

**Working With Submitted Reports**  
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## SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

## Table of Contents

<b>Working With Submitted Reports .....</b>	<b>1</b>
<b>Working with Submitted Reports Overview .....</b>	<b>1</b>
<b>Working with Submitted Reports Lesson.....</b>	<b>1</b>

## Working With Submitted Reports

### Working with Submitted Reports Overview

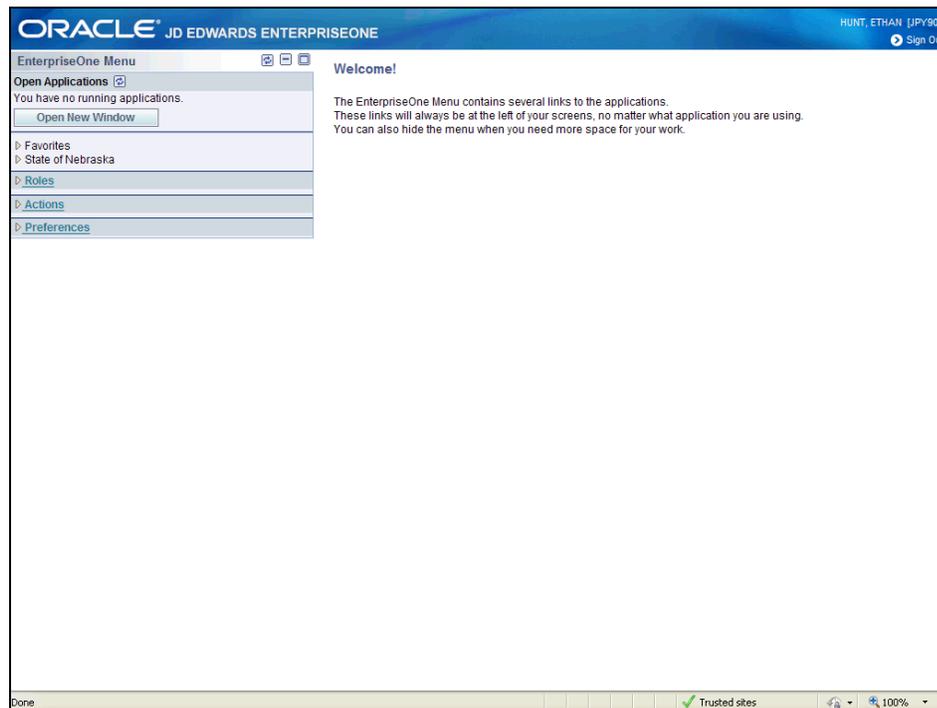
Once a report is submitted for processing, it will appear in the Submitted Job Search window. Use the Submitted Job Search window to review the status of reports, view reports, and print reports.

### Working with Submitted Reports Lesson

#### Procedure

In this lesson you will learn how to:

- ~ View your submitted reports via **View Job Status**
- ~ Delete completed reports from **View Job Status**

