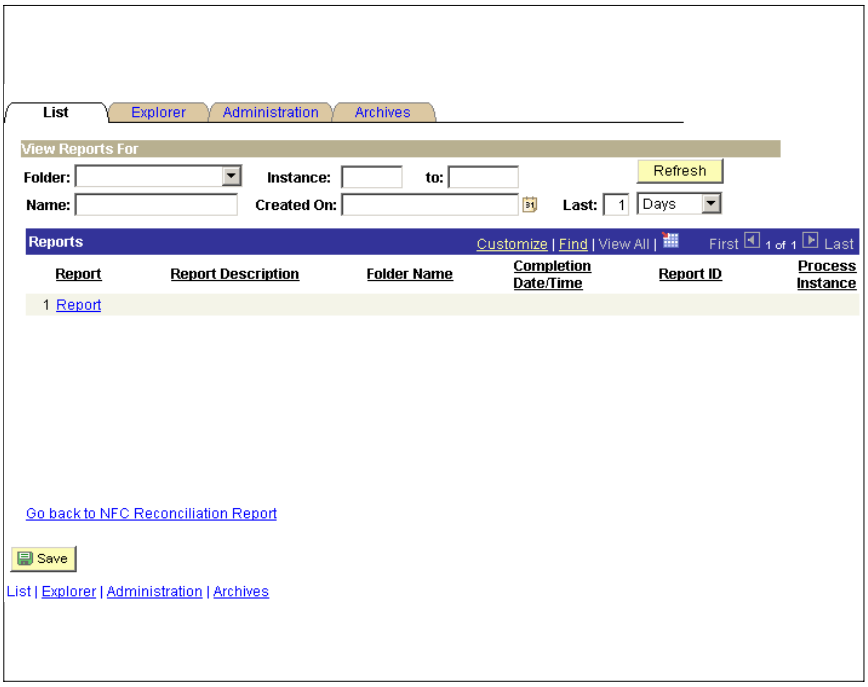


Figure 635. List tab - Report Manager page

3. Complete the fields as follows:

Folder

Enter the name of the folder or select data from the drop-down list. The valid value is **`General`**.

Instance

Enter the instance.

To

Enter the To instance.

Name

Enter the name of the person who created the report you want to view.

Created On

Enter the date the report was created or select a date from the calendar icon.

Last

Enter the applicable number to be included in the viewing of the report then select data from the drop-down list. The valid values are **`Days`**, **`Hours`**, **`Minutes`**, and **`None`**.

Report

This field populates the reports available for the search criteria entered.

Report Description

This field is populated with the description of each report available for the search criteria entered.

Folder Name

Enter the folder name or select data from the drop-down list. Valid value is **`General`**.

Completion Date/Time

This field is populated with the date and time the report was created.

Report ID

This field is populated with the report ID.

Process Instance

This field is populated when the report was created.

4. Click **Refresh** to refresh the page and search for additional reports.
5. Click the **Go Back To (Name Of The Report)** link to return to the 1st page of the applicable report.

   OR

6. Click the ***Explorer*** tab. The Explorer tab - Report Manager page (**Figure 636**) is displayed. This option displays reports that were created by the user. If no reports were created, the page will display **`No Reports To Display`**.

