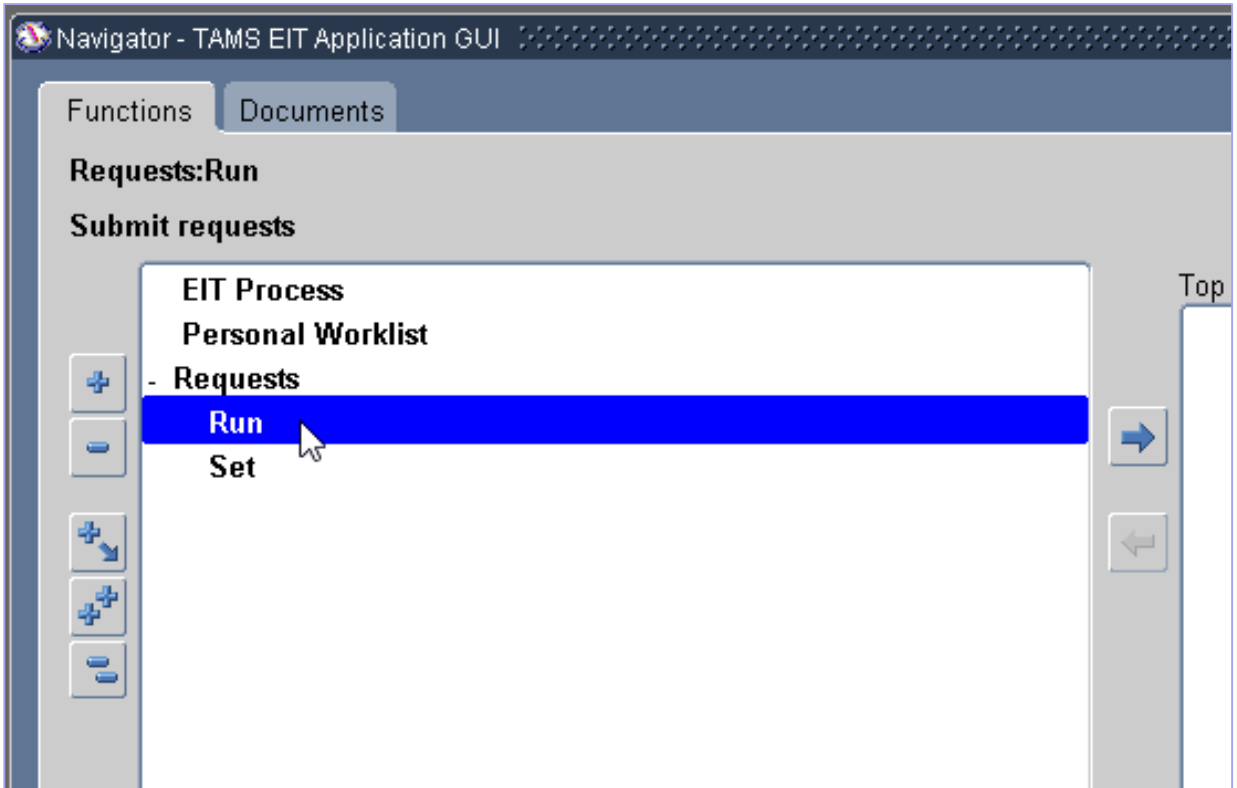


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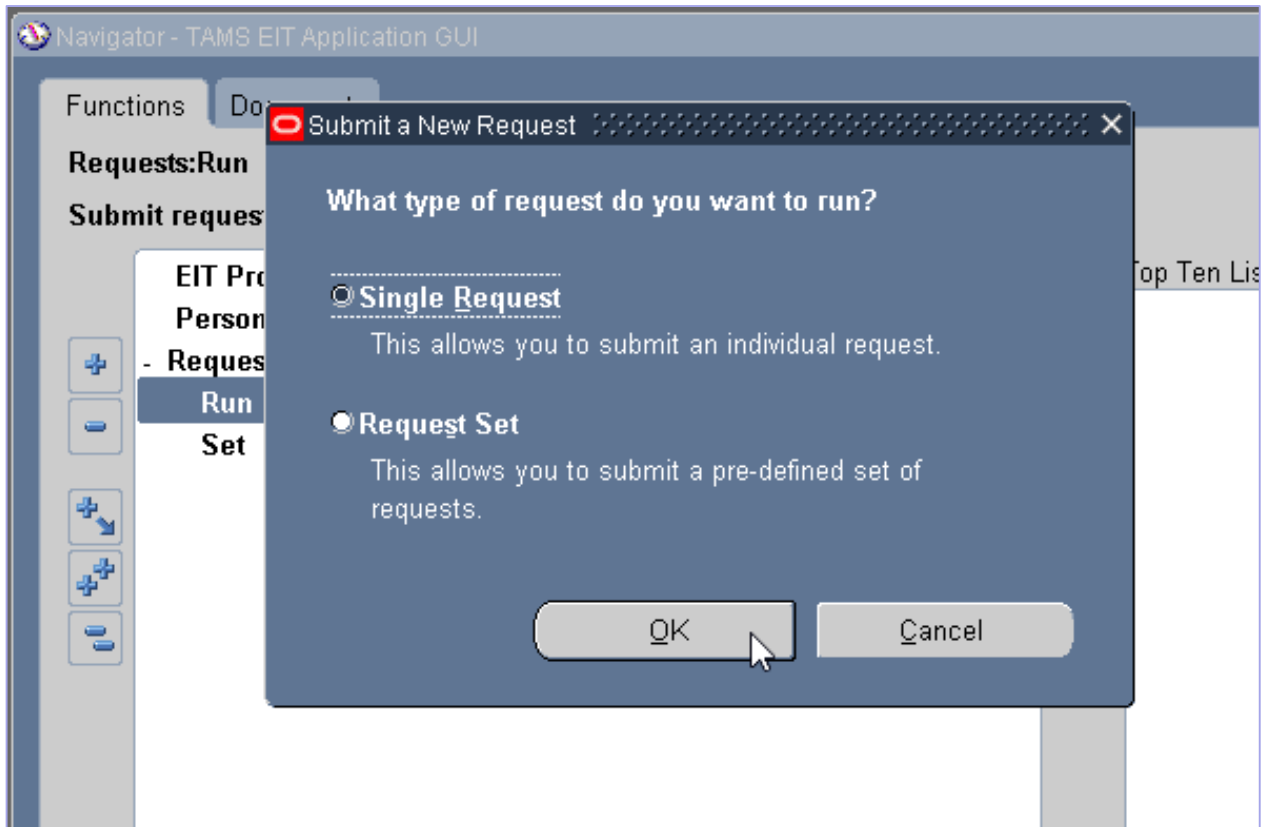
# HOW TO RUN A REPORT

# How to Run a Report



- From your Navigator, click Requests, then double-click Run

# How to Run a Report



- When the Submit a New Request box opens, accept the default of Single Request and click OK

# How to Run a Report

Submit Request

Run this Request...

Copy...

Name

Operating Unit

Parameters

Language

List of Values button

Language Settings...

Debug Options

At these Times...

Run the Job **As Soon as Possible**

Schedule...

Upon Completion...

Save all Output Files  Burst Output

Layout

Notify

Print to

Options...

