

## Running the Assignment Book Report

The Assignment Book Report is run by Site Administrators and shows information about the certificated personnel assigned to the site.

### Step 1

Navigation: *Workforce Administration* → *Workforce Reports* → *Assignment Book Report* → *Add a New Value* (or *Find an Existing Value*)

Assignment Book Report: Find an Existing Value

PeopleSoft.

Menu

- Work Time - Rost
- Rejected FPS
- Compensation - Request the FPS
- Compensation - Rost
- Reject FPS
- Collective Orders FPS
- Individual Orders Edits FPS
- Collective Orders Updates FPS
- Pending Orders FPS
- HR Teacher Tenure
- HR Day Count Reports
- Filled Positions
- Allocations Status
- Classified Evaluations
- Certificated Evaluations
- Layoff and Recall Report
- **Assignment Book Report**
- Employee Listing by Location
- Reasonable Assure Letters

**Assignment Book Report**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** Add a New Value

Search by: Run Control ID begins with

Include History  Case Sensitive

Search [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

You can either add a new Run Control ID (such as your initials) or, if you already have a Run Control ID, enter it and click **Search**.

### Step 2

Assignment Book Report parameter page

**Assignment Book Report**

Run Control ID: 1 [Report Manager](#) [Process Monitor](#) **Run**

\*Location:  🔍

Field Name	Information to Enter
Location	Your site's 5-digit location number (Example: 0327A for De Portola Middle School)

Enter your location number, then click the **Run** button to open the Process Scheduler Request page.

### Step 3

Process Scheduler Request Page

User ID: 132198 Run Control ID: 1

Server Name: PSNT Run Date: 07/25/2007  
 Recurrence: Run Time: 12:08:19PM Reset to Current Date/Time

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Assignment Book Report	SDHR449	SQR Report	Web	PDF	Distribution

OK Cancel

Field Name	Information to Enter
Server Name	Select PSNT

Select PSNT Server Name, then click the **OK** button to run the request. PeopleSoft runs the report and returns you to the Assignment Book Report parameter page.

### Step 4

Assignment Book Report parameter page

Assignment Book Report

Run Control ID: 1 Report Manager Process Monitor Run

Process Instance: 438779

\*Location: 0327A De Portola Middle

To view the process while the report is running, click the [Process Monitor](#) link from the Assignment Book Report parameter page to open the Process List page.

Process Monitor Process List page

Process List Server List

View Process Request For

User ID: 132198 Type: Last: 1 Days Refresh

Server: Name: Instance: 438779 to

Run Status: Distribution Status Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	438779		SQR Report	SDHR449	132198	07/25/2007 12:08:19PM PDT	Success	Posted	Details

Click the **Refresh** button to update this page with the latest system activity. If there are multiple instances in the Process List, the most recent job is always the first one on the list.

When the Run Status is *Success*, and distribution status is *Posted*, the report is done. Click on the [Details](#) link of the report to open the Process Detail page.

### Step 5

Process Detail Page

Process Detail	
<b>Process:</b>	
<b>Instance:</b> 438779	<b>Type:</b> SQR Report
<b>Name:</b> SDHR449	<b>Description:</b> Assignment Book Report
<b>Run Status:</b> Success	<b>Distribution Status:</b> Posted
<b>Run</b>	<b>Update Process</b>
<b>Run Control ID:</b> 1	<input type="radio"/> Hold Request
<b>Location:</b> Server	<input type="radio"/> Queue Request
<b>Server:</b> PSNT	<input type="radio"/> Cancel Request
<b>Recurrence:</b>	<input checked="" type="radio"/> Delete Request
	<input type="radio"/> Restart Request
<b>Date/Time</b>	<b>Actions</b>
<b>Request Created On:</b> 07/25/2007 12:36:17PM PDT	<a href="#">Parameters</a> Transfer
<b>Run Anytime After:</b> 07/25/2007 12:08:19PM PDT	<a href="#">Message Log</a>
<b>Began Process At:</b> 07/25/2007 12:36:36PM PDT	Batch Timings
<b>Ended Process At:</b> 07/25/2007 12:37:05PM PDT	<a href="#">View Log/Trace</a>

Click the [View Log/Trace](#) link to open the View Log/Trace page.

View Log/Trace page

View Log/Trace		
<b>Report</b>		
<b>Report ID:</b> 275379	<b>Process Instance:</b> 438779	<a href="#">Message Log</a>
<b>Name:</b> SDHR449	<b>Process Type:</b> SQR Report	
<b>Run Status:</b> Success		
Assignment Book Report		
<b>Distribution Details</b>		
<b>Distribution Node:</b> PSREPORTS	<b>Expiration Date:</b>	08/01/2007
<b>File List</b>		
Name	File Size (bytes)	Datetime Created
<a href="#">SDHR449_438779.PDF</a>	31,297	07/25/2007 12:37:05.817000PM PDT
<a href="#">Trace File</a>	0	07/25/2007 12:37:05.817000PM PDT
<a href="#">Message Log</a>	1,645	07/25/2007 12:37:05.817000PM PDT

Click on the [name\\_processinstance.pdf](#) link (i.e., [SDPM449\\_438779.PDF](#)) to open the report in Adobe Acrobat format. The Assignment Book report opens in Adobe Acrobat.

## Step 6


### Assignment Book Report


Report ID: SDHR449


PeopleSoft  
ASSIGNMENT BOOK REPORT  
Location: 0327A - De Portola Middle

Page No. 1  
Run Date 07/25/2007  
Run Time 12:36:36  
HCM Account Code

Name	C/S	Term	Description	Emplid	Jobcode-Description	TL Calendar	Ethnic Cd	Issue Dt	Expire/Typ	Code	Comp	RTCD	Empl Class	FTE	HCM Account Code
Barnes, Jennifer				109875	2000-Regular Teacher	CL0 T187	White		08/27/2002		0.00		Perm	0.2000	0327739400011070102010000
Barnes, Jennifer				109875	2000-Regular Teacher	CL0 T187	White		08/27/2002		0.00		Perm	0.2000	0327000100011070102010000
Barnes, Jennifer				109875	2000-Regular Teacher	CL0 T187	White		08/27/2002		0.00		Perm	0.6000	0327725000011070102010000
C	Clear				Crosscultural, Language and Academic Dev			10/11/2002	10/11/2102	GR12					
C	Clear				Multiple Subject Teaching Credential			02/25/2004	03/01/2009	TC2					
							Major	GE		General Subjects					
							Minor	ENGL		English					
							Minor	MATH		Mathematics					
S					NCLB HOUSE Certificate of Compliance			09/01/2004	09/01/2104	1047					
							Major	658		Mathematics					

To save the report, click on the save icon  of Adobe Acrobat.

To print the report, click on the print icon  of Adobe Acrobat.

 You can also open, view, and print the report through Report Manager. Follow the Navigation: *Reporting Tools* → *Report Manager* → *List page*