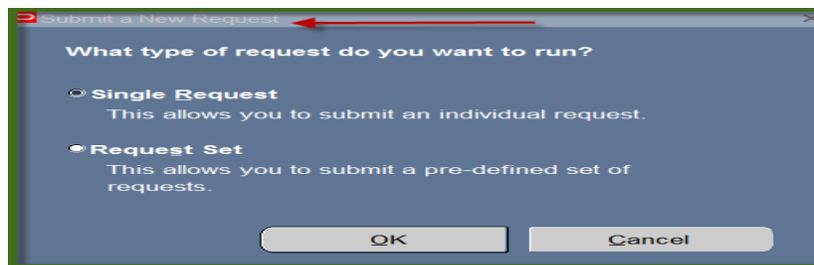


WF UAB Report Workflow Officer by Organization Report All

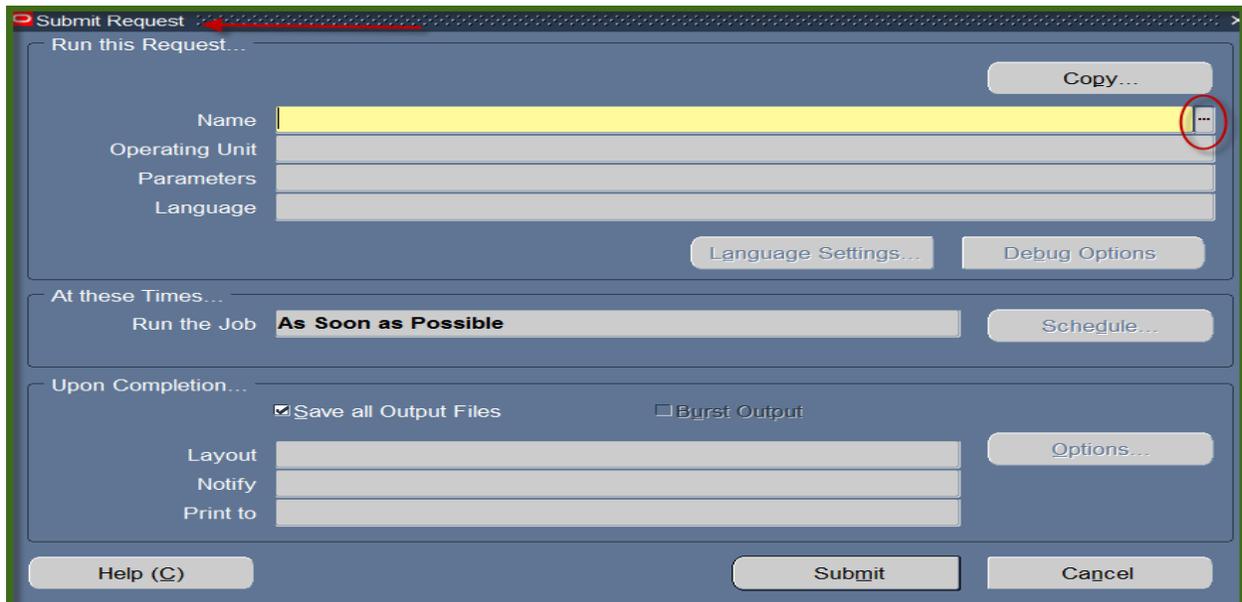
The **WF UAB REPORT WORKFLOW OFFICE BY ORGANIZATION REPORT ALL** report displays a list of all workflow officers per Organization. The parameters are submitted based on default values. The report will display **Organization Number**, **Organization Name**, and **Workflow Officer**.

This report is viewable through requestors **UAB View Output** in PDF format.

