Monitoring Standard Reports in CUFS

You can monitor your concurrent requests via the Requests window. If your request has not yet started running, you can also cancel or change some of the request's parameter, scheduling, or completion options.

- 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.

- Click the Refresh Data button to 'refresh' the screen and determine when the report has completed running

To look at the details you specified for a particular report

1. Click the **View Details** button in the Requests window.

2. Click **Schedule** to update 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.

4. Optionally update the completion option information.

Where is my report in the printer queue?

- Select Managers from the Tools menu to view your request's position within each available concurrent manager's queue, if the request has not run yet.
- Select Manager Queue to display the Concurrent Manager Queue window that displays the queue of requests waiting to be processed.

Why has it completed in error?

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.
Green	The request is PENDING or RUNNING.
White	The request has completed with a status of NORMAL.

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

In the Request screen, click into the line for the report you would like to print. Then select **Reprint** from the Tools menu. Specify that you would like 1 copy and the select required printer.