

Reporting: Viewing Report Requests

After a report has been submitted for processing to the concurrent manager, you can monitor the status of the report from the Requests window.

The Requests window provides access to view the report output online. The report output can then be saved and/ or printed using Microsoft Word features.

For reports that take a long time to process, you can exit the Requests window and continue with other work. Then return later to view the report output online.

This learning cycle is a continuation from Learning Cycle 1. In Learning Cycle 1, the steps to submit a report to the Concurrent Manager were demonstrated. This learning cycle demonstrates what happens after clicking the Submit button.

Note: This learning cycle contains minimal instructions for viewing reports. For detailed instructions, refer to **Unit 2: Navigation, Module 6: Running Reports**.

Request Window

- After a report is SUBMITTED to the concurrent manager for processing, the Requests window displays automatically.
- Several requests may be displayed in various phases and with various statuses.
- Use the Requests window to:
 - Monitor the request during the processing stage.
 - Access report output online.

Phase and Status Fields

- The report request can be in various **Phases**:
 - Pending, Running or Completed.
- The **Status** can be:
 - Normal, Cancelled, Terminated, Inactive or Warning.
- The backgrounds for the PHASE and STATUS fields are color coded to indicate specific circumstances and are identified as follows:
 - RED indicates the request completed with a status of ERROR.
 - YELLOW indicates the request completed with a status of WARNING or is currently INACTIVE.
 - GREEN indicates the request is PENDING or RUNNING.
 - WHITE indicates the request has completed with a status of NORMAL, CANCELLED, or TERMINATED.
- To monitor and update the Phase and Status fields, click the Refresh Data button periodically.
 - The Phase and Status fields do not update automatically.

Hold Request and Cancel Request

- The **Hold Request** and **Cancel Request** buttons are located at the bottom of the Request window.
- These options are only available when the request is in the Pending phase.

View Output

- When the report phase is "Completed", the **View Output** button at the bottom of this window becomes **enabled**.

Note: View Details..., Diagnostics, and View Log...also become enabled, but they will not be covered here. Refer to **Unit 2: Navigation, Module 6: Running Reports**.

- To view output online, select the Request to be reviewed; then click the **View Output** button.

IMPORTANT: The browser used during the preparation of this material was Internet Explorer. If you use another browser, it will not be identical to what is described in this document, but it should be similar. The report will be opened and formatted using the OracleReports feature. If you do not have this feature installed on your PC, contact your LAN administrator or call your Help Desk. Reports can be formatted using Microsoft Word formatting features, until OracleReports is installed. This demonstration is for Microsoft Office 2003.

- The first step to viewing a report online is to select the request from the Requests window.
 - Use the **Up** and **Down Arrow** keys on the keyboard to place the **Current Record Indicator**.
- Once the report is selected, click the **View Output** button at the bottom of the window.
 - The **Viewer Option** window displays.
 - The system default for the **Viewer** field is **Microsoft Word**; accept the default to view the report.
 - The **File Download** window displays prompting you to **Open** or **Save** the report.
 - Click **“Open”** to view the report online; the report displays in Microsoft Word.
- To make the report easier to view, format the report using OracleReports.
 - From the Word Menu Bar, click **OracleReports** and select **Landscape Compress**.
- The heading area of the report contains the name of report, the date and the Parameters we entered when submitting the report.
- When the Landscape Compressed option is selected, the information aligns under the column headings.
 - Many of these headings should look familiar to you by now e.g., Tag Number, Building Room, Asset - Description, Serial Number, etc.
- Use the Vertical Scroll Bar to view all the information displayed in the report.
- Reports are purged from AIS after five business days.
- You can use the Microsoft Word Print and Save features to keep a copy of the report for future reference.
 - Refer to Unit 2: Navigation, Module 6: Running Reports.
- When review of the report is complete, exit Microsoft Word to return the Requests window.
- Click the File menu and select Exit.
- If you are using Internet Explorer as your browser, you will return to the Requests window.
- If you are using a different browser, another window may display. If this should happen use the respective Browser button on the Task Bar at the bottom of your screen to select the Requests window. (Hint: It will contain Oracle's coffee cup icon.)

Finding Requests after Exiting AIS

- If you chose to exit the application before your report completed processing, perform the following steps to return to the Navigator window.
- From the Oracle E-Business Suite Navigator select: **SIU Fixed Assets Managerial Inquiry → Other: Requests → Run**
- The Submit a New Request window displays; click **Cancel**; the Navigator window appears.
- Click the **View** menu and the **Requests** option.
- The **Find Requests** window appears.
- The All My Requests radio button is selected by default; accept the default..
- Click **Find**.
- The Requests window appears. Follow the instructions provided earlier in this learning cycle to view the report.

This concludes the demonstration. If you have additional questions about Viewing Reports, contact your respective Fixed Asset unit.