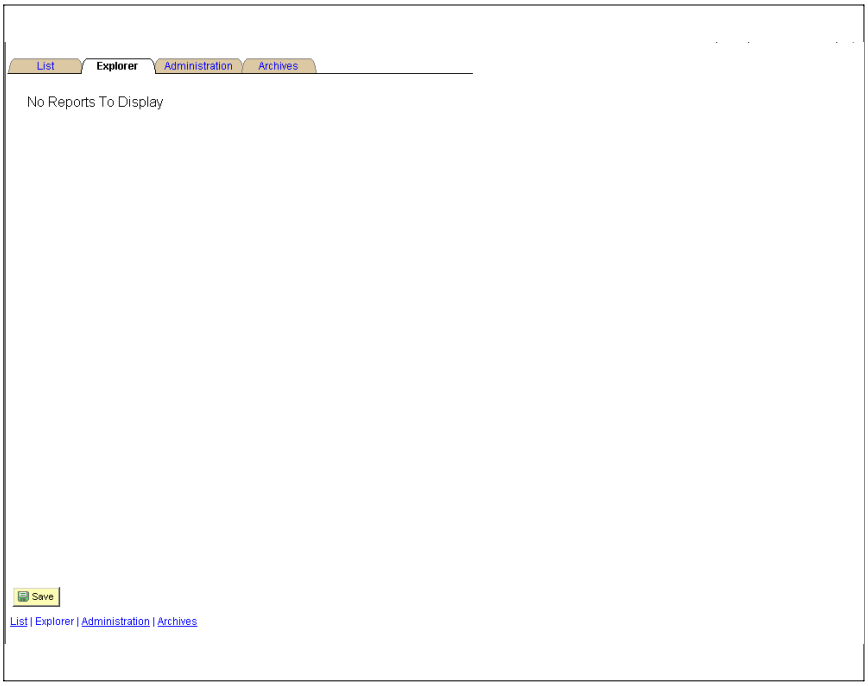


Figure 636. Explorer tab - Report Manager page

1. Click the ***Administration*** tab. The Administration tab - Report Manager page (**Figure 637**) is displayed.

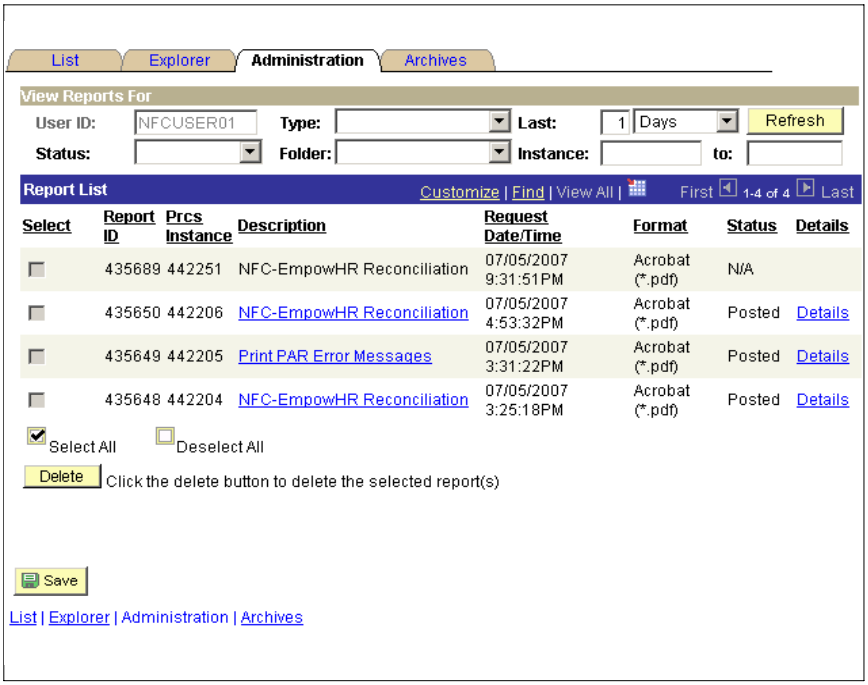


Figure 637. Administration tab - Report Manager page

2. Complete the fields as follows:

User ID

This field is populated with the User ID from the ***EmpowHR*** signon. The ID represents the person who generates the report.

Type

Enter the type of software used to format and run the report or select data from the drop-down list. Valid values are:

Type Values
Application Engine
Build Cube
COBOL SQL
Crw Online
Crystal
Data Mover
DataBase Agent
Message Agent API
Optimization Engine
PS Job
SQR Process
SQR Report
SQR Report for WF De
Unix Shell Script
Winword
XML Publisher
nVision Report
nVision-ReportBook

Last

Enter the applicable number to include in the report then select data from the drop-down list. Valid values are **`Days`**, **`Hours`**, **`Minutes`**, and **`None`**.

Status

Enter the status or select data from the drop-down list. Valid values are:

Status Values
Delete
Generated
N/A
None

Status Values
Not Posted
Posted
Processing

Folder

Enter the folder name or select data from the drop-down list. Valid value is **`General`**.

Instance

Enter the instance.

To

Enter the To number for the instance.

Select

Check this box to select the report.

Report ID

This field is populated when the report was created.

PRCS Instance

This field is populated when the report was created.

Description

This field is populated with the description of the report.

