Running and Viewing BI Publisher Jobs
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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.

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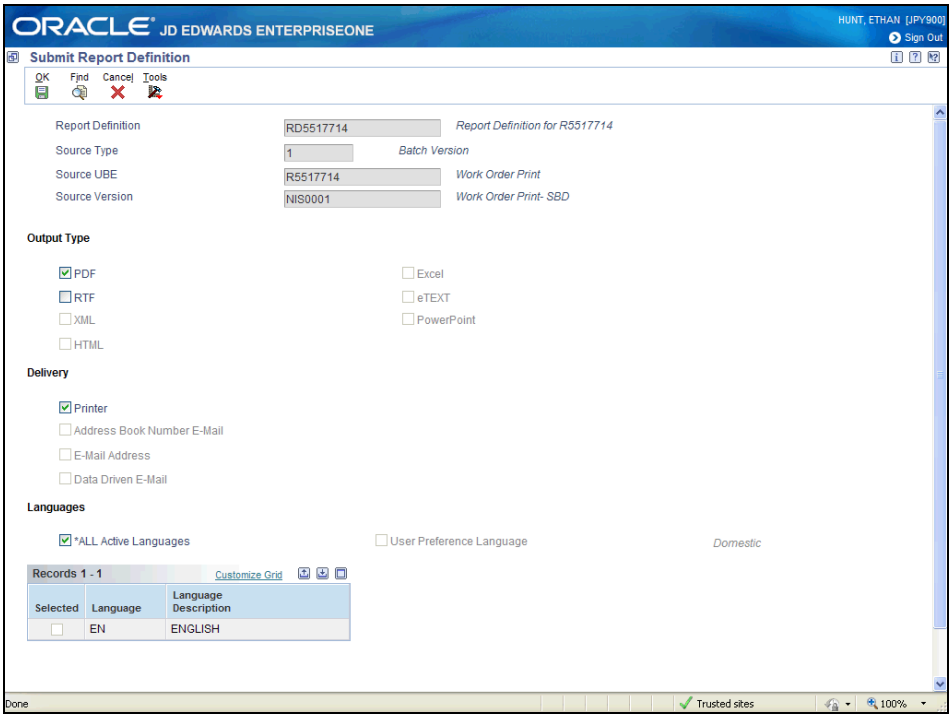
Running and Viewing BI Publisher Jobs

Running and Viewing BI Publisher Jobs Lesson

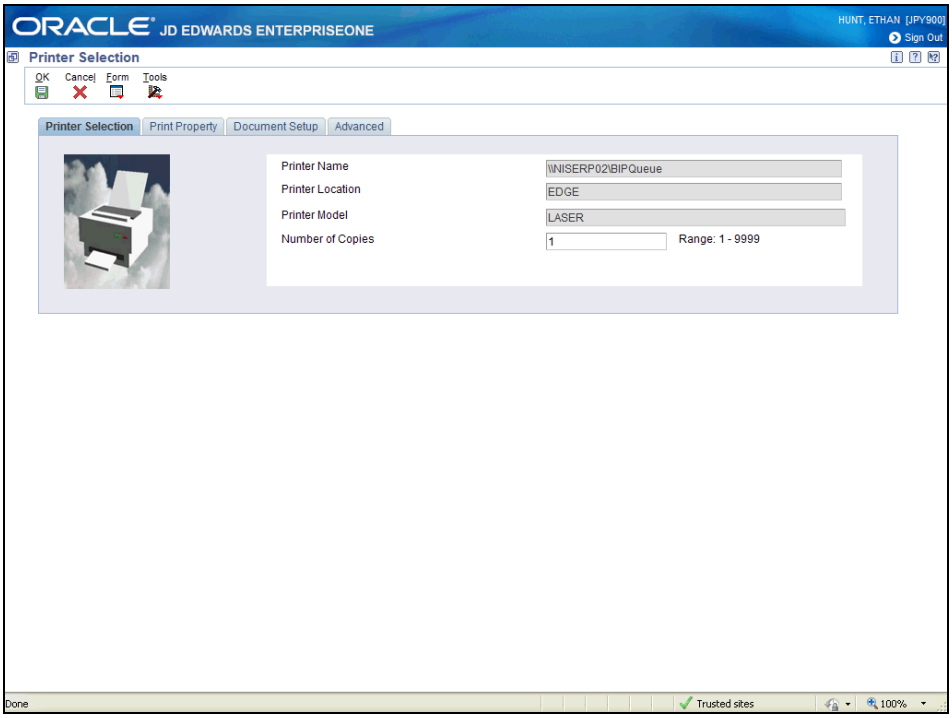
Procedure

In this lesson you will learn how to run and view BI Publisher Jobs.