UAB HR Officer → Run Reports → Submit Processes → Single Request

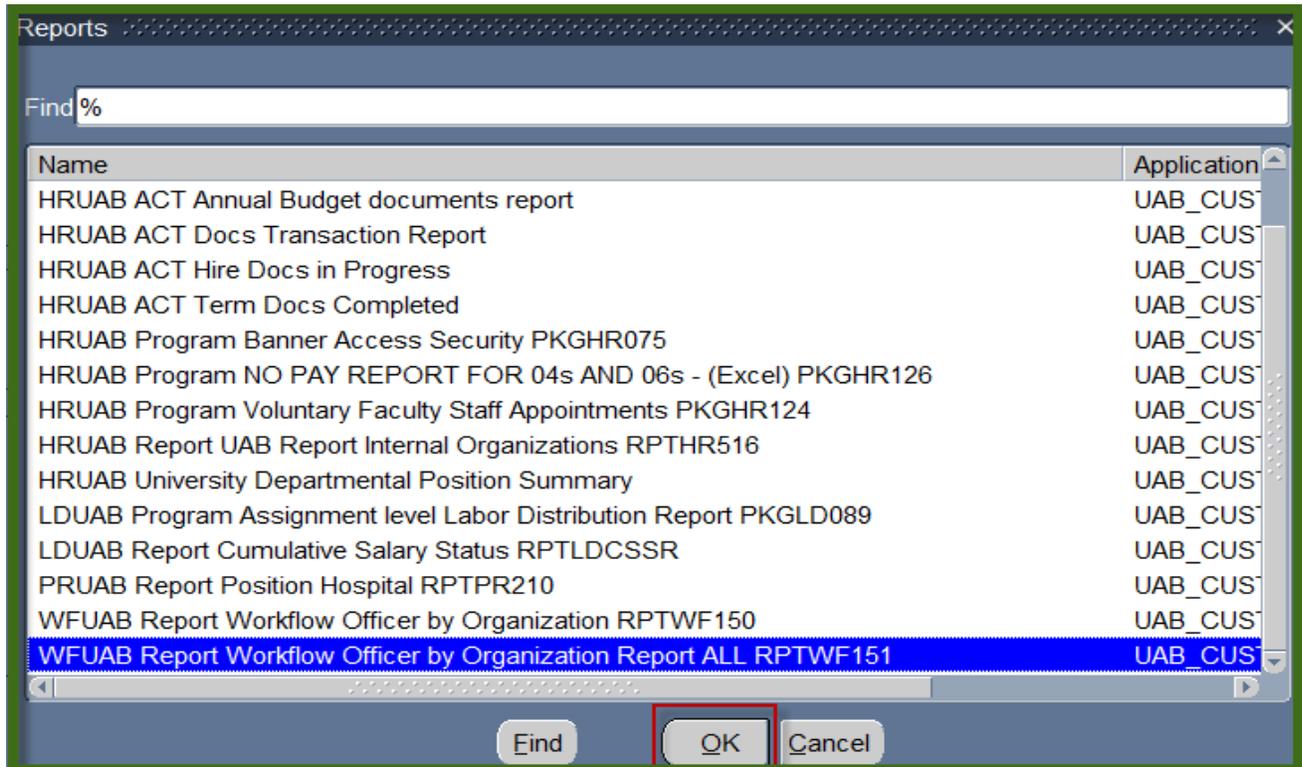


1. From the **SUBMIT REQUEST** form click on the **NAME LOV**.

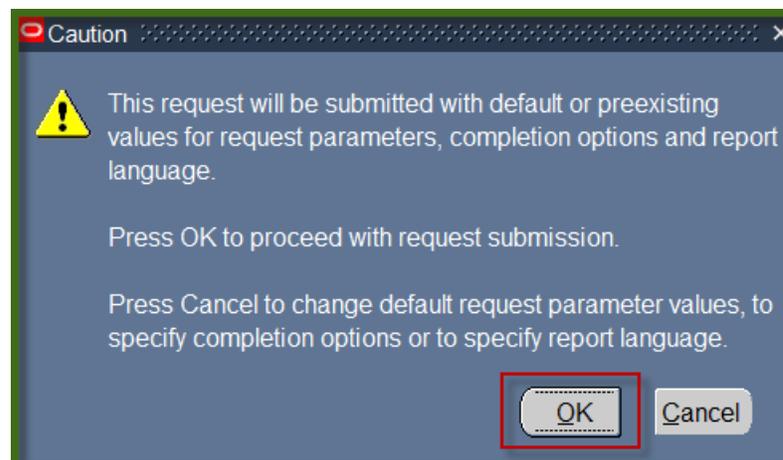


WF UAB Report Workflow Officer by Organization Report All

2. Choose the **WF UAB REPORT Workflow Officer by Organization** and then click the **OK** button.



3. The parameters are submitted based on default values. Click **OK**.



WF UAB Report Workflow Officer by Organization Report All

4. The **WF UAB REPORT Workflow Officer by Organization** report is now populating the NAME Field of the Submit Request form. Click on **Submit**.

Submit Request

Run this Request...

Copy...

Name **WFUAB Report Workflow Officer by Organization Report ALL RPTWF151**

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

Layout

Notify

Print to **noprint** Options...

Help (C) Submit Cancel

5. The **Request** window opens.

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 subsetting parameters applied to this report request before submission.

Request ID	Name	Parent	Phase	Status	Parameters
81445778	WFUAB Report Workflow		Pending	Normal	623.

WF UAB Report Workflow Officer by Organization Report All

- When the **Phase** Field shows **Completed**, click on the **View Output** button at the bottom of the screen to view the report.

The screenshot shows the 'Requests' application window. 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 it. A red arrow points from the 'Phase' column of this row to the 'View Output' button at the bottom right of the interface. Other buttons at the bottom include 'Hold Request', 'View Details...', 'Cancel Request', 'Diagnostics', and 'View Log...'. The table contains several rows of request data, all with a 'Completed' phase.

Request ID	Name	Parent	Phase	Status	Parameters