Request Date/Time

This field is populated with the date and time the report was created.

Format

This field is populated with the format that was used to create the report.

Status

This field is populated with the status of the report.

3. Click the ***Description*** link to view the selected report. The Report Detail window (**Figure 638**) is displayed

OR

Click the ***Details*** column to view the details of the selected report. The Report Detail window (**Figure 638**) is displayed.

Note: Under the File List section of the window, there are 3 options: Message Log, ZNFCRECN 442206, PDF, and Trace File. See **To Access The Message Log Link**, **To Access The ZNFCRECN 442206, PDF Link**, and **To Access The Trace Link** of this section for instructions.

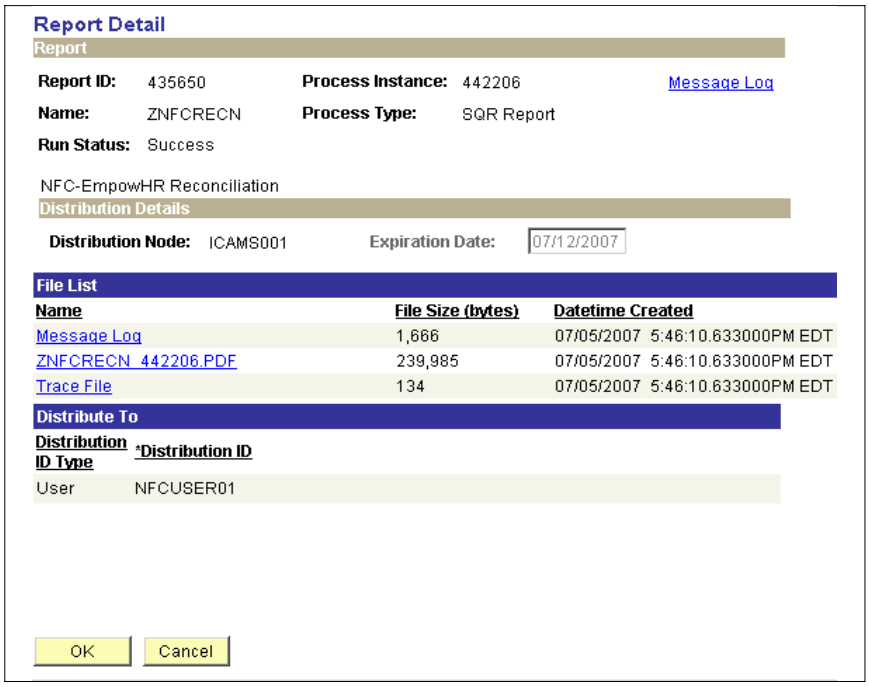


Figure 638. Report Detail window

4. Click **OK**.

   OR

   Click **Cancel**.

To access the Message Log link:

1. Click the ***Message Log*** link on the Report Detail window (**Figure 638**). The Message Log window (**Figure 639**) is displayed.