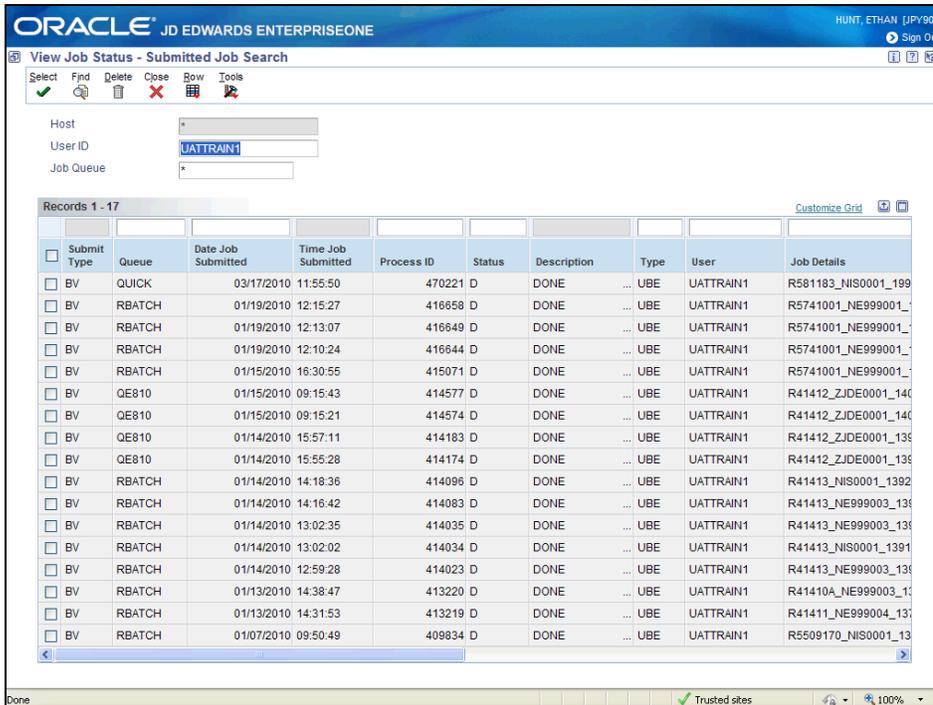


Step	Action
1.	Click the <b>State of Nebraska</b> link. <a href="#">State of Nebraska</a>
2.	Click the <b>View Job Status</b> link. <a href="#">View Job Status</a>
3.	The reports you have run will be displayed in the table. The most recent report you ran will be at the top.

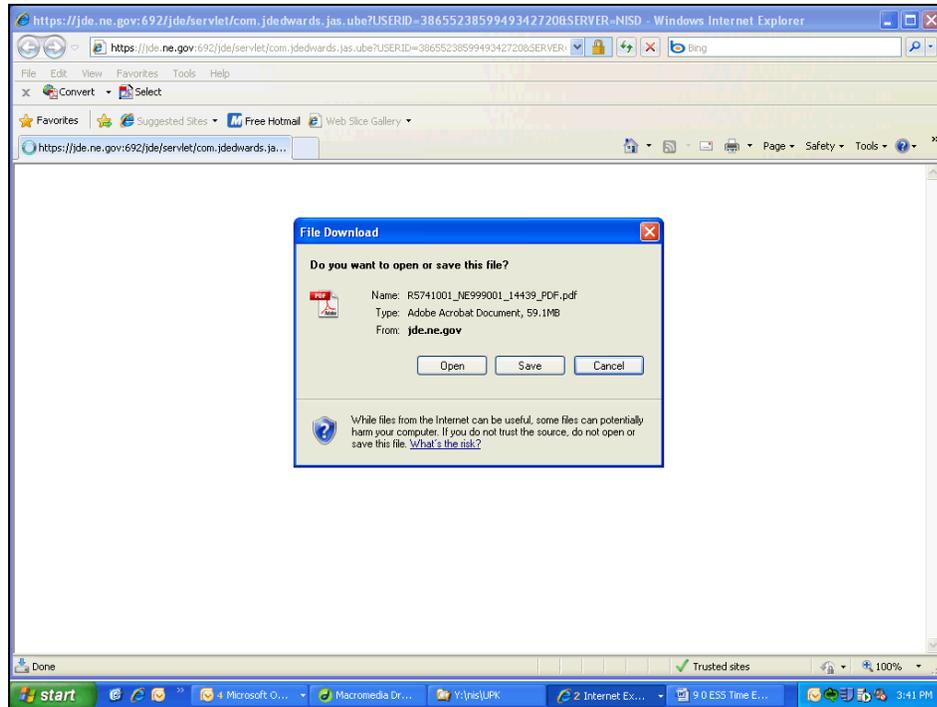
# Training Guide

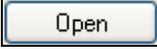
## Working With Submitted Reports

Step	Action
4.	<p>The <b>Description</b> will tell you the status of your report. It will state that the report is either <b>WAITING</b>, <b>PROCESSING</b>, or <b>DONE</b>.</p> <p>If the <b>Description</b> is <b>WAITING</b>, or <b>PROCESSING</b> click the <b>Find</b> button to refresh the page until it says <b>DONE</b>.</p>



Step	Action
5.	<p>Click the check box of the second report.</p> <input type="checkbox"/>
6.	<p>Click the <b>Row</b> button.</p>
7.	<p>Most reports are going to be viewed as PDF or CSV. For more information about CSVs see the Running / Viewing Reports in CSV lesson.</p>
8.	<p>Click the <b>View PDF</b> menu.</p> <input type="button" value="View PDF"/>



Step	Action
9.	Click the <b>Open</b> button. 
10.	The report then opens as a PDF document. If you wish you can save the document.

# Training Guide

## Working With Submitted Reports

Step	Action
11.	Click the <b>Close</b> button. 
12.	You can delete reports you have run. Reports will drop off automatically after 14 days so it is not imperative that you delete your reports.  In this lesson we will delete the last record.