Delivery Opte

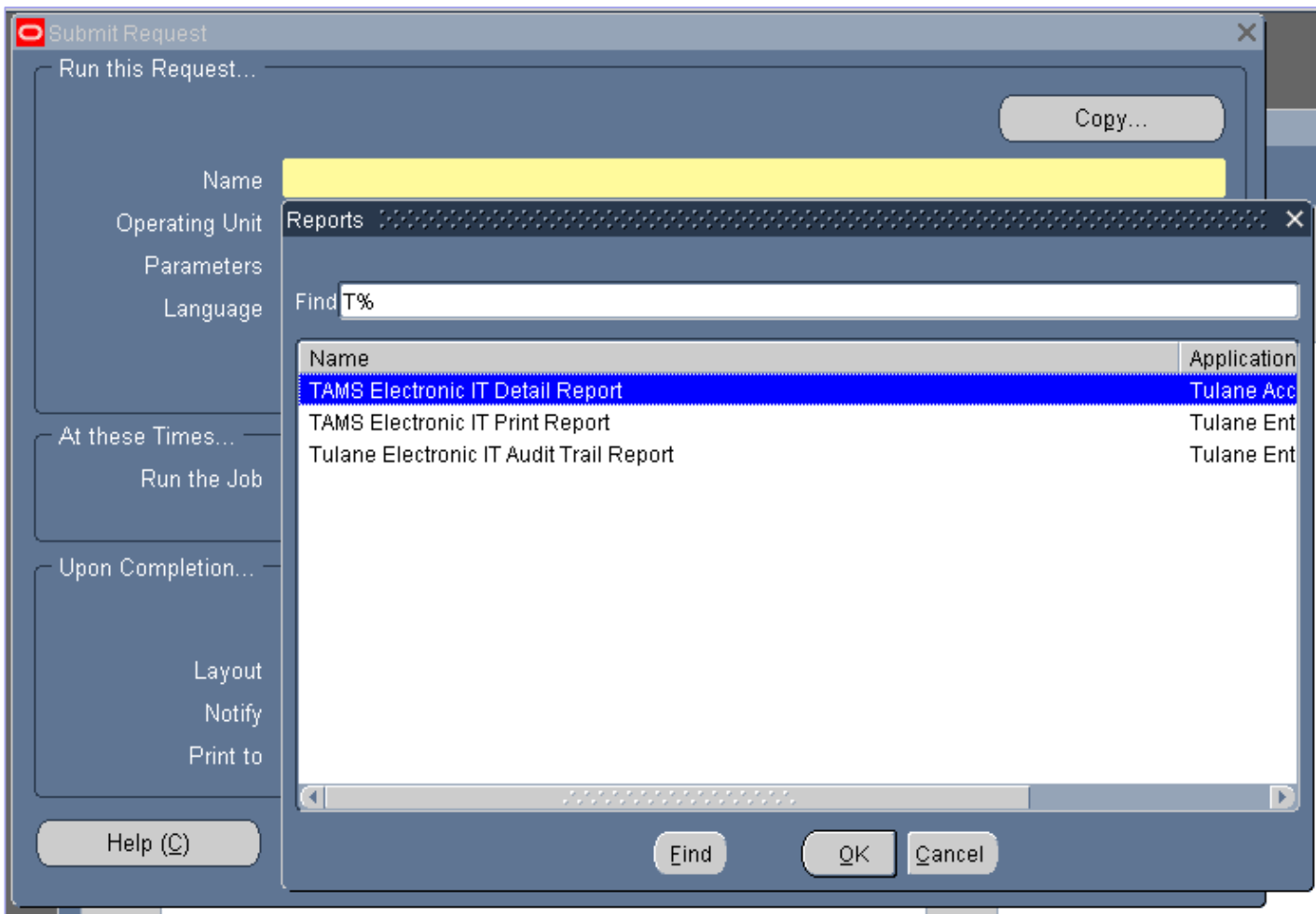
Help (C)

Submit

Cancel

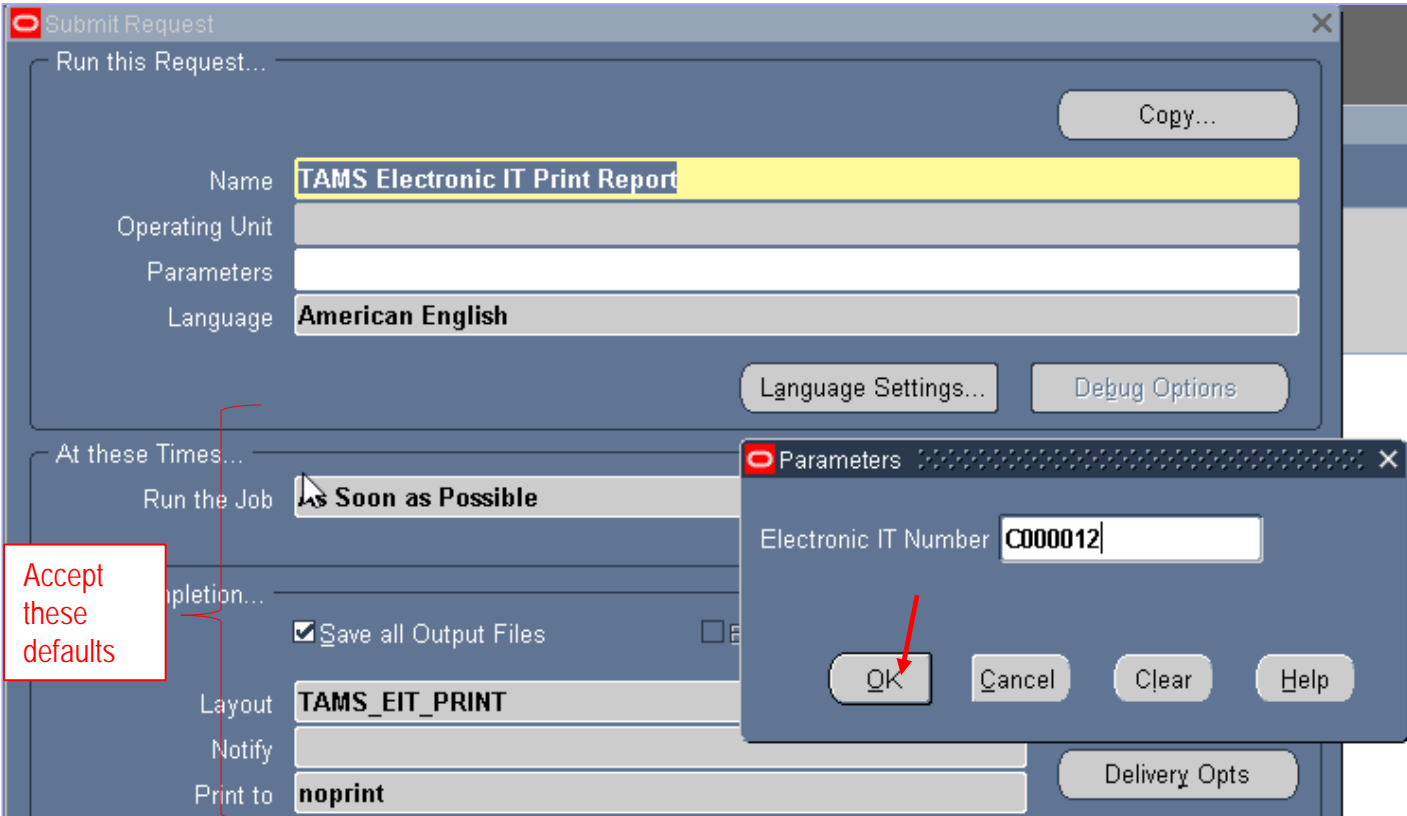
- When the Submit Request box opens, click the List of Values button located at the end of the Name field

