

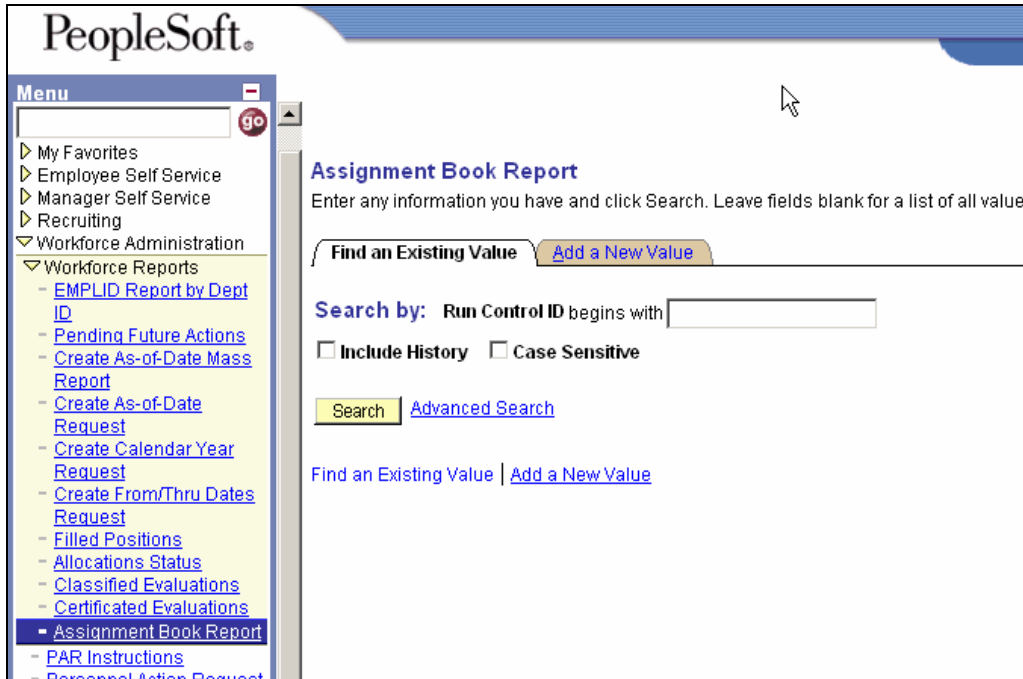
How to Access and Run an HCM SQR Report - The Assignment Book Report

The Assignment Book Report is run by Site Administrators and shows

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



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



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

Process Scheduler Request

User ID: 122498 Run Control ID: alh

Server Name: **PSNT** Run Date: 10/19/2004
 Recurrence: Run Time: 4:37:23PM [Reset to Current Date/Time](#)

Time Zone:

Process List

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

[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

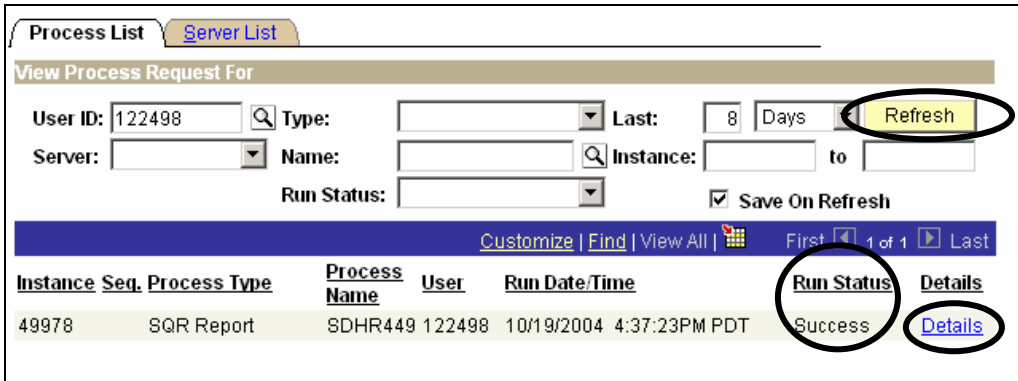
Run Control ID: alh [Report Manager](#) [Process Monitor](#) [Run](#)

