

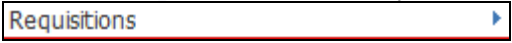

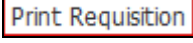
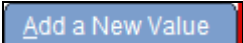
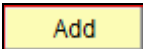
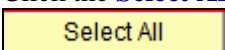

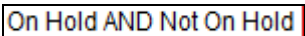
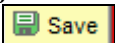

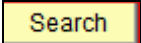



Create/Find a Run Control ID

| Step | Action |
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| 1. | <p>Print Requisition will be used to demonstrate how to create/find a run control ID.</p> <p>Click the Main Menu button.</p>  |
| 2. | <p>Click the Purchasing menu entry.</p>  |
| 3. | <p>Click the Requisitions menu entry.</p>  |
| 4. | <p>Click the Reports menu entry.</p>  |
| 5. | <p>Click the Print Requisition menu.</p>  |
| 6. | <p>The first time you use Requisition Print, you will need to create a Run Control ID in order to access the Process Scheduler.</p> <p>The system defaults you into the Find an Existing Value tab. Click on the Add a New Value tab or hyperlink to create a run control id.</p> <p><i>NOTE: On all subsequent prints, you will use the Find an Existing Value tab to search for existing run control ids.</i></p> |
| 7. | <p>Click the Add a New Value tab.</p>  |
| 8. | <p>Run Control ID</p> <p>A Run Control ID is used as a means to access the Process Scheduler. You may save parameters related to a particular process or report to a Run Control ID to minimize data entry when running recurring processes and/or reports.</p> <p>A Run Control ID is:</p> <ol style="list-style-type: none"> 1. Specific to the end-user's Operator (User) ID; 2. Can be entered in upper case, lower case, or mixed case; 3. Can be up to 30 characters long; 4. Characters can be either number or letters, but cannot include any special characters (e.g. \$, &, #); 5. Cannot contain blank spaces; and 6. Must be one continuous string of characters or words must be linked by an underscore. |

| Step | Action |
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| 9. | <p>Examples of Run Control IDs that meet the requirements:</p> <ol style="list-style-type: none"> 1. print_req can be used since an underscore links the two words together; or 2. printrequisition can be used because it is one string of characters. |
| 10. | <p>Examples of Run Control IDs that do not meet the requirements:</p> <ol style="list-style-type: none"> 1. print req because there is a blank space between the two words; or 2. print_requisition's because a special character is used. In this example an apostrophe is used. |
| 11. | <p>A Run Control ID must be created to run many reports in PeopleSoft. If a run control is created that is unique to a specific report, it can be used to run the specified report in the future. The advantage to this method is that all Print Requisition page parameters are saved with the run control. When running future reports, a user would only have to change the Requisition ID instead of entering all report parameters again. If you create one run control to use for all reports, then you will need to change all report parameters each time a report is run.</p> |
| 12. | <p>Enter the desired information into the Run Control ID field. Enter "print_req".</p> |
| 13. | <p>Click the Add button.</p>  |
| 14. | <p>The parameters you enter on the Print Requisition page will be saved to the specified run control id. When running the report in the future, the user will only change the Requisition ID; all other fields will remain as defaulted. You must save your parameters in order for your parameters to default in the future.</p> <p><i>See the Uncheck Hold and Print Requisition topic for instructions on print your report.</i></p> |
| 15. | <p>If your Business Unit does not default into the Business Unit field, it must be entered or selected using Lookup Business Unit.</p> <p>Enter the desired information into the Business Unit field. Enter "BRFHS".</p> |
| 16. | <p>Enter the desired information into the Requisition ID field. Enter "0000041".</p> |
| 17. | <p>NOTE: Do not enter From Date, Through Date or Requester. If this information is entered incorrectly, it may prevent the requisition from printing. Since requisitions <u>must be requested and printed ONE AT A TIME</u>, entering the requisition id will be sufficient to identify the requisition.</p> |
| 18. | <p>Statuses to Include</p> <p>If you select the wrong status it will prevent the requisition from printing. If an individual option is selected, it will prevent you from being able to print the requisition. By clicking the Select All button, you will be able to print the requisition in any status.</p> <p>Click the Select All button.</p>  |

| Step | Action |
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| 19. | <p>Statuses to Include (continued)</p> <p>As previously stated, if you select the wrong status it will prevent the requisition from printing. In this case using the default Not On Hold rather than On Hold AND Not On Hold. If the requisition is on hold, meaning the Hold From Further Processing checkbox is checked on the Maintain Requisition page, the requisition would not print using the defaulted NOT On Hold option. By selecting On Hold AND Not On Hold, you will be able to print the requisition regardless of whether the Hold From Further Processing box is checked or unchecked.</p> |
| 20. | <p>Click the button to the right of the Pending field.</p>  |
| 21. | <p>Click the On Hold AND Not On Hold list item.</p>  |
| 22. | <p>Click the Save button.</p> <p><i>NOTE: You <u>must</u> save your parameters in order for your parameters to default in the future.</i></p>  |
| 23. | <p>After saving your parameters, you would click the Run button to begin the print process. You must access the Report Manager to view and print your report.</p> <p><i>See the Uncheck Hold from Further Processing and Print a Requisition topic for instructions on how to print your requisition.</i></p> <p>For training purposes only, click the Print Requisition link.</p>  |
| 24. | <p>You can select the Find an Existing Value tab to search for an existing Run Control ID. Once selected, the Print Requisition page displays the information from the most recent print request.</p> <p>Click the Search button.</p>  |
| 25. | <p>Select a run control id by clicking the desired run control id link from the Search Results list.</p> <p><i>NOTE: If you did not save your run control parameters, the run control id was not saved and the run control will not display in your search results.</i></p> <p>Click the print_req link.</p>  |
| 26. | <p>The Print Requisition page displays previously selected parameters.</p> |
| 27. | <p>This completes Create/Find a Run Control ID. End of Procedure.</p> |