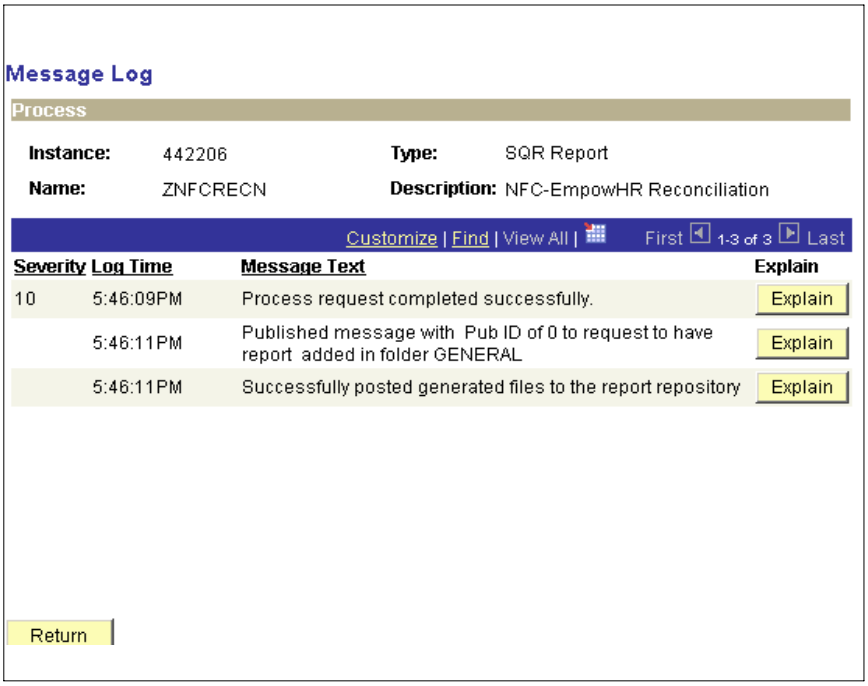


Figure 639. Message Log

2. Click **Explain** for the detailed explanation of the message text. The Explain window **Figure 640**) is displayed.

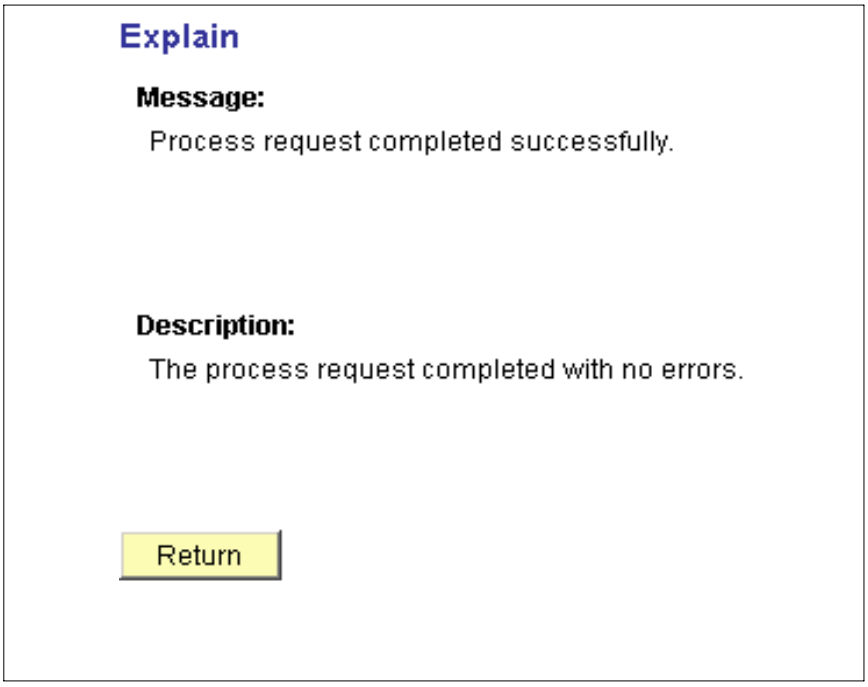


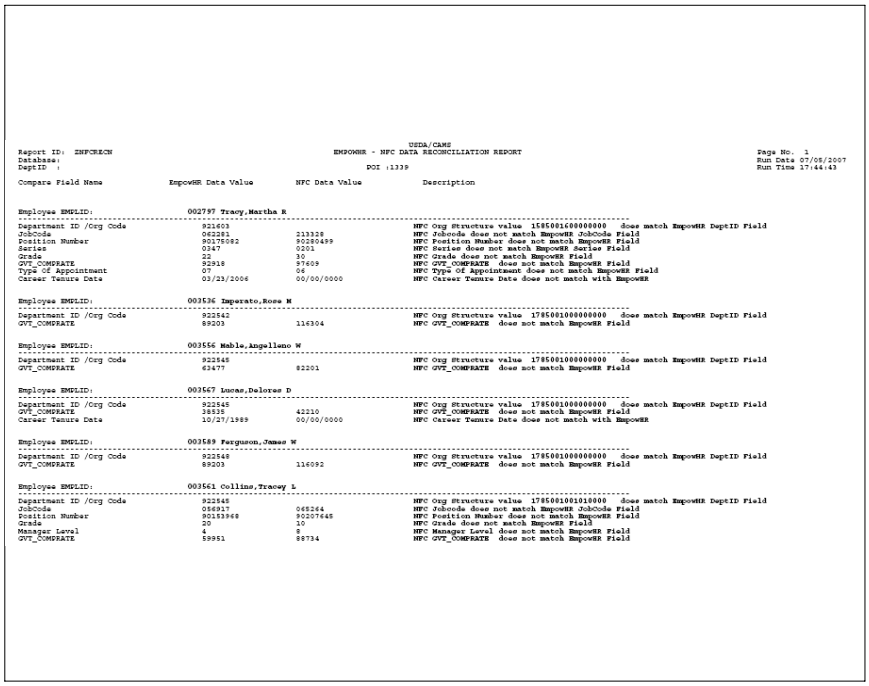
Figure 640. Explain window

3. Click **Return**. The Message Log window (**Figure 639**) is displayed.

4. Click **Return**. The Report Detail window (**Figure 638**) is displayed.

To access the ZNFCRECN 442206, PDF link:

1. Click the ***ZNFCRECN 442206, PDF*** link on the Report Detail window (**Figure 638**). The ZNFCRECN 442206, PDF window (**Figure 641**) is displayed.



UEDA/CAMS

Report ID: ZNFCRECN — EMPOWER - NFC DATA RECONCILIATION REPORT — Page No. 1
Database: — Run Date 07/05/2007
DeptID : — POI :1339 — Run Time 17:44:43

Compare Field Name	EmpowHR Data Value	NFC Data Value	Description
Employee EMPLID:	**002797 Tracy,Martha K**		
Department ID /Org Code	921603		NFC Org Structure value 1585001600000000 does match EmpowHR DeptID Field
JobCode	062281	233328	NFC Jobcode does not match EmpowHR JobCode Field
Position Number	90175082	90280499	NFC Position Number does not match EmpowHR Field
Series	0347	0201	NFC Series does not match EmpowHR Series Field
Grade	22	30	NFC Grade does not match EmpowHR Field
GVT_COMPRATE	92818	97609	NFC GVT_COMPRATE does not match EmpowHR Field
Type Of Appointment	07	06	NFC Type Of Appointment does not match EmpowHR Field
Career Tenure Date	03/23/2006	00/00/0000	NFC Career Tenure Date does not match with EmpowHR
Employee EMPLID:	**003536 Imperato,Rose M**		
Department ID /Org Code	922542		NFC Org Structure value 1785001000000000 does match EmpowHR DeptID Field
GVT_COMPRATE	89203	116304	NFC GVT_COMPRATE does not match EmpowHR Field
Employee EMPLID:	**003556 Mable,Angelleno W**		
Department ID /Org Code	922548		NFC Org Structure value 1785001000000000 does match EmpowHR DeptID Field
