Finding, Monitoring and re-running Standard Reports in CUFS

You can monitor your concurrent requests via the Requests window, which displays once the report is running. If your request has not yet started running, you can access the screen via *GL responsibility > Requests > View > Find.* From the request screen reports can be re-printed, cancelled, new reports submitted as well as view report details and outputs.

Use *Tools> Managers* to see where you are in the printer queue or *Reprint* to ask for a reprint of the report. *Reprint* also from button.

- Move your cursor to the record that represents the request you want to examine in detail.

- Each record shows you the request ID, request name, phase and status of the request, as well as the parameters used by the request.

- Use the buttons at the bottom to check, manage or review requests.

It may be possible to cancel a *pending* request by clicking this button

To see why a report has completed in error

To look at the details you specified for a particular report

1. From the **Request screen**, click the **View Details** button.

2. The **Schedule** button updates the reports scheduling program if your request meets all of the following criteria:

   - You made the initial request
   - The request has not yet run
   - The program does not prevent request updates

3. Select **Options** to view the name of the printer used, the number of copies to print, and the print Style.

My report hasn't printed out?

- Check the status of your report: is it still waiting to run or has there been an error? See "Monitoring Standard Reports" above.

- If the status shows as "completed", check the obvious: Did you ask it to print out a copy, to which printer did you send it, has the printer run out of paper, has someone else picked it up?

Can I copy a previously *run* report and update some of the parameters?

- Click **Submit a New Request** and click on the **Copy** button to take advantage of previously entered request submissions

- Either search for a particular report name or click on **Find** to retrieve all your recent requests.

- Click on the Name of the report you would like to copy and click **OK**

- Click in the parameters field and amend the relevant fields.

Where is my report in the printer queue?

From the *Request* screen tool bar, select **Tools**, **Managers** to view your request's position within each available concurrent manager's queue.

Why has it completed in error?

From the *Request* screen, select **Diagnostics** to display information about when the request completed. If it did not complete, you will receive a message explaining why.

Colour of Status Field	Description
Red	The request has completed with a status of ERROR
Yellow	The request has either completed with a status of WARNING or is currently INACTIVE. This usually indicates that the report ran overnight.
Green	The request is PENDING or RUNNING.
White	The request has completed with a status of NORMAL.

I've reviewed the results of report on screen and now would like to print out a hard copy?

- From the **Request** screen, click into the line for the report you would like to print. Then select **Tools, Reprint/Republish** from the menu bar. Specify the printer if not already populated, and amend **copies** to 1.

- Click **Apply** and then **OK**