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN (JPY900) Sign Out

View Job Status - Submitted Job Search

Select Find Delete Close Row Tools

Host \*  
User ID UATTRAIN1  
Job Queue \*

Records 1 - 17 Customize Grid

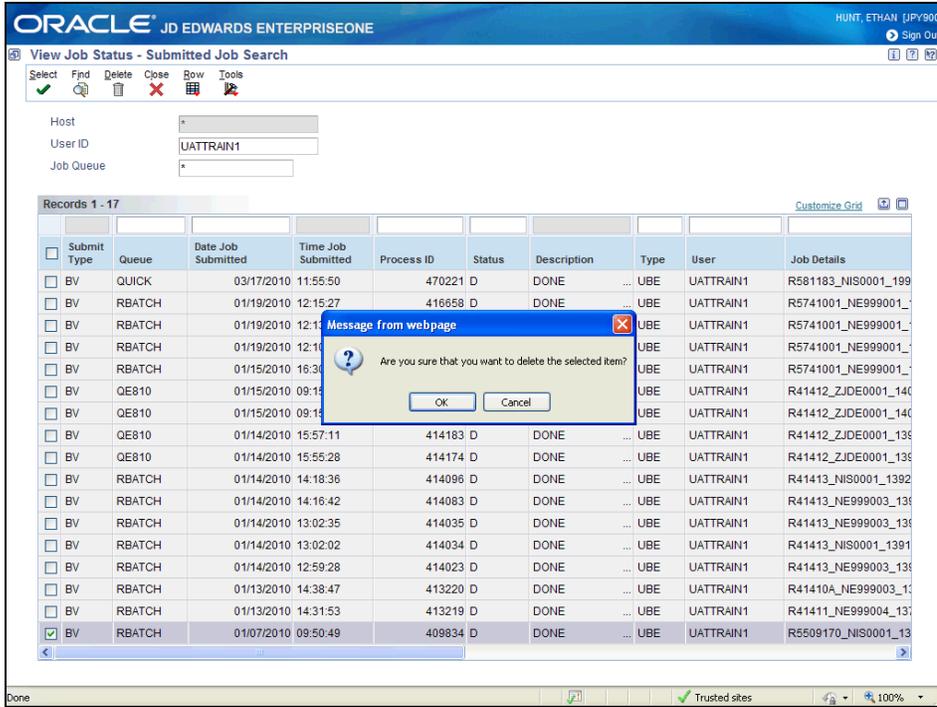
Submit Type	Queue	Date Job Submitted	Time Job Submitted	Process ID	Status	Description	Type	User	Job Details
<input type="checkbox"/>	BV	QUICK	03/17/2010 11:55:50	470221	D	DONE	... UBE	UATTRAIN1	R581183_NIS0001_199
<input checked="" type="checkbox"/>	BV	RBATCH	01/19/2010 12:15:27	416658	D	DONE	... UBE	UATTRAIN1	R5741001_NE999001_...
<input type="checkbox"/>	BV	RBATCH	01/19/2010 12:13:07	416649	D	DONE	... UBE	UATTRAIN1	R5741001_NE999001_...
<input type="checkbox"/>	BV	RBATCH	01/19/2010 12:10:24	416644	D	DONE	... UBE	UATTRAIN1	R5741001_NE999001_...
<input type="checkbox"/>	BV	RBATCH	01/15/2010 16:30:55	415071	D	DONE	... UBE	UATTRAIN1	R5741001_NE999001_...
<input type="checkbox"/>	BV	QE810	01/15/2010 09:15:43	414577	D	DONE	... UBE	UATTRAIN1	R41412_ZJDE0001_140
<input type="checkbox"/>	BV	QE810	01/15/2010 09:15:21	414574	D	DONE	... UBE	UATTRAIN1	R41412_ZJDE0001_140
<input type="checkbox"/>	BV	QE810	01/14/2010 15:57:11	414183	D	DONE	... UBE	UATTRAIN1	R41412_ZJDE0001_139
<input type="checkbox"/>	BV	QE810	01/14/2010 15:55:28	414174	D	DONE	... UBE	UATTRAIN1	R41412_ZJDE0001_139
<input type="checkbox"/>	BV	RBATCH	01/14/2010 14:18:36	414096	D	DONE	... UBE	UATTRAIN1	R41413_NIS0001_1392
<input type="checkbox"/>	BV	RBATCH	01/14/2010 14:16:42	414083	D	DONE	... UBE	UATTRAIN1	R41413_NE999003_139
<input type="checkbox"/>	BV	RBATCH	01/14/2010 13:02:35	414035	D	DONE	... UBE	UATTRAIN1	R41413_NE999003_139
<input type="checkbox"/>	BV	RBATCH	01/14/2010 13:02:02	414034	D	DONE	... UBE	UATTRAIN1	R41413_NIS0001_1391
<input type="checkbox"/>	BV	RBATCH	01/14/2010 12:59:28	414023	D	DONE	... UBE	UATTRAIN1	R41413_NE999003_139
<input type="checkbox"/>	BV	RBATCH	01/13/2010 14:38:47	413220	D	DONE	... UBE	UATTRAIN1	R41410A_NE999003_139
<input type="checkbox"/>	BV	RBATCH	01/13/2010 14:31:53	413219	D	DONE	... UBE	UATTRAIN1	R41411_NE999004_139
<input type="checkbox"/>	BV	RBATCH	01/07/2010 09:50:49	409834	D	DONE	... UBE	UATTRAIN1	R5509170_NIS0001_139

