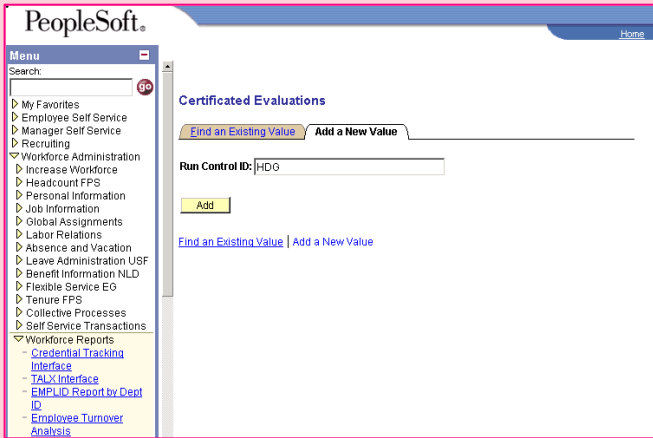



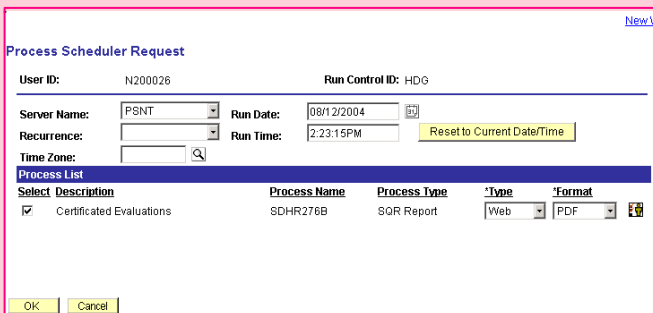
How to Run the Certificated Evaluation Report



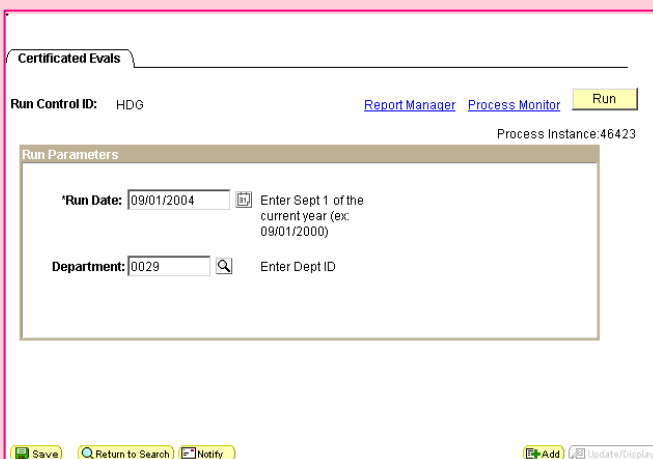
1. Navigate to: *Workforce Administration > Workforce Reports > Certificated Evaluation Report.*
2. Click the **Add a New Value** tab.
3. Enter a **Run Control ID** (your initials).
4. Click the **Add** button.



5. Enter the **Run Date**, which should be September 1 of the current calendar year, i.e., 09/01/2004.
6. Enter your **Department**, or click the  to view a list of departments from which to choose.
7. Click the **Run** button.



8. Select **PSNT** from the drop-down menu for the **Server Name**.
9. Click the **OK** button.



10. Note your **Process Instance** number and click the **Process Monitor** link.

Process List **Server List**

View Process Request For

User ID: N200026 Type: Last: 1 Days Refresh

Server: Name: Instance: to

Run Status: Save On Refresh

Customize Find View All First 1-2 of 2 Last

Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
46423	SQR Report	SDHR276B N200026	08/12/2004	2:23:15PM PDT	Success	Details
46418	SQR Report	SDHR276B N200026	08/12/2004	2:15:39PM PDT	Success	Details

[Go back to Certificated Evaluations](#)

Save Notify

Process List | [Server List](#)

11. Click the **Refresh** button to update the **Run Status**.

12. When **Run Status** becomes “Success,” click the **Details** link.

Process Detail

Process

Instance: 46423 Type: SQR Report

Name: SDHR276B Description: Certificated Evaluations

Run Update Process

Run Control ID: HDG

Location: Server

Server: PSNT

Recurrence:

Hold Request
 Queue Request
 Cancel Request
 Delete Request
 Restart Request

Date/Time Actions

Request Created On: 08/12/2004 2:24:58PM PDT [Parameters](#) Transfer

Run Anytime After: 08/12/2004 2:23:15PM PDT [Message Log](#)

Began Process At: 08/12/2004 2:25:05PM PDT Batch Timings

Ended Process At: 08/12/2004 2:25:35PM PDT [View Log/Trace](#)

OK Cancel

13. Click the **View Log/Trace** link.

View Log/Trace

Report ID: 38725 Process Instance: 46423

Name: SDHR276B Process Type: SQR Report

Run Status: Success

File List

Name	File Size (bytes)	Datetime Created
SDHR276B_46423.PDF	2,402	08/12/2004 2:25:22.270000PM PDT
Trace File	0	08/12/2004 2:25:22.270000PM PDT
Message Log	1,610	08/12/2004 2:25:22.270000PM PDT

