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**. |  |
| * The **Submit New Request** dialogue box will appear. * Single Request will be selected by default. * Click on **OK**. |  |
| * Click on the **Ellipse button** at the right hand end of the **Name** field. |  |
| * Select a report from the list of options. |  |
| * Enter any parameter information as required.   **NOTE**: The parameters will differ depending on the report you select in the previous step.   * Click on **OK**. |  |
| * 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. |  |
| * 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, |  |
| * 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. |  |

# 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**. |  |
| * 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. |  |
| * 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. |  |
| * The viewing screen will open. * Use the **Next** and **Previous** buttons to move through any forms. |  |

**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**. |