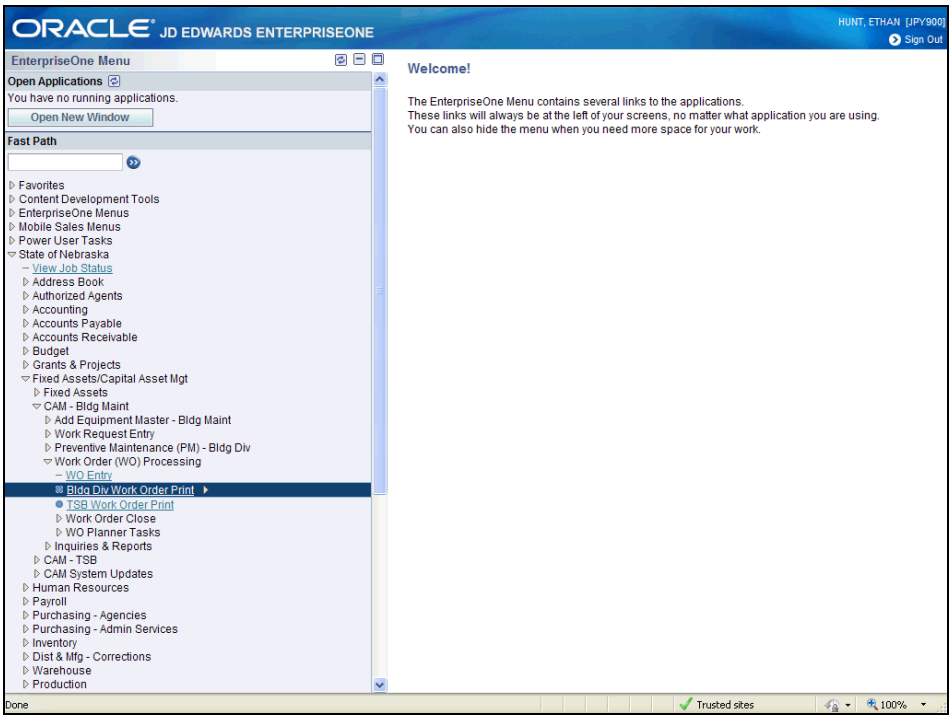
After entering your Data Selection and/or Processing Options as you normally would and click OK you will be be taken to the Submit Report Definition screen. This is where we will being this lesson.



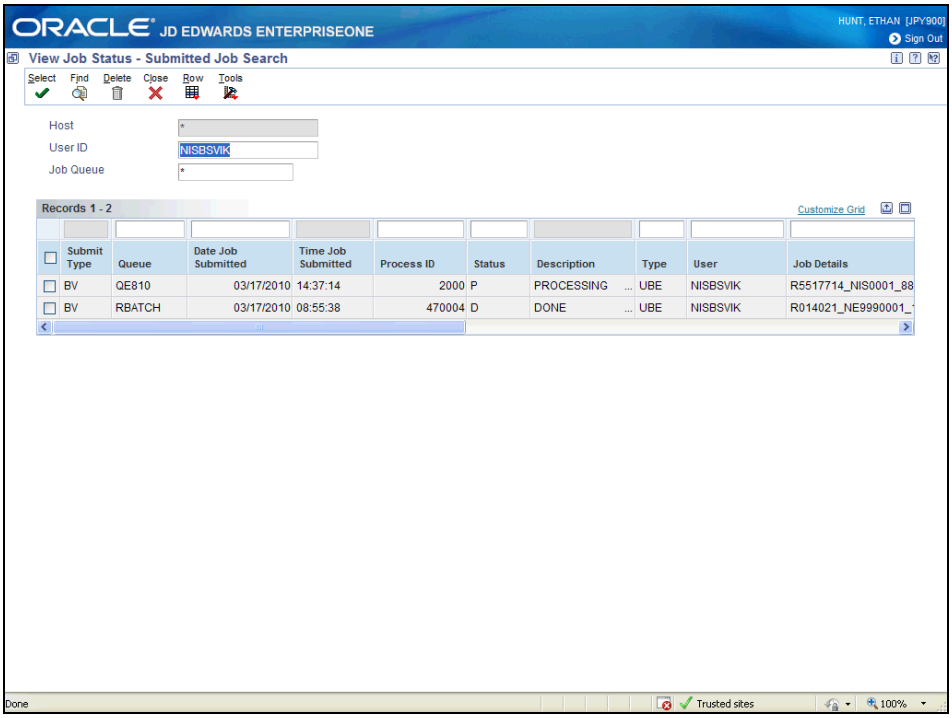
Step	Action
1.	Click the **OK** button.