Done Trusted sites 100%

Step	Action
13.	Click the last report on the list. 
14.	We do not want to delete the first record so uncheck the box by clicking on it. 
15.	Click the <b>Delete</b> button. 

# Training Guide

## Working With Submitted Reports



Step	Action
16.	Click the <b>OK</b> button. 
17.	The last record is no longer displayed.

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN (JPY900) Sign Out

View Job Status - Submitted Job Search

Select Find Delete Close Row Tools

Host \*  
User ID UATTRAIN1  
Job Queue \*

Records 1 - 16 Customize Grid

Submit Type	Queue	Date Job Submitted	Time Job Submitted	Process ID	Status	Description	Type	User	Job Details
<input type="checkbox"/>	BV	QUICK	03/17/2010 11:55:50	470221	D	DONE	... UBE	UATTRAIN1	R581183_NIS0001_199
<input type="checkbox"/>	BV	RBATCH	01/19/2010 12:15:27	416658	D	DONE	... UBE	UATTRAIN1	R5741001_NE999001_1
<input type="checkbox"/>	BV	RBATCH	01/19/2010 12:13:07	416649	D	DONE	... UBE	UATTRAIN1	R5741001_NE999001_1
<input type="checkbox"/>	BV	RBATCH	01/19/2010 12:10:24	416644	D	DONE	... UBE	UATTRAIN1	R5741001_NE999001_1
<input type="checkbox"/>	BV	RBATCH	01/15/2010 16:30:55	415071	D	DONE	... UBE	UATTRAIN1	R5741001_NE999001_1
<input type="checkbox"/>	BV	QE810	01/15/2010 09:15:43	414577	D	DONE	... UBE	UATTRAIN1	R41412_ZJDE0001_140
<input type="checkbox"/>	BV	QE810	01/15/2010 09:15:21	414574	D	DONE	... UBE	UATTRAIN1	R41412_ZJDE0001_140
<input type="checkbox"/>	BV	QE810	01/14/2010 15:57:11	414183	D	DONE	... UBE	UATTRAIN1	R41412_ZJDE0001_139
<input type="checkbox"/>	BV	QE810	01/14/2010 15:55:28	414174	D	DONE	... UBE	UATTRAIN1	R41412_ZJDE0001_139
<input type="checkbox"/>	BV	RBATCH	01/14/2010 14:18:36	414096	D	DONE	... UBE	UATTRAIN1	R41413_NIS0001_1392
<input type="checkbox"/>	BV	RBATCH	01/14/2010 14:16:42	414083	D	DONE	... UBE	UATTRAIN1	R41413_NE999003_139
<input type="checkbox"/>	BV	RBATCH	01/14/2010 13:02:35	414035	D	DONE	... UBE	UATTRAIN1	R41413_NE999003_139
<input type="checkbox"/>	BV	RBATCH	01/14/2010 13:02:02	414034	D	DONE	... UBE	UATTRAIN1	R41413_NIS0001_1391
<input type="checkbox"/>	BV	RBATCH	01/14/2010 12:59:28	414023	D	DONE	... UBE	UATTRAIN1	R41413_NE999003_139
<input type="checkbox"/>	BV	RBATCH	01/13/2010 14:38:47	413220	D	DONE	... UBE	UATTRAIN1	R41410A_NE999003_139
<input type="checkbox"/>	BV	RBATCH	01/13/2010 14:31:53	413219	D	DONE	... UBE	UATTRAIN1	R41411_NE999004_139

Done Trusted sites 100%

Step	Action
18.	Click the <b>Close</b> button. 
19.	You have successfully completed the Working with Submitted Reports lesson. <b>End of Procedure.</b>