GVT_COMPRATE	63477	82201	NFC GVT_COMPRATE does not match EmpowHR Field
Employee EMPLID:	**003567 Lucas,Delores D**		
Department ID /Org Code	922548		NFC Org Structure value 1785001000000000 does match EmpowHR DeptID Field
GVT_COMPRATE	38935	42210	NFC GVT_COMPRATE does not match EmpowHR Field
Career Tenure Date	10/27/1989	00/00/0000	NFC Career Tenure Date does not match with EmpowHR
Employee EMPLID:	**003589 Ferguson,James W**		
Department ID /Org Code	922548		NFC Org Structure value 1785001000000000 does match EmpowHR DeptID Field
GVT_COMPRATE	89203	116092	NFC GVT_COMPRATE does not match EmpowHR Field
Employee EMPLID:	**003561 Collins,Tracey L**		
Department ID /Org Code	922548		NFC Org Structure value 1785001001010000 does match EmpowHR DeptID Field
JobCode	056917	065264	NFC Jobcode does not match EmpowHR JobCode Field
Position Number	90153968	90207645	NFC Position Number does not match EmpowHR Field
Grade	20	10	NFC Grade does not match EmpowHR Field
Manager Level	4	8	NFC Manager Level does not match EmpowHR Field
GVT_COMPRATE	59951	88734	NFC GVT_COMPRATE does not match EmpowHR Field

Figure 641. ZNFCRECN 442206, PDF window

2. Click **Return**. The Report Detail window (**Figure 638**) is displayed.

To access the Trace File link:

1. Select **Trace File** on the Report Detail window (**Figure 638**). The Trace File window (**Figure 642**) is displayed

```
$PRCS_OPRID        : NFCUSER01
$PRCS_RUN_CNTL_ID  : 123
RC.OPRID : NFCUSER01
DEPTID :
POI : 1339
 0.000000E+000
 0.000000E+000
```

Figure 642. Trace File window

2. Close the window and return to the Detail Report window (**Figure 638**).

Archives

To access the Archives window:

1. Select the ***Archives*** tab. The Archives window (**Figure 643**) is displayed.

   Note: Under the Archives tab there are 2 options: See **To Access The Report Tab**, **To Access Output Details Tab** for instructions.

