A report can be generated to identify the access responsibilities set up in Oracle based on one of three parameters: **by Organization**, **by Responsibility**, **or by Person**. This report is available under the **UAB HR Officer responsibility**.

Click on the HR Officer Responsibility, under menu option "**Run Reports**", click on **Submit Processes**. The "Submit a New Request" box will appear. "Single Request" will be preselected, then click on **OK.**

This report is delivered to the requestors **UAB View Output** in PDF format.



 In the Name field, click on the LOV to select the ADMUAB Report Responsibilities RPTADM100, and then click on OK button. ADMUAB Report Responsibilities RPTADM100 is now populating the NAME field of the Submit request form. The Parameters window will open which has three options: Organization, Responsibility, and Person. Select the option(s) in to run the report.

Submit Request 🖓	<u></u>	Kananananananananananananananananananan
☐ Run this Request —		
		Copy
Namo		
Parameters		
Language		
	Language Settings	Debug Options
At these Times		
Run the Job	As Soon as Possible	Schedule
Upon Completion		
	Save all Output Files □Burst Output	
Layout		Qptions
Notify		
Print to		
Holp (C)	Submit	Cancol
	Subillit	

Responsibilities by Organization Parameter

2. In the Parameter window click on the **LOV** button in the Organization field. Select the Organization and click on the **OK** button.

Ξ	Submit Request	×
	Run this Request	
		Copy
	Name	ADMUAB Report Responsibilities RPTADM100
	Operating Unit	
	Parameters	
	Language	American English
		Language Settings Debug Options
	At the set Times	
ľ	At these Times	As Soon as Possible
	Run the 500	Scregue
	Upon Completion	
		Save all Output Files Bgrst: Output
	Lavout	Options
	Notify	
	Print to	noprint
	Help (<u>C</u>)	Organization 114302000 HRM Data Systems
L		Responsibility
		Person
		QK Cancel Clear Help

3. Click once on the **SUBMIT** button in the bottom, right-hand portion of the screen.

Submit Request		×
- Run this Request		
		Contra Contra
		Copy
Name	ADMUAB Report Responsibilities RPTADM100	
Operating Unit		
Parameters	114302000 HRM Data Systems	
Language	American English	
	Language Settings	Debug Options
At these Times		
Run the Job	As Soon as Possible	Schedule
- Upon Completion -		
opon completion	Save all Output Files	
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Layout		Options
Notify		
Print to	noprint	
	Cubart	Canad
rieip (<u>C</u>)	Submit	Cancel

Once the report request is submitted, the report request status screen will appear.

Requests			× ⊼ ×
Refresh Data	Find Requests		Sub <u>m</u> it a New Request
Request ID Name	Parent Phase	Status	Parameters
81426765 ADMUAB Report	Respons Pending	Normal	114302000 HRM Data System

Notice that the report has been assigned a Request ID number that is followed by the name of the report. The **Phase** field identifies at which point of the process the report is in currently. Valid phases are **Pending**, **Running**, and **Completed**. Click on the **REFRESH DATA** button in the top, left-hand area of the window to see the update of the Phase. The **STATUS** field maintains the status of the report request. The only valid statuses are **Normal** and **Error**. The final field is the PARAMETERS field and lists the subsetted parameters applied to this report request before submission.

4. When the **Phase** field shows **Completed**, click on the **VIEW OUTPUT** button at the bottom of the screen to view the report.

Hold Request	View Detail <u>s</u> …		View Output
Cancel Request	Diagnostics	(View Log

You should see something that resembles the screen shot shown below, which is a list of employees' affiliated with org 114302000 HRM Data Systems and the responsibilities these employees have in Oracle, as well as start date and end date. The report lists the *Person ID* (an Oracle generated number that is not useful for End Users), **Employee Full Name, Employee Number**, and **Blazer ID**.

RUN: 11-MAY-15 03:22:50	UNIVERSITY OF ALABAMA AT BIRMINGHAM PAGE 2 OF 4		
PGM: RPT.ADM.100			
	Responsibilities by Org by Person		
	Grouped by Organization		
Organization 114302000 HRM Data Sys	ems		
Person Id Full Name	Employee Number Blazer ID		
22613 Hooper, David M	1022161 DMHOOPER		
Responsibility	Start Date End Date		
UAB Self Service Views	11 JUL 2007 31 DEC 4712		
Person Id Full Name Employee Number Blazer ID			
Responsibility	Start Date End Date		
UAB Self Service Application	s 30 NOV 2004 31 DEC 4712		
UAB Effort Report User	30 NOV 2004 31 DEC 4712		
UAB AP End User	30 NOV 2004 31 DEC 4712		
UAB FN Document Entry/Appro-	al 30 NOV 2004 31 DEC 4712		
UAB HR Central Report Query 30 NOV 2006			
UAB Sunflower Custom Report:	18 OCT 2006 31 DEC 4712		
UAB View Output/Log Other U	ers Requests 15 JUL 2014		

Responsibilities by Responsibility Parameter

5. In the Parameter window click on the **LOV** button in the Responsibility field. Select a **Responsibility** and click the **OK** button.

