

## **HR Report Access – Viewing Scheduled Report Instructions**

To view a report or spreadsheet that is automatically scheduled in PeopleSoft, follow these instructions.

Report Manager - Windows Internet Explorer

https://pshrwebp.cc.wmich.edu:15071/psp/HPR/EMPLOYEE/HRMS/c/REPORT\_MANAGER.CONTENT\_LIST.GBL?PORTALPARAM\_PTCNAV=PT\_CONTENT\_LIST\_GBL&EOPP

File Edit View Favorites Tools Help

Report Manager

PeopleSoft® Home

**Menu**

Search:

- ▷ My Favorites
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List Explorer Administration Archives

View Reports For

Folder:  Instance:  to:  Refresh

Name:  Created On:  Last: 1 Days

**Reports** Customize | Find | View All | First 1 of 1 Last

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 Report					



- Navigate to: Reporting Tools then – Report Manager (you can add this to My Favorites for 1 click access in the future)
- Click on the Administration tab (it may already be clicked)
- **One Time Deal:** change the Last: 1 Days to 35 Days and click Save. This allows viewing of 35 days worth of reports.

Report Manager - Windows Internet Explorer

https://pshrwebp.cc.wmich.edu:15071/psp/HPR/EMPLOYEE/HRMS/c/REPORT\_MANAGER.CONTENT\_LIST.GBL?FolderPath=PORTAL\_ROOT\_OBJECT.PT\_REP

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List Explorer Administration Archives

View Reports For

User ID:  Type:  Last:  Days  Refresh

Status:  Folder:  Instance:  to:

Report List

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	130551	269075	WMHR5011-F	8/29/2008 :32:36AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	129543	267832	WMHR5011-F	8/22/2008 :31:07AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	131379	270117	WMHR5011-F	9/05/2008 :34:08AM	Acrobat (*.pdf)	N/A	

Select All     Deselect All  
 Click the delete button to delete

[List](#) | [Explorer](#) | [Administration](#) | [Archives](#)

- Click on the appropriate folder and then Refresh to show the reports in the folder.

Report Manager - Windows Internet Explorer

https://pshrwebp.cc.wmich.edu:15071/psp/HPR/EMPLOYEE/HRMS/c/REPORT\_MANAGER.CONTENT\_LIST.GBL?FolderPath=PORTAL\_ROOT\_OBJECT.PT\_REPORT

File Edit View Favorites Tools Help

Report Manager

Pop-up blocked. To see this pop-up or additional options click here...

PeopleSoft®

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List Explorer Administration Archives

View Reports For

User ID: hroopr Type: Last: 20 Days Refresh

Status: Folder: HR-Weekly-5011 Instance: to:

Report List Customize | Find | View All | First 1-3 of 3 Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	130551	269075	<a href="#">WMHR5011-Point in time Jobdata</a>	08/29/2008 1:32:36AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	129543	267832	<a href="#">WMHR5011-Point in time Jobdata</a>	08/22/2008 1:31:07AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	131379	270117	WMHR5011-Point in time Jobdata	09/05/2008 1:34:08AM	Acrobat (*.pdf)	N/A	

Select All  Deselect All

Delete Click the delete button to delete the selected report(s)

Save

[List](#) | [Explorer](#) | [Administration](#) | [Archives](#)

- Click on the Details link for the most current row with a Status of Posted. Those with a Status of N/A are scheduled but have not run.
- 
- **\*\*\* The Request Date/Time is confusing:** It reflects when the report was scheduled NOT when it was run. It is scheduled once the current report is run successfully so this date always lags behind when it is run. The Date/Time Created on the next page is when the report was run.

Report Manager - Windows Internet Explorer

https://pshrwebp.cc.wmich.edu:15071/psp/HPR/EMPLOYEE/HRMS/c/REPORT\_MANAGER.CONTENT\_LIST.GBL?PORTALPARAM\_PTCNAV=PT\_CONTE

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**Report Detail**

**Report**

**Report ID:** 122979      **Process Instance:** 259643      [Message Log](#)

**Name:** WMHR5016      **Process Type:** SQR for Reporting User

**Run Status:** Success

WMHR5016 - Returns from Leave

**Distribution Details**

**Distribution Node:** RPT\_DISTNODE\_RP      **Expiration Date:** 09/05/2008

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">Message Log</a>	1,669	07/07/2008 1:15:13.000000AM EDT
<a href="#">WMHR5016_259643.PDF</a>	1,636	07/07/2008 1:15:13.000000AM EDT
<a href="#">Trace File</a>	1,663	07/07/2008 1:15:13.000000AM EDT

**Distribute To**

Distribution ID Type	*Distribution ID
User	ar0mll8
User	btabb
User	hroopr
User	pnrmjw4
User	pnrmm1
User	pnrtkm4

- If you are viewing a report, Click on the file with an extension of .PDF. This will load it to Adobe Reader.
- Save it to your PC or LAN or just leave it in PeopleSoft and bring it up as needed. It will remain in PeopleSoft for 60 days.

Report Manager - Windows Internet Explorer

https://pshrwebp.cc.wmich.edu:15071/psp/HPR/EMPLOYEE/HRMS/c/REPORT\_MANAGER.CONTENT\_LIST.GBL?FolderPath=PORTAL\_ROOT\_OBJECT.PT\_

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**Report Detail**

**Report**

Report ID: 122975      Process Instance: 259637      [Message Log](#)

Name: WMHR5011      Process Type: SQR for Reporting User

Run Status: Success

WMHR5011-Point in time Jobdata

**Distribution Details**

Distribution Node: RPT\_DISTNODE\_RP      Expiration Date:

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">Message Log</a>	1,669	07/07/2008 1:01:09.000000AM EDT
<a href="#">Trace File</a>	4,667	07/07/2008 1:01:09.000000AM EDT
<a href="#">wmhr5011-5-2008-07-07-259637.csv</a>	13,598	07/07/2008 1:01:09.000000AM EDT

**Distribute To**

Distribution ID	Type	*Distribution ID
User	hroopr	
User	hudsont	
User	pnrmjw4	
User	pnrmm1	
User	pnrtkm4	
User	timmermanb	

- **To View a Spreadsheet using Excel 2007:**  
Click on the .csv and it will automatically open. Format it and save it to your PC or LAN or just leave it in PeopleSoft and bring it up as needed. It will remain in PeopleSoft for 60 days.
- **To View a Spreadsheet using Excel 97-2003:**  
Right click on the .csv and click the Save Link As option:  
for Save as Type – use All Files;  
for Save in – select a folder to save it in (c:\temp is convenient but it can be anywhere on your PC or Network)
- Navigate to the folder you saved it in and double click on the file – it will open in Excel