Return

14. Click the link that contains the **Process Instance** number that you noted above.

Report ID: 38725

Job Code/Title Class/Unit Number Status Eval Type

22214	Spanish Dictionary	224	Spanish (Language)	200	Success	SI -Normal
22215	Spanish Verb	224	Spanish (Language)	200	Success	SI -Normal
22216	Spanish Verb	224	Spanish (Language)	200	Success	SI -Normal
22217	Spanish Verb	224	Spanish (Language)	200	Success	SI -Normal
22218	Spanish Verb	224	Spanish (Language)	200	Success	SI -Normal
22219	Spanish Verb	224	Spanish (Language)	200	Success	SI -Normal
22220	Spanish Verb	224	Spanish (Language)	200	Success	SI -Normal
22221	Spanish Verb	224	Spanish (Language)	200	Success	SI -Normal
22222	Spanish Verb	224	Spanish (Language)	200	Success	SI -Normal
22223	Spanish Verb	224	Spanish (Language)	200	Success	SI -Normal
22224	Spanish Verb	224	Spanish (Language)	200	Success	SI -Normal
22225	Spanish Verb	224	Spanish (Language)	200	Success	SI -Normal
22226	Spanish Verb	224	Spanish (Language)	200	Success	SI -Normal
22227	Spanish Verb	224	Spanish (Language)	200	Success	SI -Normal
22228	Spanish Verb	224	Spanish (Language)	200	Success	SI -Normal
22229	Spanish Verb	224	Spanish (Language)	200	Success	SI -Normal
22230	Spanish Verb	224	Spanish (Language)	200	Success	SI -Normal
22231	Spanish Verb	224	Spanish (Language)	200	Success	SI -Normal
22232	Spanish Verb	224	Spanish (Language)	200	Success	SI -Normal
22233	Spanish Verb	224	Spanish (Language)	200	Success	SI -Normal
22234	Spanish Verb	224	Spanish (Language)	200	Success	SI -Normal
22235	Spanish Verb	224	Spanish (Language)	200	Success	SI -Normal
22236	Spanish Verb	224	Spanish (Language)	200	Success	SI -Normal
22237	Spanish Verb	224	Spanish (Language)	200	Success	SI -Normal
22238	Spanish Verb	224	Spanish (Language)	200	Success	SI -Normal
22239	Spanish Verb	224	Spanish (Language)	200	Success	SI -Normal
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22258	Spanish Verb	224	Spanish (Language)	200	Success	SI -Normal
22259	Spanish Verb	224	Spanish (Language)	200	Success	SI -Normal
22260	Spanish Verb	224	Spanish (Language)	200	Success	SI -Normal
22261	Spanish Verb	224	Spanish (Language)	200	Success	SI -Normal
22262	Spanish Verb	224	Spanish (Language)	200	Success	SI -Normal
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22279	Spanish Verb	224	Spanish (Language)	200	Success	SI -Normal
22280	Spanish Verb	224	Spanish (Language)	200	Success	SI -Normal
22281	Spanish Verb	224	Spanish (Language)	200	Success	SI -Normal
22282	Spanish Verb	224	Spanish (Language)	200	Success	SI -Normal
22283	Spanish Verb	224	Spanish (Language)	200	Success	SI -Normal
22284	Spanish Verb	224	Spanish (Language)	200	Success	SI -Normal
22285	Spanish Verb	224	Spanish (Language)	200	Success	SI -Normal
22286	Spanish Verb	224	Spanish (Language)	200	Success	SI -Normal
22287	Spanish Verb	224	Spanish (Language)	200	Success	SI -Normal
22288	Spanish Verb	224	Spanish (Language)	200	Success	SI -Normal
22289	Spanish Verb	224	Spanish (Language)	200	Success	SI -Normal
22290	Spanish Verb	224	Spanish (Language)	200	Success	SI -Normal
22291	Spanish Verb	224	Spanish (Language)	200	Success	SI -Normal
22292	Spanish Verb	224	Spanish (Language)	200	Success	SI -Normal
22293	Spanish Verb	224	Spanish (Language)	200	Success	SI -Normal
22294	Spanish Verb	224	Spanish (Language)	200	Success	SI -Normal
22295	Spanish Verb	224	Spanish (Language)	200	Success	SI -Normal
22296	Spanish Verb	224	Spanish (Language)	200	Success	SI -Normal
22297	Spanish Verb	224	Spanish (Language)	200	Success	SI -Normal
22298	Spanish Verb	224	Spanish (Language)	200	Success	SI -Normal
22299	Spanish Verb	224	Spanish (Language)	200	Success	SI -Normal
22300	Spanish Verb	224	Spanish (Language)	200	Success	SI -Normal

15. Your report will open in Adobe Acrobat.