Process Instance: 49978

'Location: De Portola Middle School

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

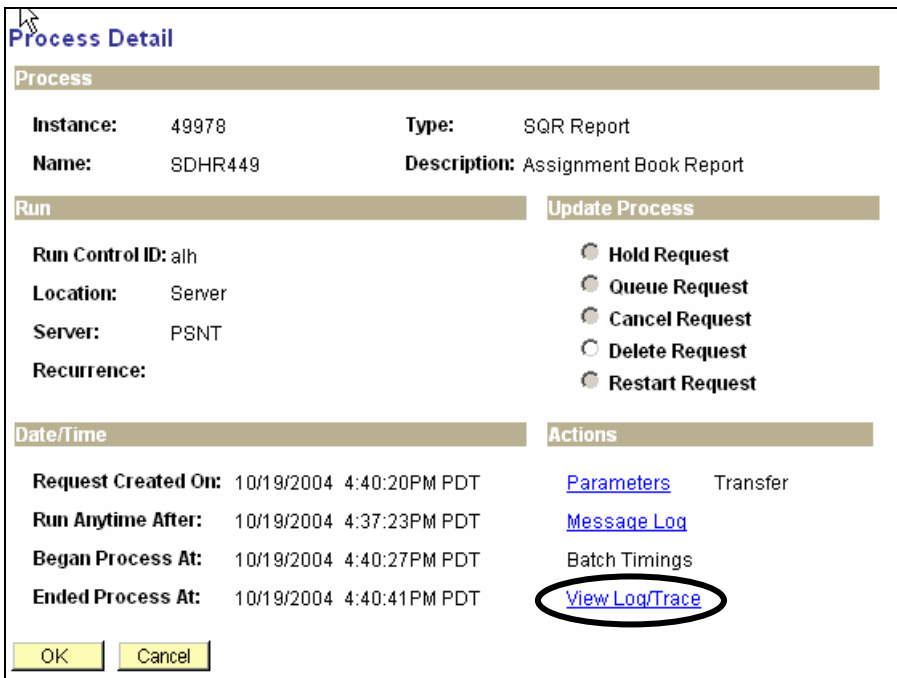


Click the Refresh button to update this page with the latest system activity. If there are multiple instances in the Process List, the most recent job is always the first one on the list.

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

Step 5

Process Detail Page



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

View Log/Trace page

View Log/Trace

Report ID: 42090 **Process Instance:** 49978

Name: SDHR449 **Process Type:** SQR Report

Run Status: Success

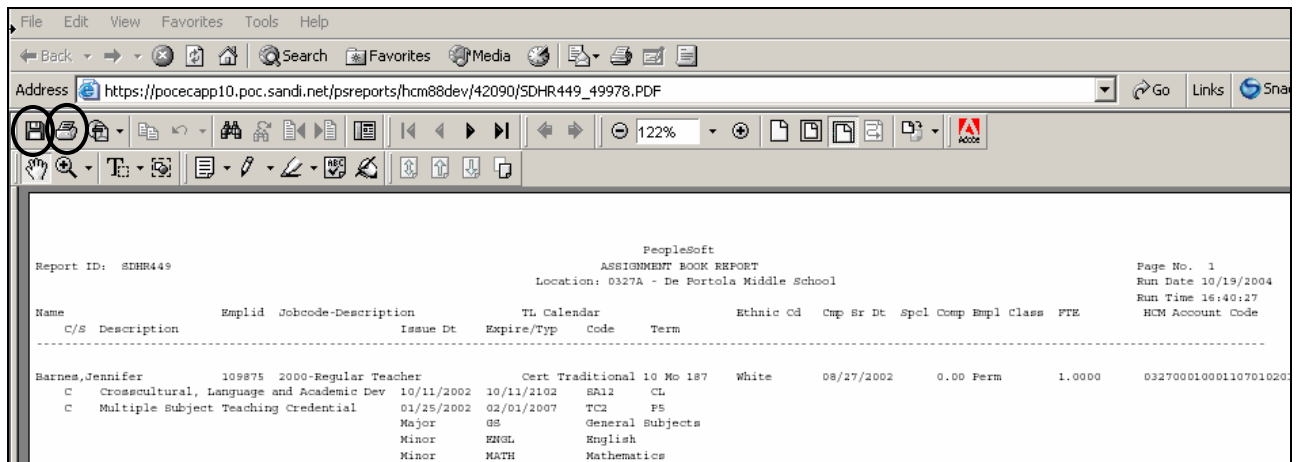
File List

Name	File Size (bytes)	Datetime Created
SDHR449_49978.PDF	18,497	10/19/2004 4:40:35.217000PM PDT
Trace File	0	10/19/2004 4:40:35.217000PM PDT
Message Log	1,594	10/19/2004 4:40:35.217000PM PDT

Click on the [name_processinstance.pdf](#) link (i.e., [SDPM449_49978.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 School

Page No. 1
Run Date 10/19/2004
Run Time 16:40:27
HCM Account Code

Name	Emplid	Jobcode-Description	TL Calendar	Ethnic Cd	Emp Sr	Dt	Spcl Comp	Empl Class	FTW
C/S	Description	Issue Dt	Expire/Typ	Code	Term				
Barnes, Jennifer	109875	2000-Regular Teacher	Cert Traditional 10 Mo 187	White	08/27/2002	0.00	Perm	1.0000	03270001000110701020
C	Crosscultural, Language and Academic Dev	10/11/2002	10/11/2102	SAL2	CL				
C	Multiple Subject Teaching Credential	01/25/2002	02/01/2007	TC2	PS				
	Major			GS	General Subjects				
	Minor			ENGL	English				
	Minor			MATH	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*