81445778	WFUAB Report Workflow		Completed	Normal	623,
81445625	HRUAB Report UAB Rep		Completed	Normal	
81445623	HRUAB Report UAB Rep		Completed	Normal	
81441629	HRUAB ACT Term Docs (Completed	Normal	14-MAY-2015, 14-MAY-2015
81441422	HRUAB ACT Hire Docs in		Completed	Normal	14-MAY-2015
81441358	HRUAB ACT Hire Docs in		Completed	Normal	14-MAY-2015
81441224	HRUAB ACT Hire Docs in		Completed	Normal	01-MAY-2015
81441220	HRUAB ACT Hire Docs in		Completed	Normal	14-MAY-2015
81440954	ADMUAB Report Respon:		Completed	Normal	114300000 HRM Organization
81431495	HRUAB University Depar		Completed	Normal	311650000 Pediatrics Chair C

WF UAB Report Workflow Officer by Organization Report All

7. You should see something that resembles the sample report shown below. The report displays Workflow Officer per Organization.

RUN:	15-JUN-15 12:47:04	UNIVERSITY OF ALABAMA AT BIRMINGHAM	PAGE 13 OF 30
PGM:	RPT.WF.151		
		Workflow Officer by Organization	
Organization			Workflow Officer
311501400	Parkinson's Disease Information & Referral Center		Fields, Karen J.
311501600	Epilepsy Center		Fields, Karen J.
311501800	Comprehensive Stroke Research Center		Fields, Karen J.
311502000	Alzheimer's Disease Center		Fields, Karen J.
311502200	Multiple Sclerosis Center		Fields, Karen J.
311502400	Neuroimmunology Research Program		Fields, Karen J.
311506000	Neuro-Oncology		Fields, Karen J.
311506090	Neuro-Onc - CCC		Fields, Karen J.
311550000	OB/GYN Chair Office		Adams, Ronald Ken
311551000	OB/GYN - Women's Pelvic Med & Reconstructive Surg		Adams, Ronald Ken
311551200	OB/GYN - Gyn Oncology		Adams, Ronald Ken
311551290	OB/GYN - Gyn Onc-CCC		Adams, Ronald Ken
311551400	OB/GYN - Reproductive Endocrinology		Adams, Ronald Ken
311551600	OB/GYN - Maternal & Fetal Medicine		Adams, Ronald Ken

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UPDATED 15-MAY-2015