Submit Request	×
Run this Request	Copy
News	
Operating Unit	
Parameters	
Language	American English
	Language Settings Debug Options
At these Times	
Run the Job	As Soon as Possible Schedule
Upon Completion	Save all Output Files Burst Output
Lovout	Options
Notify	
Print to	noprint
	Parameters X
Help (<u>C</u>)	Organization
	Responsibility 114302000 HRM Data Systems
	Person in the second se

You should see something that resembles the report shown below, which is a list of employees with a specific responsibility. The report has the same format and the same fields as the responsibility report by Organization shown above. The only responsibility listed is the one requested (114503000 HRM Records Administration).

RUN:	11-MAY-15 0	3:57:46	UNIVERSITY OF ALABAMA AT	BIRMINGHAM			PAGE 1 OF 1
PGM:	RPT.ADM.100						
			Responsibilities by Org	by Person			
	Grouped by Organization						
<u>Organiza</u>	ation <u>1143</u>	00000 HRM Organizat	tional Learning & Develop	ment			
Pers	son Id	Full Name		Employee Numb	ber	<u>Blazer ID</u>	
1753	338	Howard, Andreal L.		1054701		ALHOWARD	
	Responsibili	ty			Start Date	End	Date
	114503000	HRM Records Admini	stration		26 MAR 201	4	
<u>Organiz</u> Pers	Drganization <u>114503000 HRM Records Administration</u>						
1966	62	Clemon, Anita N		1019210		ACLEMON	
	Responsibili	ty			Start Date	End	Date
	114503000	HRM Records Admini	stration		21 JAN 200	4	
Pers	Person Id Full Name Employee Number Blazer ID						
1891	18914 Thompson, Geneva R 1018462 GSISSON						
	Responsibili	ty			Start Date	End	Date
	114503000	HRM Records Admini	stration		21 MAY 201	0	

Responsibilities by Person Parameter

6. In the Parameter window click on the **LOV** button in the Responsibility field. Select the **Person** and click the **OK** button.

Submit Request	Capy
Name Operating Unit Parameters	ADMUAB Report Responsibilities RPTADM100
Language	American English Language Settings Debug Options
At these Times Run the Job	As Soon as Possible Schegule
Upon Completion	Save all Output Files
Layout Notify	Options
Help (C)	Parameters ::::::::::::::::::::::::::::::::::::
(<u>(</u>))	Organization Responsibility Person 175338
	Clear Help

You should see something that resembles the report shown below, which is a list of responsibilities for one individual. The report has the same format and the same fields as the responsibility reports shown above. The Organization listed is the affiliation Organization (114300000 HRM Organizational Learning & Development) of the employee.

RETURN TO TOP

RUN:	11-MAY-15 04:11:06	UNIVERSITY OF ALABAM	A AT BIRMINGHAM		PAGE 1 OF 1
PGM:	RPT.ADM.100				
		Responsibilities by	Org by Person		
		Grouped by Org	anization		
<u>Organi</u>	zation 114300000 HRM Organ	nizational Learning & Deve	<u>elopment</u>		
Pe	rson Id Full Name		Employee Numk	ber Bla	zer ID
17	5338 Howard, Andrea	al L.	1054701	ALH	OWARD
	Responsibility			Start Date	End Date
	UAB Self Service Applica	ations		12 MAY 2010	31 DEC 4712
	UAB TEL			12 MAY 2010	31 DEC 4712
	UAB Effort Report User			06 JAN 2014	31 DEC 4712
	UAB AP End User			30 AUG 2010	31 DEC 4712
	114503000 HRM Records Ad	lministration		26 MAR 2014	
	UAB FN Document Entry/Ar	pproval		30 AUG 2010	31 DEC 4712
	UAB HR Central QueryHF	R Trainer		06 JAN 2014	
	UAB Sunflower Custom Rep	ports		30 AUG 2010	31 DEC 4712