# How to Run a Report



- Choose the report you want to run from the list by double-clicking on the report name
  - TAMS Electronic IT Detail Report: Shows detailed information, including workflow, in columns; opens in Excel
  - TAMS Electronic IT Print Report: A formatted pdf copy of the IT including the header information and distribution lines
  - Tulane Electronic IT Audit Trail Report: A pdf report that shows the audit trail of an IT at the time the report is run

# How to Run a Report



- Once you choose the report, the Parameters box will open allowing you to search on certain parameters depending on which report you are running
- If you leave the Parameters field(s) blank, your unfiltered search will pull up all ITs that you have touched (initiated, approved or serviced)
- After completing the parameters, click OK on the Parameters box

# How to Run a Report

**Submit Request**

Run this Request...

Copy...

Name **TAMS Electronic IT Print Report**

Operating Unit

Parameters **C000012**

Language **American English**

Language Settings... Debug Options

At these Times...

Run the Job **As Soon as Possible** Schedule...

Upon Completion...

Save all Output Files  Byref Output

Layout **TAMS\_EIT\_PRINT** Options...

Notify

Print to **noprint** Delivery Opts

Help (C) Submit Cancel

- Once you have selected your desired parameters, click the Submit button to run your report

# How to Run a Report



Request ID	Name	Parent	Phase	Status	Parameters
20157370	TAMS Electronic IT Print		Pending	Normal	C000012
20157361	TAMS Electronic IT Print		Completed	Normal	C000021
20149741	Tulane Electronic IT Aud		Completed	Normal	PSIMONS,

- When the Requests box opens, check the Phase and Status of your request
  - Most recent requests will be at the top of the list
  - Phase must be Completed and Status must be Normal before you can open your report
- Click the Refresh Data button until the Phase is Completed and the Status is Normal



# How to Run a Report

The screenshot shows a software interface titled 'Requests'. At the top, there are three buttons: 'Refresh Data', 'Find Requests', and 'Submit a New Request...'. Below these is a table with the following columns: Request ID, Name, Parent, Phase, Status, and Parameters. The first row is highlighted in blue and has a red box around the 'Phase' and 'Status' columns. The 'View Output' button at the bottom right is also circled in red.

Request ID	Name	Parent	Phase	Status	Parameters
20157370	TAMS Electronic IT Print		Completed	Normal	C000012
20157361	TAMS Electronic IT Print		Completed	Normal	C000021
20149741	Tulane Electronic IT Aud		Completed	Normal	PSIMONS,
20139183	TAMS Electronic IT Detai		Completed	Normal	PSIMONS, C000398,

Buttons at the bottom: Hold Request, View Details..., View Output, Cancel Request, Diagnostics, View Log...

- When the Phase is Completed, click the View Output button to open your report

# How to Run a Report

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Do you want to open or save TAMS\_Electronic\_IT\_Print\_Repor\_110318.pdf (2.98 KB) from ebstest.tulane.edu?

Open

Save



Cancel

- You will be prompted to either open or save your report
- Depending on which report you ran, the report will automatically open in the appropriate format (PDF or Excel)