This user guide covers how to run a single report in Oracle, then how to find it again and view it on the screen and finally, how to print it (if required).

# Running a report

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| * On the main Oracle Applications Home Page, open the **Direct Input folder**.
* Open the **Process** **and Reports folder**.
* Click on **Submit Process**.
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| * The **Submit New Request** dialogue box will appear.
* Single Request will be selected by default.
* Click on **OK**.
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| * Click on the **Ellipse button** at the right hand end of the **Name** field.
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| * Select a report from the list of options.
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| * Enter any parameter information as required.

**NOTE**: The parameters will differ depending on the report you select in the previous step.* Click on **OK**.
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| * The relevant report is now in the report **Name** field.
* The relevant parameters are in the **Parameters** field.
* Ensure the **Print to** field has the correct printer in it (if not, click inside the field, then on the ellipse button and select the correct printer from the list of options.
* Click on the **Submit** button.
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| * A Decision dialogue box will pop up.
* Take a note of the **Request ID** number, just in case you need it.
* **Yes** –if you want to run another report (in addition to the one you have just submitted).

**NOTE**: if you click Yes, you will be taken through the steps above.* **No** – if you want to locate the report you have just submitted,
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| * If you click No, the reports window will automatically close and you will be taken to the Navigator window where you can view and print your reports.
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# Viewing a Report

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| * Once any report has been submitted, you need to view it and possibly print it.
* Double click on the **+** next to **Process and Reports**.
* Double click on **View Requests**.
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| * The Find Requests window will open.
* Select an item from the radio buttons in the top left.
	+ **My Completed Requests** – will find only reports that have been completed.
	+ **My** **Requests** **in** **Progress** – will find only reports that are still in the process of being built.
	+ **All** **My** **Requests** – will find all reports requested by you.
	+ **Specific** **Requests** – require a Request ID number and will find only that report.
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| * If you have noted down the Request ID number, select Specific Requests.
* Type the number into the Request ID field.
* Click on Find

**NOTE:** if you do not have the Request ID number, you will have to find All Reports which may be a long list. |  |
| * The report will now appear.

**NOTE**: the Phase column says this report is Completed. If it has not completed, click on the Refresh Data button.* To view the report, click on the **View Output** button.
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| * The viewing screen will open.
* Use the **Next** and **Previous** buttons to move through any forms.
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**Printing a report**

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| * Close the viewing window to return to the main reports window.
* Ensure you have the correct report selected.

**NOTE**: You can check this by looking at the column to the left of the Request ID number – if it is blue, this is the report that will print.* Click on **Tools** from the main oracle tool bar.
* Select **Reprint/Republish**.
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| * The Reprint Options dialogue window will be launched.
* Ensure you are printing to the correct printer. If not, use the **Search** button to search and locate your own printer.

* In the **Copies** field enter the number of copies that you want printed (this must be a minimum of 1).
* Click **Apply**.
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| * A confirmation window will appear.
* Click **OK**.
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