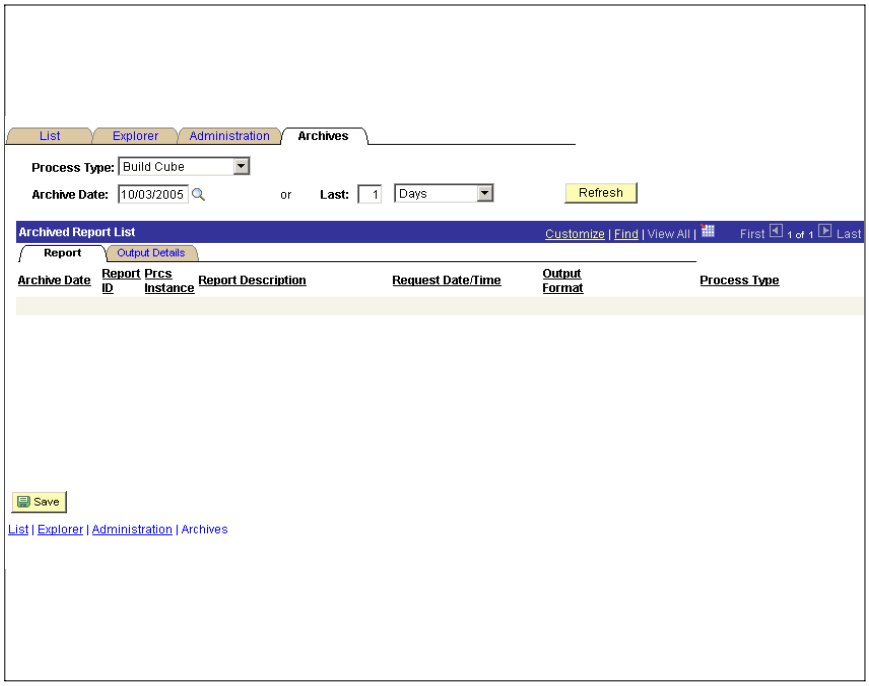


Figure 643. Archives window

To access the Report tab:

1. Click the Report tab (**Figure 638**) to view the report.

To access the Output Details tab:

1. Click the Output Details tab (**Figure 644**) to view the details of the report.

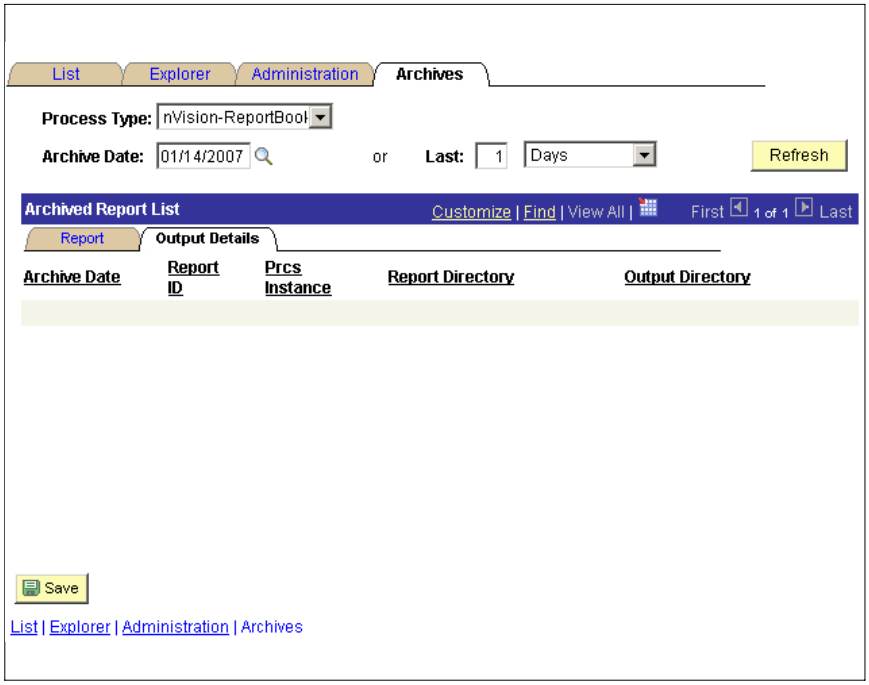


Figure 644. Output Details window

2. Click **Save**. This is an archived report and cannot be saved. The save button should not be used.

   OR

   Click **Explorer** and return to the Explorer tab (**Figure 636**).

