



Running Reports in EHRP

STEP	ACTION
1	Navigate to Home > Administer Workforce > Administer Workforce (USF) > Report
2	Select the report you want to run.
3	Click Add a New Value hyperlink.
4	Enter a Run Control ID and press enter .
5	Enter any required report parameters.
6	Click the Run button to submit the report.
7	Result: The Process Scheduler Request page appears. Use this page to select the run options for the report. In Server Name field, use the drop down arrow to select a server.
8	Click OK to submit the report.
9	Result: You return to the Run Control ID page. Notice that the report has been assigned a Process Instance. Click the Process Monitor link.
10	Result: The Process List page appears. Use this page to monitor the progress of the report. The Run Status field tells you the status of your report.  To update the status, click Refresh . When the Run Status value is 'Success', the report has completed.
11	To view the report, select the Details link.
12	Result: The Process Detail page appears. At the bottom of the page, click the View Log/Trace link.
13	Result: The Report Log/Viewer page appears. Click the .PDF link to view the report. per007_367.PDF ← For example.
14	Result: Acrobat Reader is launched and the report is displayed. To print the report, click the print icon on the Acrobat tool bar.
15	Close Acrobat Reader.
16	Close the Report/Log Viewer page.