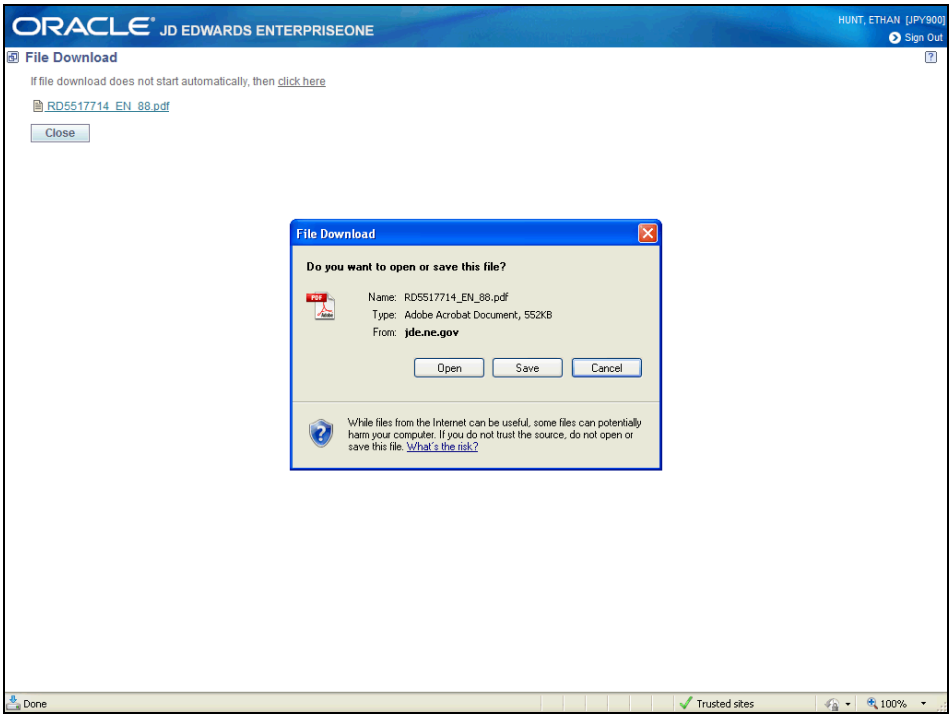
Step	Action
2.	Click the **OK** button.

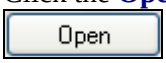


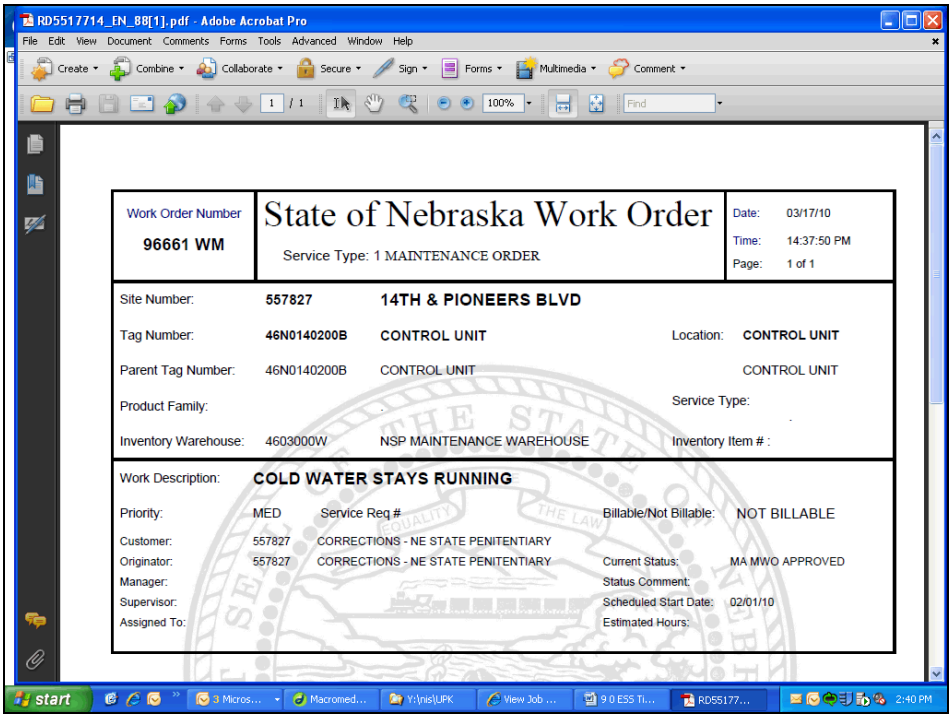
Step	Action
3.	Click the **View Job Status** link. View Job Status
4.	The **Submit Type** of the report will be "**BV**" initially.