   OR

   Click **Administration** and return to the Administration tab (**Figure 637**).

   OR

   Click **Archives**. This window is active, therefore, this option is not available.

Process Monitor

The Process Monitor is used to access the Process List window. Use this window is used to view the status of a submitted process request. Special access is needed to view this option.

Run

Run is used to access the Process Scheduler request window (**Figure 645**). Runs specifies the location where a process or job runs and the process output format.

To complete the run option:

1. Click **Run**. The Process Scheduler Request window (**Figure 645**) is displayed.

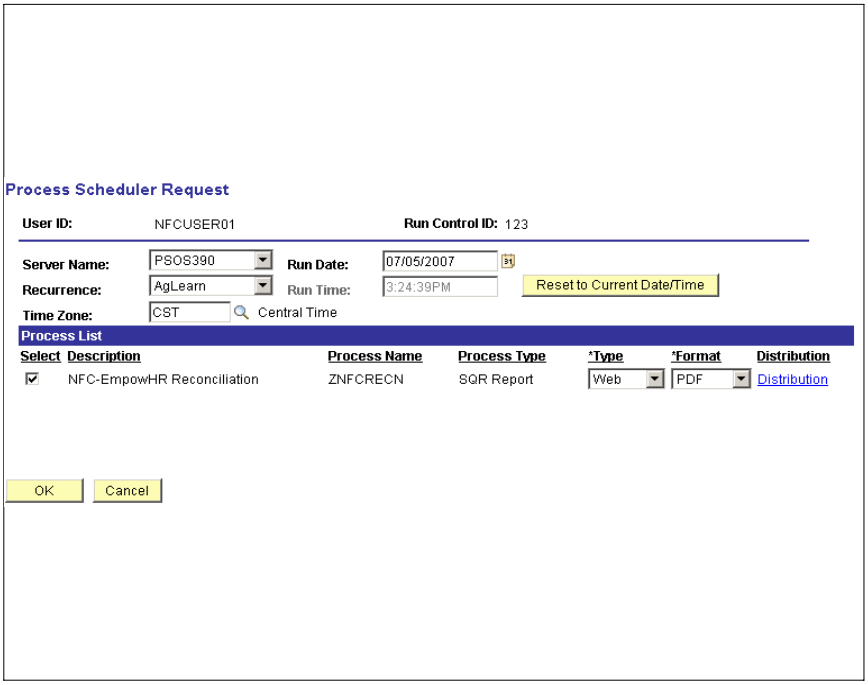


Figure 645. Process Scheduler Request window

2. Complete the fields on the Process Scheduler Request window (**Figure 645**) as follows:

Server Name

Enter the server name or select a name from the drop-down list. The valid values are as follows:

Server Name Values
PSCDB
PSNT
PSNT1
PSNT3
PSO5390
PSUNX

Recurrence

Enter the recurrence or select information from the drop-down list.

Recurrence Values
NTE One Daily
OIP-Import
PIEPORT-BEAR
PIEXport-Noon
PIEXport-Non Bear
Pllport
PORTAL_SYNC
Permon Reaper
PiExport-Bear-No
RP_INIT
Sat-Noon
TBL102
Training-Non-Cof
WIGI-Auto
Weekly_auto
Weekly-Produ
Weekly-Purge
ZCNTTER_Daily
ZLCEMP01
ZLCEXPDATA
ZRTNFEED
Z_DIR_EXP
Z_FS_DASHBOARD
Z_FS_DR_EXP
Z_FS_PAYCHECK

Recurrence Values
Z-NFC102
Z_OPRDEL
Z_UNFREZPOS

Run Date

This field defaults to the current date. To change the date, select a date from the calendar icon.