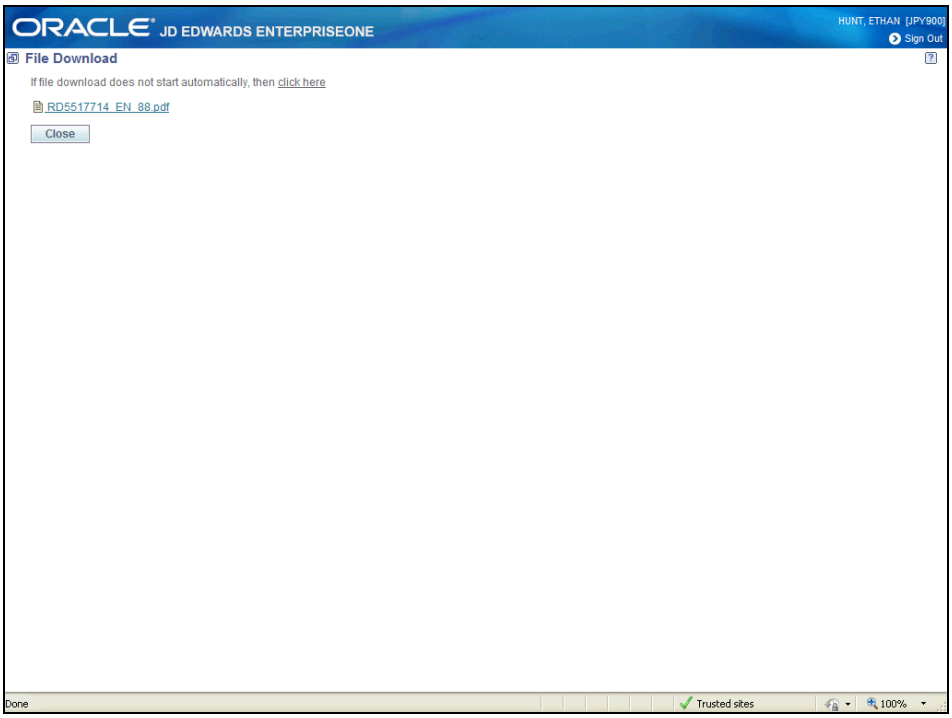
Step	Action
5.	Click the **Find** button to refresh the screen if the report is still processing.
6.	When the report is finished processing the **Sumbit Type** will change to "**RD**".
7.	Click the **RD** option.
8.	Click the **Row** button.
9.	Click the **View RD Out Direct** menu. View RD Out Direct



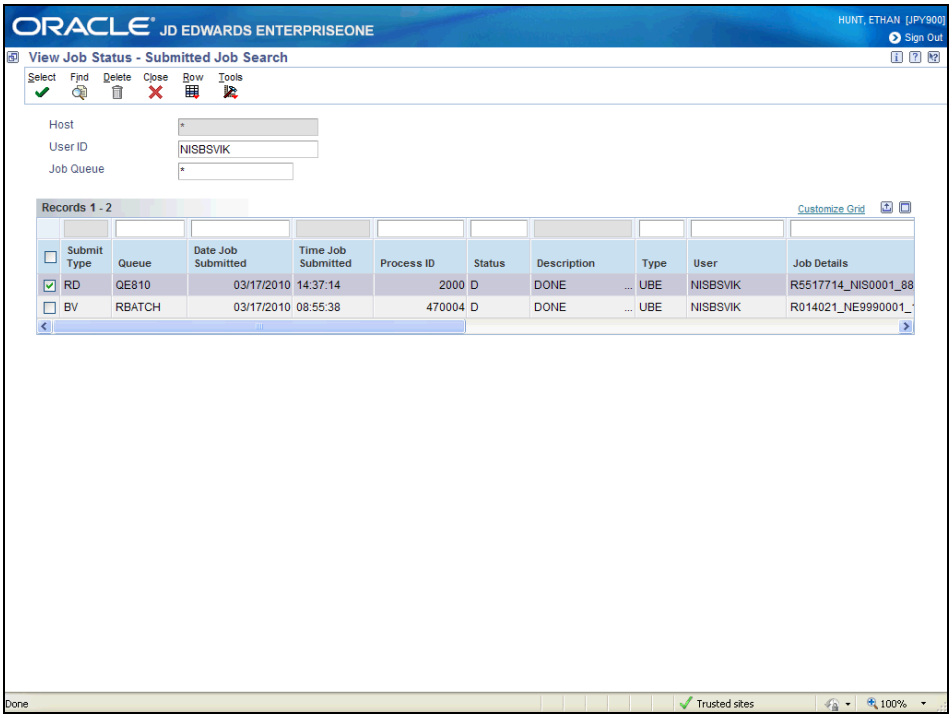
Step	Action
10.	Click the **Open** button. 



Step	Action
11.	You can view, print, and/or save the document. When you are finished click the **Close** button.



Step	Action
12.	Click the **Close** button. Close



Step	Action
13.	Click the **Close** button.
14.	You have successfully completed this lesson. **End of Procedure.**