RunTime

This field defaults to the time the report is run. Select **Reset to Current Date/Time** to retrieve the current date and time for the report.

Time Zone

This field is the time zone for the running of the report. Select data by clicking the search icon.

Select

Check this box to select the report. Uncheck if applicable.

Description

This field is a link that will bring you to the Report Detail window (**Figure 638**).

Process Name

This field is a link that will bring you to the ZNFCRECN 442206 PDF window (**Figure 641**) .

Process Type

This field is a link that will bring you to the type of the report entered.

***Type**

Enter the mechanism of how the report should be sent or select data from the drop-down list. Valid values are as follows:

Type Values
Web
Email
File
Printer
Window

***Format**

Enter the format of the report or select data from the drop-down list. Valid values are as follows:

Format Values
PDF
CSV
HP
HTM
LP
PDF
P8
SPF

3. Click **OK** to return to the selected report option window.

   OR

   Click **Cancel** to return to the selected report option window.

   OR

   Click the **Distribution** link. The Distribution Detail window (**Figure 646**) is displayed. This window allows the user to distribute the report to one or more persons that have access to reports.

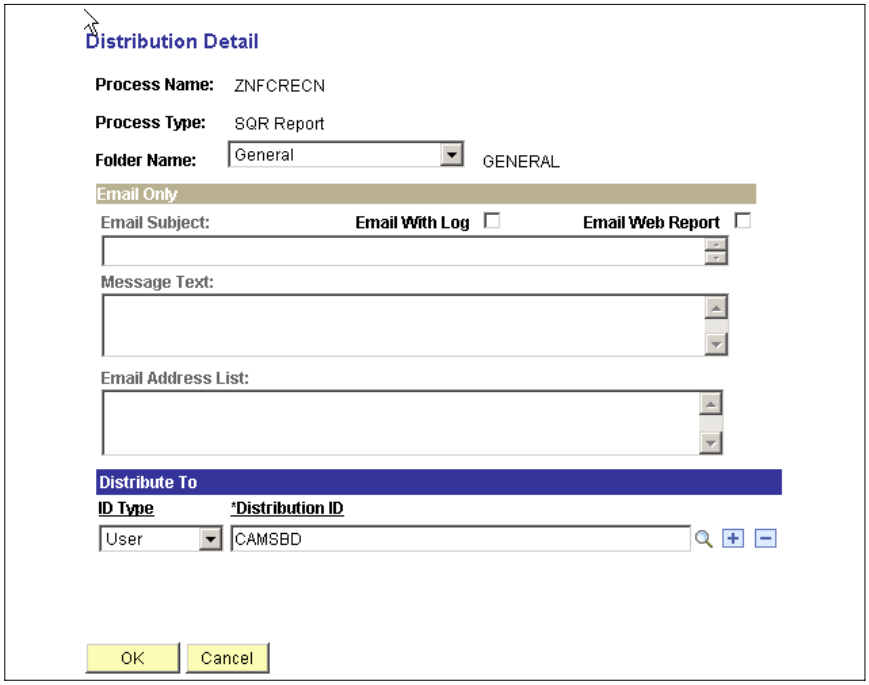


Figure 646. Distribution Detail window

4. Complete the fields on the Distribution Detail window (**Figure 646**)as follows:

Process Name

This field is populated from the Process Scheduler window (**Figure 645**). window.

Process Type

This field is populated from the Process Scheduler window (**Figure 645**).

Folder Name

Type the folder name or select a name from the drop-down list. The valid value is **`General`**.

Email Subject

Type the subject of the email.

Email With Log

Check this box if you want the email to include the log information.

Email Web Report

Check this box if you want to send the report via the Web.

Message Text

Enter the message for the recipient of the email.

Email Address List

Enter the Email address(es) of the receiver(s).

ID Type

This field defaults to **`User`**. To change the information, select data from the drop-down list. Valid values are **`User`** and **`Role`**.

***Distribution ID**

The field defaults to the person's Log on ID running the report. This users's ID can be changed by clicking the search icon. To add an additional Distribution ID, click the **+**. Click the **–** to remove a user.

5. Click **OK** to save the information and to return to the Process Scheduler window (**Figure 645**)

   OR

   Click **Cancel** to cancel the information and return to the Process Scheduler window (**Figure 645**)